



City of Hartford
County of Van Buren, State of Michigan

Downtown Development Authority Meeting Agenda

Wednesday, September 17, 2025 at 10:00 AM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENT

APPROVAL OF COMMISSION MINUTES

- [1.](#) Discuss & Consider -July 16, 2025 Minutes

APPROVAL OF REPORTS

- [2.](#) Financial - July 2025
- [3.](#) Financial - August 2025

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

- [4.](#) Discuss & Consider - Additional Services Proposal from Mckenna
- [5.](#) Discuss & Consider - Cozy Tea Request
6. Discuss & Consider - Building Murals

ADJOURNMENT



City of Hartford
County of Van Buren, State of Michigan
DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
Wednesday, July 16, 2025 2:00pm
PROPOSED MINUTES

Members Present: Manuela Blaylock-Villota (2:09pm), Brian Garland, Pete Sinclair, Gurnamaskar Singh, Rick Stevens, Sandra Tavaréz

Members Absent: Shayne Darling, Mark Kellogg

Staff Present: RoxAnn Rodney-Isbrecht, Clerk

President Brian Garland, called the DDA meeting to order at 2:00pm.

Pledge of allegiance was said.

Approval of the Agenda:

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

Motion Carries 5 – 0

Public Comment: None

Approval of the Minutes:

Motion by Sinclair, seconded by Garland, to accept minutes of the June 18, 2025 meeting as presented.

Motion carried 5 – 0

Acceptance of the Finance Report:

Motion by Stevens, seconded by Singh, to accept June 2025 financial reports.

Motion carried 5 – 0

Goals/Objectives:

- Update on City's Master Plan & Tour of the City –

Old Business: None Discussed

New Business:

- DDA Boundary & Plan – Jim McManus – DDA Plan Kick Off
Discussion: Jim McManus from Mckenna went over the DDA plan and priorities. Tasks will take about 6 – 8 months. Collaboration with the City's Master plan process will save the DDA some money combining meetings. Mr. McManus went over the General DDA Plan Process.
 - Steering or Stakeholders meeting sometime in September.
 - Draft Development Plan - the main priority for the DDA is to expand the DDA boundaries and the maintenance of vacant buildings within the DDA area.

- Draft TIF (Tax Increment Financing) Plan – capture VB County millage & what is allowed by law.
- Next Steps - legal description for the expanded boundary area and TIF expansion, budget allocation and the step-by-step process of action items.

Adjournment

Motion by Sinclair, supported by Garland to adjourned the meeting at 2:49pm

Motion carried 6-0

Next meeting August 20, 2025 at 10:00am

Respectively submitted by,

Shayne Darling, DDA Secretary



HARTFORD D.D.A. FINANCIAL REPORT
FISCAL YEAR 2025-2026
JULY 2025

BEGINNING BALANCE		
JUNE 30, 2025 - ACTUAL		\$ 33,142.46
REVENUE:		
SUMMER 2025 CAPTURED TAX	19,107.90	
BANK INTEREST EARNED JULY 31, 2025	9.01	
TOTAL REVENUE:		\$ 19,116.91
EXPENDITURES:		
ADMIN FEES:		
JULY 2025	200.00	
TOTAL EXPENDITURES:		\$ 200.00
BALANCE		
JULY 31, 2025 - ACTUAL		\$ 52,059.37



HARTFORD D.D.A. FINANCIAL REPORT
FISCAL YEAR 2025-2026
AUGUST 2025

BEGINNING BALANCE		
JUNE 30, 2025 - ACTUAL		\$ 33,142.46
REVENUE:		
SUMMER 2025 CAPTURED TAX	19,107.90	
BANK INTEREST EARNED JULY 31, 2025	9.01	
BANK INTEREST EARNED AUGUST 31, 2025	11.03	
TOTAL REVENUE:		\$ 19,127.94
EXPENDITURES:		
ADMIN FEES:		
JULY 2025	200.00	
AUGUST 2025	200.00	
MCKENNA - STATUTORY REQUIREMENTS FOR REESTABLISHING DDA	31.25	
TOTAL EXPENDITURES:		\$ 431.25
BALANCE		
AUGUST 31, 2025 - ACTUAL		\$ 51,839.15

MCKENNA



Memo To: City of Hartford DDA Board

From: James McManus, AICP, Principal Planner
Hillary Taylor, Senior Planner
Donovan Smith, AICP, Principal Planner

Re: Additional Service Request for 2nd TIF area

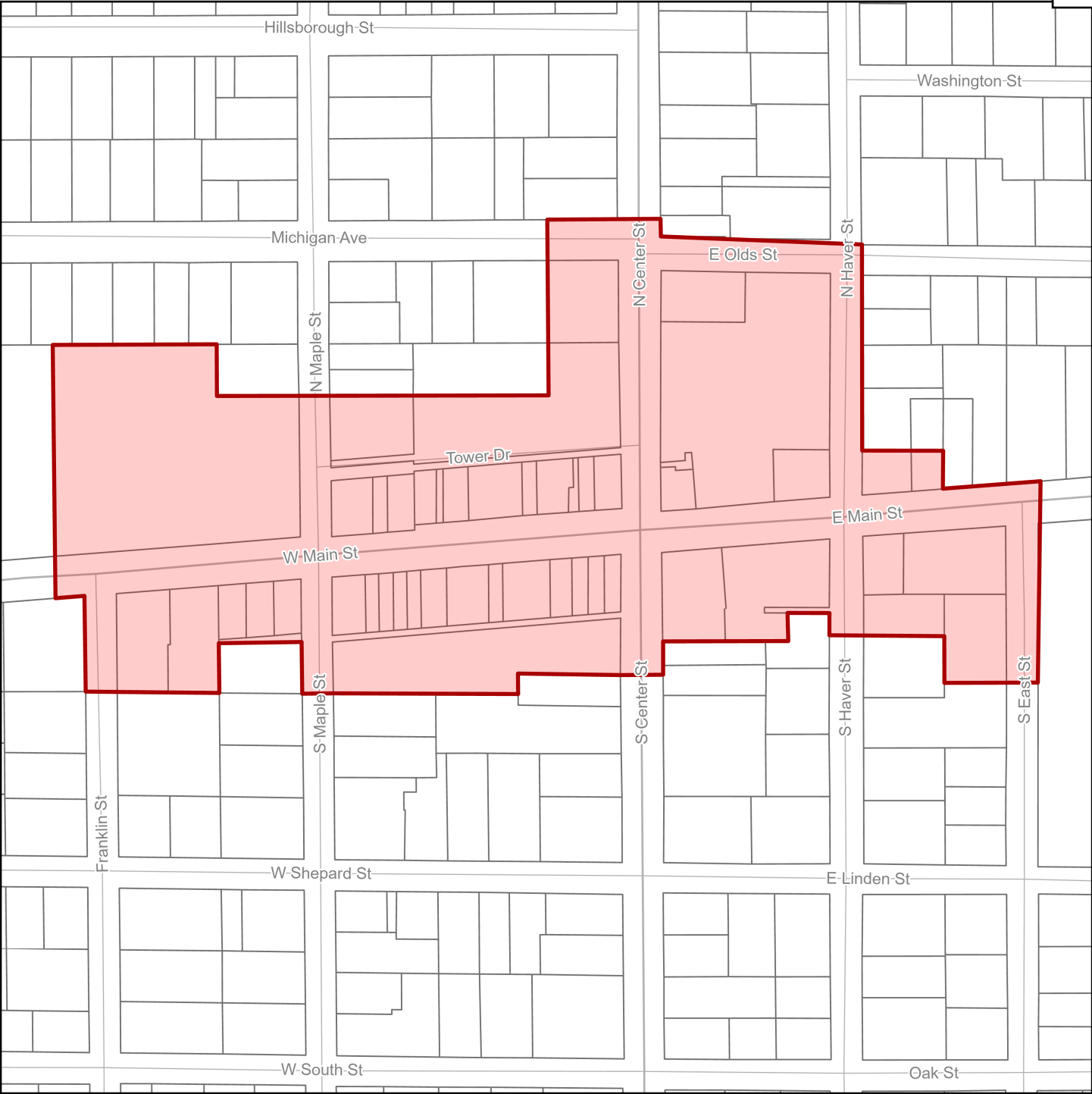
Thank you for the opportunity to meet with you to kick off the 2025 DDA plan project. During the discussion, we verified that the DDA would like to extend the boundary to the east, south and west to the City limits. This additional TIF area, and the work that will be needed to complete that part of the DDA plan, goes beyond the scope of the original proposal and contract. Accordingly, we are asking the Hartford DDA to approve a contract amendment to support the additional work.

The following work tasks will be in addition to the original proposal and contract.

1) Create legal description and boundary map and a combination description and map for 2nd TIF district.	\$1,500.00
2) Development of District Area Citizens Council and required meeting with DACC prior to the Public Hearing.	\$1,500.00
3) Development of a Development Plan incorporating the 2 nd TIF area.	\$1,000.00
4) Development of a TIF plan for the 2 nd TIF area	\$1,000.00
5) Additional meeting with the DDA Board and miscellaneous plan Requirements.	\$1,000.00
Total	\$6,000.00

Below is an amended work schedule for the additional tasks. Thank you for considering this request.

TASKS	Month							
	1	2	3	4	5	6	7	8
1. Project Initiation and Kick-Off								
2. Development of District Area Citizen's Council								
3. Identify, Quantify, and Analyze								
4. Targeted Public Outreach								
5. Draft the Plan and Review the TIF/Development Plan								
6. Public Review / Adoption								
MEETINGS (shown with an "x" for one meeting)								
Initial Planning Meeting and Walking Tour with the DDA Board	X							
Working Meetings with the DDA Board and Designees		X		X		X		
Meeting with DACC to approve plan						X		
Public Hearing with City Council (required)								X





DDA Boundary

City of Hartford, Michigan

June 26, 2025

LEGEND

 DDA Boundary

 Parcels

0 100 200
Feet



Basemap Source: Michigan Center for Geographic Information, v. 17a.
Data Source: USDA 2024, McKenna 2025.



CozyTea LLC
501 West Main Street
Hartford, MI 49057
(269)431-0010
info@getcozytea.com

2025-06-10

Downtown Development Authority
19 West Main Street
Hartford, MI 49057

Dear Members of the Downtown Development Authority,

I am writing on behalf of CozyTea LLC to respectfully request your support in bridging a funding gap of \$10,000 to complete renovations at our main location at 13 West Main Street in downtown Hartford.

CozyTea LLC is more than a beverage bar, we are building a welcoming community hub that supports healthier lifestyle choices while contributing to the local economy and downtown vibrancy. Since acquiring the building, we've made substantial progress through personal investment and outside funding. However, we are currently facing a \$10,000 shortfall that limits our ability to complete several key elements of the project.

The requested funds will be used for the following:

- To restore and modernize the building's facade, improving curb appeal and aligning with the city's goals for a vibrant and attractive downtown corridor.
- Flooring, paint, lighting, and final touches to create a warm, inviting space for customers and guests.
- Final purchases such as refrigeration, beverage prep tools, and safety-compliant storage.
- Tables, chairs, and soft seating to foster social interaction and community use for those that are trying to find a third place away from home and work.
- Exterior signage and marketing materials to promote local foot traffic and special events.

This initiative directly supports the goals outlined in the Hartford Joint Community Master Plan, particularly the focus on revitalizing the downtown corridor, encouraging small business growth, preserving historic character, and enhancing the pedestrian experience. By investing in CozyTea LLC, the DDA will be supporting a project that aligns with the city's vision for a thriving, connected, and attractive downtown.

We are confident that CozyTea LLC will serve as a vibrant community asset and a catalyst for continued downtown investment. We welcome the opportunity to meet with you, share further documentation, or discuss how our project aligns with your funding goals.

Thank you for your time and consideration. We deeply appreciate the DDA's commitment to Hartford's downtown success and hope to partner with you in bringing this vision to life.

Sincerely,

The Cozy Fam















