



City of Hartford
County of Van Buren, State of Michigan

Downtown Development Authority Business Meeting Agenda

Tuesday, June 16, 2026 at 10:00 AM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

GUESTS

PUBLIC COMMENT

APPROVAL OF COMMISSION MINUTES

- [1.](#) Discuss & Consider - April 21, 2026 Minutes

APPROVAL OF REPORTS

- [2.](#) Discuss & Consider - May 2026 Financials

GOALS/OBJECTIVES

OLD BUSINESS

NEW BUSINESS

- [3.](#) Discuss & Consider - DDA Facade Improvement Program
- [4.](#) Discuss & Consider - DDA 2025/2026 Budget Adjustments

ADJOURNMENT



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

Tuesday, April 21, 2026 10:00am
PROPOSED MINUTES

Members Present: Manuela Blaylock-Villota (10:04), Shayne Darling, Brian Garland, Mark Kellogg, Pete Sinclair, Rick Stevens,

Members Absent: Sandra Banda-Tavarez, Gurnamaskar Singh,

Staff Present: Nicol Pulluam, Manager; 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 Stevens, to approve the agenda.

Motion Carries 5 – 0

Guests:

1. Frank Dockter introduced Eric, a painter who had prepared proposed building murals for 5 West Main Street and 118 West Main Street. The Board requested a written proposal, including project costs as well as a letter from the building owner granting permission to paint the murals. The City Manager also recommended establishing a process for individuals or groups requesting financial assistance or expenditures for civic projects.
2. Jeremiah Smith, owner of Allegiant Laundry, located at 202 West Main Street, requested financial assistance to expand the commercial laundry business. The Board asked Mr. Smith to submit his request in writing. The DDA will be work to develop a loan or grant program process that may assist with similar requests in the future.

Public Comment: None

Approval of the Minutes:

Motion by Darling, supported by Blaylock-Villota, to accept the March 17, 2026 minutes.

Motion carried 6 – 0

Acceptance of the Finance Report:

Motion by Kellogg, supported by Sinclair, to accept the March 2026 financial report.

Motion carried 6 – 0

Goals/Objectives: None Discussed

Old Business: Blight Discussion - the Police Department is currently responsible for blight enforcement.

New Business:

- Discuss & Consider – 2026/2027 Budget
Discussion: The City Manager reviewed the proposed budget. This budget includes potential new TIF area capture. Line items discussed included Contractual Services, Wayfinding, Civic Partnerships and Façade improvements.

Motion by Kellogg, supported by Sinclair, to approve the 2026/2027 DDA Budget.
Motion carried 6 – 0

- Board Member - Blaylock-Villota left the meeting at 10:31am
- Discuss & Consider – Strawberry Run Sponsorship
Discussion: The Athletics Department of Hartford Public Schools is brining back the Strawberry Run and requested sponsorship support.

Motion by Kellogg, supported by Garland, to support the Strawberry Run in the amount of \$500.00.
Motion carried 5 – 0

- Discuss & Consider – Strawberry Festival Sponsorship
Discussion: The Strawberry Festival will be held at the Hartford Public Library due to the construction in Ely Park.

Motion by Kellogg, supported by Sinclair, to support the Strawberry Festival in the amount of \$500.00.
Motion carried 5 – 0

Adjournment

Motion by Kellogg, to adjourn the meeting at 11:00am
Motion carried

Next Meeting is May 19, 2026 at 10am

Respectively submitted by,

Shayne Darling, DDA Secretary



**HARTFORD D.D.A. FINANCIAL REPORT
FISCAL YEAR 2025-2026
May 2026**

BEGINNING BALANCE		
JUNE 30, 2025 - ACTUAL		\$ 33,142.46
REVENUE:		
SUMMER 2025 CAPTURED TAX	22,660.47	
BANK INTEREST EARNED	85.17	
TOTAL REVENUE:		\$ 22,745.64
EXPENDITURES:		
ADMIN FEES:		
July 2025	200.00	
August 2025	200.00	
September 2025	200.00	
October 2025	200.00	
November 2025	200.00	
December 2025	200.00	
January 2026	200.00	
February 2026	200.00	
March 2026	200.00	
April 2025	200.00	
May 2025	200.00	
The Tri City Record	1,350.00	
The Hartford Public Schools	500.00	
Vertical Edge	500.00	
MCKENNA	12,800.00	
	-	
TOTAL EXPENDITURES:		\$ 17,350.00
BALANCE		
ACTUAL		\$ 38,538.10

City of Hartford DDA Façade Improvement Program Overview

Funding

Approved projects are eligible for reimbursements of up to fifty percent of project costs for eligible project elements (i.e upgrades or alterations to building exteriors) up to \$10,000. Funding is provided on a competitive basis.

Evaluation

Any commercial building located in the Hartford DDA Boundary is eligible for the Façade Improvement Program. Submitted applications will be evaluated to determine their ability to advance the goals of the Hartford DDA Development and TIF Plan. Applications will be reviewed by the Façade Committee appointed by the DDA Board .

Requirements

- 1) Property must be located within the Hartford DDA boundary.
- 2) Property must contain an active commercial business or be undergoing renovations for the opening of a business within six months.
- 3) Applicants must be current on all City taxes.

Project Eligibility

- 1) The Installation of a new façade.
- 2) A major enhancement of an existing façade
- 3) General maintenance and typical upkeep of an exterior is not included in this program

Hartford DDA Façade Improvement Program Application

Project Information

Property Address –

Parcel Number –

Current Use –

Proposed Use (if different than current use) –

Current and/or Future Tennant –

Number of Floors in Building –

Name of Project Architect (if applicable) –

Project Description

Total Project Cost –

Amount requested for reimbursement –

Include the following attachments:

- 1) Contractor Estimates
- 2) Site Plans (if applicable)
- 3) Photos of Existing Conditions
- 4) Lease Documentation (if applicable)
- 5) Renderings of Project Designs
- 6) Owner Approval Letter (if different than applicant)

Applicant Request

The undersigned hereby requests that the Hartford Downtown Development Authority provide assistance to the project described in this application for the expressed

purposes described above. The applicant affirms and acknowledges that the applicant has a legal interest in the property as described in this application. The offer of assistance will only be effective upon execution of the agreement between the applicant and the Hartford DDA. The answers and statements contained in this application and in the attachments are in all respects true and correct to the best of my knowledge and belief.

Print Name:

Signature:

Date:

Potential Evaluation Questions – all of the answers could be weighted (pts)

- 1) What percent of the total project cost does the reimbursement request represent?

- a) 5%-20% (20)
 - b) 21% - 40% (15)
 - c) More than 40% (10)
- 2) What is the current occupancy status of the building proposed to be rehabilitated?
- a) Vacant (10)
 - b) Occupied in excess of 50% of the building (15)
 - c) Occupied in less than 50% of the building. (20)
- 3) What percentage of the total building frontage will be rehabilitated through this project?
- a) 100% (30)
 - b) 75-99% (25)
 - c) 50-74% (20)
 - d) 20-49% (15)
 - e) Less than 20% (10)
- 4) When completed, will the building be owner-occupied?
- a) Yes (10)
 - b) No (5)
- 5) Which TIF Boundary is the Building located in?
- a) TIF #1 (10)
 - b) TIF #2 (2)

BUDGET REPORT FOR CITY OF HARTFORD

Item 4.

GL Number	Description	25-26 Activity	25-26 Original Budget	25-26 Amended Budget
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY				
248-000-437.000	DDA CAPTURED TAX	22,660.47	22,562.00	22,562.00
248-000-665.002	BANK INTEREST ON ACCOUNTS	85.17	75.00	75.00
Total Department :		22,745.64	22,637.00	22,637.00
Downtown Dev. Authority				
248-729-729.000	POSTAGE		250.00	250.00
248-729-810.000	ADMINISTRATION FEE	2,200.00	2,400.00	2,400.00
248-729-818.000	CONTRACTUAL SERVICES	14,650.00	13,500.00	20,500.00
248-729-956.000	MISCELLANEOUS	500.00		500.00
Total Department Downtown Dev. Authority:		(17,350.00)	(16,150.00)	(23,650.00)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL ESTIMATED REVENUES		22,745.64	22,637.00	22,637.00
TOTAL APPROPRIATIONS		17,350.00	16,150.00	23,650.00
NET OF REVENUES & APPROPRIATIONS:		5,395.64 23.72%	6,487.00 28.66%	(1,013.00) -4.47%