



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

Wednesday, May 21, 2025 10:00am
PROPOSED MINUTES

Members Present: Manuela Blaylock-Villota (arrived 10:02), Shayne Darling, Brian Garland, Mark Kellogg (arrived 10:05am) Pete Sinclair, Gurnamaskar Singh, Rick Stevens,

Members Absent: Sandra Tavaréz

Staff Present: Nicol Brown (arrived 10:45am), City Manager, RoxAnn Rodney-Isbrecht, Clerk

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

Approval of the Agenda:

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

Motion Carries 6 – 0

Public Comment: None

Approval of the Minutes:

Motion by Darling, seconded by Stevens, to accept minutes of the March 26, 2025 meeting.

Motion carried 6 – 0

Acceptance of the Finance Report:

Motion by Kellogg, seconded by Singh, to accept March and April 2025 financial reports.

Motion carried 7 – 0

Goals/Objectives: None Discussed

Old Business:

Discuss & Consider – Mckenna Proposal for DDA Plan

Discussion: There has been a loss of revenue and SEV has declined, due to buildings with-in the district being demolished. DDA wants to move forward with expanding the DDA boundary area out as far as legally possible.

Motion by Kellogg, supported by Stevens, to accept the proposal from Mckenna for the City of Hartford's DDA Development and Tax Increment Financing (TIF) Plan Update as presented in the amount of \$10,000.00.

Motion by Sinclair, supported by Kellogg, to authorize the City Manager to sign the contract with Mckenna.

Motion carried 7 – 0

New Business:

Discuss & Consider – 2024/2025 Budget –

Motion by Kellogg supported by Singh to accept the 2024/2025 proposed budget.

Motion carried 7 – 0

Discuss & Consider – 2024/2025 Budget –

Motion by Kellogg, supported by Sinclair, to accept the 2025/2026 proposed budget.

Motion carried 7 – 0

Discuss & Consider – Investment Options

Discussion: Stevens, thanked the Treasurer for taking the time to look into their request for information. He brought information from Honor Credit Union for a higher yield saving account for the City Treasurer to see if it would be allowed by TIF.

Discuss & Consider – 2025 Flower Planting Quote

Discussion: Stevens stated for the record he was asked to get additional quotes to bring back to the next meeting, he wasted his time to get those quotes because City Council had already approved the quote that was presented at their April meeting.

DDA took no action to contribute to the 2025 flower planting.

Discuss & Consider – Community Events Sponsorship

Discussion: Blaylock-Villota asked if it was possible to give the Chamber more funds than the \$250.00. DDA Board stated the Chamber would need to submit a proposal for next year for them to consider.

Motion by Stevens, supported by Singh, to partner with the Hartford Chamber of Commerce, Strawberry Festival in the amount of \$250.00, Hartford Lions Club, Concerts in the Park in the amount of \$500.00 and Christmas Décor in the amount of \$500.00.

Motion carried 7 – 0

The City has contracted with Mckenna to update the City's Master Plan, there will be a joint meeting of the Planning Commission & City Council on June 9, 2025 at 6pm. Pete Sinclair volunteered to represent the DDA Board on the Master Plan steering committee.

Adjournment

President Garland adjourned the meeting at 10:57am

Motion carried 6-0

Next meeting June 18, 2025 at 10:00am

Respectively submitted by,

Shayne Darling, DDA Secretary