



City of Hartford
County of Van Buren, State of Michigan

Downtown Development Authority Meeting Agenda

Wednesday, June 18, 2025 at 10:00 AM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENT

APPROVAL OF COMMISSION MINUTES

- [1.](#) May 21, 2025 Meeting

APPROVAL OF REPORTS

- [2.](#) May 2025 Financials

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

3. City Master Plan Update - Sinclair DDA Representative
- [4.](#) Discuss & Consider - July 16, 2025 Meeting Date Time
5. Discuss & Consider - DDA Spending Process , Facade Improvement, Dumpster Fence Barrier, Banners, etc....

ADJOURNMENT



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



**HARTFORD D.D.A. FINANCIAL REPORT
FISCAL YEAR 2024-2025
MAY 2025**

**BEGINNING BALANCE
JUNE 30, 2024 - ACTUAL**

\$ 15,491.40

REVENUE:

SUMMER 2024 CAPTURED TAX	17,817.30
WINTER 2024 CAPTURED TAX	3,210.42
BANK INTEREST EARNED JULY 31, 2024	4.97
BANK INTEREST EARNED AUGUST 31, 2024	7.00
BANK INTEREST EARNED SEPTEMBER 30, 2024	6.74
BANK INTEREST EARNED OCTOBER 31, 2024	6.93
BANK INTEREST EARNED NOVEMBER 30, 2024	6.65
BANK INTEREST EARNED DECEMBER 31, 2024	7.17
BANK INTEREST EARNED JANUARY 31, 2025	7.50
BANK INTEREST EARNED FEBRUARY 28, 2025	6.73
BANK INTEREST EARNED MARCH 31, 2025	7.40
BANK INTEREST EARNED APRIL 30, 2025	7.13
BANK INTEREST EARNED MAY 31, 2025	7.29

TOTAL REVENUE:

\$ 21,103.23

EXPENDITURES:

ADMIN FEES:	
JULY 2024	200.00
AUGUST 2024	200.00
SEPTEMBER 2024	200.00
OCTOBER 2024	200.00
NOVEMBER 2024	200.00
DECEMBER 2024	200.00
JANUARY 2025	200.00
FEBRUARY 2025	200.00
MARCH 2025	200.00
APRIL 2025	200.00
MAY 2025	200.00
POSTAGE TO MAIL MEETING PACKETS 2/19/2025	14.37
POSTAGE TO MAIL MEETING PACKETS 3/21/2025	22.05
POSTAGE TO MAIL MEETING PACKETS 4/10/2025	16.32
POSTAGE TO MAIL MEETING PACKETS 5/7/2025	16.32
HARTFORD AREA CHAMBER OF COMMERCE-STRAWBERRY FEST	250.00
HARTFORD LIONS CLUB - CONCERTS IN THE PARK	500.00

TOTAL EXPENDITURES:

\$ 3,019.06

BALANCE

MAY 31, 2025 - ACTUAL

\$ 33,575.57

Roxann Isbrecht

From: Hillary Taylor <htaylor@mcka.com>
Sent: Monday, June 9, 2025 1:35 PM
To: City Manager
Cc: Roxann Isbrecht; Donovan Smith; James McManus
Subject: re: DDA meeting on July 16th

Good afternoon Nicol,

In anticipation of the work we will be doing on July 16th we plan to be in the City of Hartford for most of the day. It will make sense to have a DDA meeting that day to go over the boundary for the DDA. This will be a significant cost savings. We have a walking tour scheduled for 10-12, and a workshop from 6-8pm. Can we plan to meet with the DDA at 2:00 or 3:00? The meeting may take more than an hour. Thank you!

Regards,

Hillary Taylor

Senior Planner

MCKENNA

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FACEBOOK | LINKEDIN

