



City of Hartford
County of Van Buren, State of Michigan
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
Wednesday, November 19, 2025 10:00am
PROPOSED MINUTES

Members Present: Sandra Banda-Tavarez, Manuela Blaylock-Villota (10:07am), Shayne Darling (10:25am), Brian Garland, Mark Kellogg, Pete Sinclair, Gurnamaskar Singh, Rick Stevens (10:03am),

Members Absent:

Staff Present: Nicol Pullium, Manager; RoxAnn Rodney-Isbrecht, Clerk

President Brian Garland, called the DDA meeting to order at 10:00am.

Pledge of allegiance was said.

Approval of the Agenda:

Motion by Kellogg, supported by Singh, to approve the agenda.
Motion Carries 5 – 0

Public Comment:

- Clerk, DDA December meeting conflict

Discussion: if nothing new for the agenda the Board is ok with moving cancelling the December meeting, if there are items to discuss move the meeting to the 16th.

Approval of the Minutes:

Motion by Sinclair, seconded by Kellogg, to accept minutes of the September, 2025 meeting as presented.
Motion carried 5 – 0

Acceptance of the Finance Report:

Motion by Kellogg, seconded by Stevens, to accept September and October 2025 financial reports.
Motion carried 5 – 0

Goals/Objectives: None Discussed

Old Business:

Discussion: Would like an update on 5 West Main Street from the Land Bank.
Discussion: Murals, Frank Dockter was not available for additional information.

New Business:

- Wightmans – provided information on the upcoming West Main Street Construction Project that is to begin in Spring of 2026. This will be a 16–18-week, done in two phases. The project that

will impact traffic and the downtown business district. They are interested in feedback or concerns from the business community.

- Discuss & Consider – DDA & TIF Plan Agenda

Discussion: James McManus, McKenna presented the proposed DDA & Tif Plan Agenda.

- Need to make sure the County is ok with expanding the district.
- The boundary area has to be contiguous.
- The City Manager requested a parcel list to review.
- A citizen committee will be necessary due to the number of residents within in the new boundary. Committee consists of 9 people, residents at least 18 years old. Appointed by City Council, 90 days prior to Public Hearing and approval.
- Recommend, boundary should stop at Marion Ave and exclude AmHawk
- Draft action plan will be presented at the January meeting.

Motion by Kellogg, supported by Singh, to expand the proposed boundary map stopping at Marion Ave to the West and excluding AmHawk property from the map.

Motion carried

Discussion: on TIF capture at 1% growth rate.

Discussion: on DDA Action Plan, gateway improvement, wayfinding, street scape, banners-Honor Veterans, keep façade grants, lighting upgrades, gateway into Ely Park, revolving loan plan, and sidewalk upgrades and extensions, road improvements to the Highway and East Main, think large visionary plan for the future to include murals, arts and culture.

- Discuss & Consider – Ely Park Christmas Lights Proposal

Discussion: The cost of decorating has been split in past years with donations from other organizations.

Motion by Stevens, supported by Kellogg, to pay 50 percent of the cost of decorating Ely Park by Naylor.

Motion carried

Motion by Blaylock-Villota, supported by Singh, to pay 100 percent of the cost to decorate Ely Park by Naylor.

Motion failed

- Discuss & Consider – 2026 Meeting Schedule

Discussion: Board agreed to change the meetings to the third Tuesday @ 10am

Adjournment

President Garland adjourned the meeting at 11:23am

Motion carried

Respectively submitted by,

Shayne Darling, DDA Secretary