



City of Hartford
County of Van Buren, State of Michigan
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
Wednesday, September 17, 2025 10:00am
PROPOSED MINUTES

Members Present: Manuela Blaylock-Villota, Shayne Darling, Brian Garland, Pete Sinclair, Gurnamaskar Singh, Rick Stevens,

Members Absent: Mark Kellogg, Sandra Banda-Tavarez

Staff Present: 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 Darling, supported by Singh, to approve the agenda.

Motion Carries 6 – 0

Public Comment:

- Frank Dockter, Resident – would like to see murals on the downtown area buildings. He suggested hiring an artist to do something patriotic or a welcome sign on the side of the more prominent buildings. Property owners would need to give approval. Mr. Dockter is willing to ask for permission from property owners and request donations.

Approval of the Minutes:

Motion by Darling, seconded by Singh, to accept minutes of the July 16, 2025 meeting as presented.

Motion carried 6 – 0

Acceptance of the Finance Report:

Motion by Sinclair, seconded by Darling, to accept July and August 2025 financial reports.

Motion carried 6 – 0

Goals/Objectives: None Discussed

Old Business: None Discussed

New Business:

- Discuss & Consider – Additional Services Proposal from Mckenna
Discussion: the DDA had questions on what the original proposal covered verses the additional services to expand the TIFF area and complete the additional requirements.

Motion by Sinclair, supported by Garland to approve the additional services proposal from Mckenna.

Motion carried 5 – 1 (Stevens)

- Discuss & Consider - Cozy Tea Request
Discussion: Manuela Blaylock-Villota, Owner, Cozy Tea opened at 501 West Main Street temporarily, until they can renovate and upgrade their building at 13 West Main Street. They intend to keep the historical character of the building and are asking for financial assistance for those improvements. The process for an eligible business is to apply for façade improvement assistance after the improvements have been completed.
- Discuss & Consider – Building Murals
Discussion: The DDA is willing to contribute and/or partner with the City on a mural project, depending on cost and design.

Adjournment

President Garland adjourned the meeting at 10:41am

Motion carried 6-0

Next meeting October 15, 2025 at 10:00am

Respectively submitted by,

Shayne Darling, DDA Secretary