



City of Hartford  
County of Van Buren, State of Michigan  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**BOARD OF DIRECTORS MEETING**  
Wednesday, April 26, 2023 9:00am  
PROPOSED MINUTES

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**Call to Order** at 915 am by Chair Tim Hildebrand

Pledge of Allegiance

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

**Public Comment:** No public present

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

**Approval of the Minutes:** February 22,2023: Motion: Darling; Second: Garland All in favor; Motion Carries without discussion

**Acceptance of the Finance Report:** March & April 2023 Motion: Mabas; Second: Banda; All in favor; Motion Carries without discussion

**Old Business**

- a. Rural Development Grant Update: City Manager provided an update about the Streetscape project. The City was awarded \$99,000 and required to match with local funds of \$68,500, for which the DDA has graciously agreed to participate.  
  
A new project timeline, closeout date, project scope, budget and budget narrative have been developed and approved by the USDA.
- b. Discussion 5 W Main St: The roof has been repaired. The staircase still needs to be stabilized. There was discussion about the developer who had expressed interest in the project. The City Manager met with the Chair of the VBC Landbank, who owns the building, and she noted that there was never a predevelopment agreement signed for the project, only interest expressed should the roof be repaired and the staircase

stabilized. The Chair of the Landbank had agreed it may be a good idea to seek alternative developers if there was no contact with the previous ones.

### **New Business**

- a. Budget: The City Manager discussed eligible uses of funds under the Tax Increment Financing Act and encouraged the DDA to seek support from the MML and/or the MEDC before committing taxpayer funds to any further requests for donations without a contract for services that follows guidance from the MML and Michigan State Treasury. City Manager encouraged use of funds towards projects as outlined in TIFA legislation that related to facilities and infrastructure upgrades and upkeep in the DDA district. Budget was developed as follows:
  - i. Contractual Services: \$4264
  - ii. Façade Repairs: \$5500
  - iii. Miscellaneous: \$4000
- b. Lion's Club Concerts in the Park: Motion: Garland; Second: Mabus Donate \$500

**Adjournment** Motion: Garland; Second: Mabus 9:45am

Next Meeting May 24, 2023