



City of Hartford
County of Van Buren, State of Michigan

Downtown Development Authority Meeting Agenda

Wednesday, October 15, 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 - 2025 September Minutes

APPROVAL OF REPORTS

- [2.](#) Discuss & Consider - Financial Report - September 2025

GOALS/OBJECTIVES

OLD BUSINESS

- [3.](#) Discuss & Consider - Murals, Frank Dockter

NEW BUSINESS

- [4.](#) Discuss & Consider - Ely Park Christmas Lights Proposal

ADJOURNMENT



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



HARTFORD D.D.A. FINANCIAL REPORT
 FISCAL YEAR 2025-2026
 SEPTEMBER 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	
BANK INTEREST EARNED SEPTEMBER 30, 2025	26.53	
 TOTAL REVENUE:		 \$ 19,154.47
 EXPENDITURES:		
ADMIN FEES:		
JULY 2025	200.00	
AUGUST 2025	200.00	
SEPTEMBER 2025	200.00	
 MCKENNA - STATUTORY REQUIREMENTS FOR RESTABLISHING DDA	 31.25	
 TOTAL EXPENDITURES:		 \$ 631.25
 BALANCE		
SEPTEMBER 30, 2025 - ACTUAL		\$ 51,665.68



City of Hartford * County of Van Buren * State of Michigan

TO: DDA Board Members

FROM: Nicol Pulluam, City Manager 

DATE: October 15, 2025

RE: **Discussion of Murals in Downtown**

DISCUSSION:

I have received a request from former city commissioner Frank Docktor for the Downtown Development Authority (DDA) to consider funding a mural on a building in downtown Hartford.

I am requesting that the DDA discuss the potential for incorporating art and culture into the downtown area. It is essential to assess both the strengths and drawbacks of murals within the downtown area.

The DDA can decide whether to recommend that the planning commission include this mural in their discussions as part of the master plan to determine its suitability for our community.



City of Hartford * County of Van Buren * State of Michigan

TO: DDA Board Members

FROM: Nicol Pulluam, City Manager 

DATE: October 15, 2025

RE: **APPROVAL OF CHRISTMAS DECORATION @ ELY PARK**

DISCUSSION:

For several years, the Hartford Lions Club and Hartford Township have partnered to decorate Ely Park for the Christmas and New Year holidays. The City of Hartford, along with the Downtown Development Authority, has contributed to these decorations. However, last year, the Hartford Lions Club notified us that they would no longer lead this project, and the Hartford Township Board decided not to contribute to the funding of the Ely Park decoration.

Last year, former commissioner Frank Dockter took the initiative to solicit donations from downtown business owners, and the city covered the remaining balance.

Christmas Décor by Naylor Landscape Management has submitted a proposal for decorating Ely Park. This company has successfully decorated both Ely Park and City Hall for several consecutive years. Due to limited staff capacity, the City is unable to manage this task effectively. The comprehensive quote for the decoration of Ely Park is \$3,293.50.

The City Manager is requesting that the DDA fund the decorations at Ely Park, as the City Commission did not take action on this matter during their September meeting.

Hartford, City of (Ely Park)
Ely Park - W. Main Street
Hartford, MI 49057
(269) 876-7505

Christmas Decor by Naylor
Landscape Management
1300 S. 8th Street
Kalamazoo, MI 49009
(269) 375-0084
info@naylorlandscape.com
www.naylorlandscape.com

Item 4.



Commercial Christmas Decoration for Hartford, City of (Ely Park)

Summary items

Name	Description	# of Lights	Color	Qty	Subtotal
Roof					
Fascia/Gable C9 LED	F-2 Gable on Pavilion		Warm White	1	\$143.52
Fascia/Gable C9 LED	F-1- Lighting on sides of canopy & front peak		Warm White	1	\$929.76
Trees/Shrubs					
Tree A	T-1 20 ft. Spruce	415bl	Warm White	1	\$1,058.25
Day Time Decor					
Deluxe Unlit 14'''	G-1 Unlit Swagged Garland hung from trusses			1	\$401.39
Deluxe Wm White 14''' LED w picks	G-2 2 Posts @ S. End of Pavilion			1	\$387.72
Deluxe Wm White 48''' LED	WR-1 On Bathroom Gable			1	\$372.86
Red 18''' w/gold wire trim	B-2 for G-2 End Posts w/Garland			1	\$0.00
Extra					
Extra 1	For T-1 20' Spruce		Warm White	1	\$0.00
				Subtotal	\$3,293.50

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Review and choose your plan

1 Year (2025)

Subtotal:	\$3,293.50
Surcharge:	\$325.00
Early install:	\$658.70
If installed before:	08/15/2025
Loyalty:	\$0.00
Discount:	\$0.00
Subtotal:	\$2,959.80
Sales tax:	\$0.00
Grand total:	\$2,959.80
Deposit:	\$1,479.90
Balance:	\$1,479.90
If paid in full:	\$2,959.80

☐

Please select your plan by marking the checkbox and putting your initials on the side.

Terms & conditions

Christmas Décor Policies, Terms and Conditions

Christmas Décor's service is comprised of the design, installation, and takedown of holiday decorations. All lighting and decorations remain the property of the service provider. This is a service agreement only and no goods are being sold.

Lighting and Decorations: Christmas Décor warrants the quality of our decorations and workmanship as provided below. Should you have any problems with the decorations, we want to correct them as soon as possible. We recommend that you turn the lights on for several hours over the first three to four evenings to test the lighting program. This will allow us to make corrections as soon as possible in order to maximize your enjoyment of the decorations. Repairs needed due to vandalism, extraordinary weather conditions, and customer added lights are not warranted and will be billed as additional services. Power failure or tripping of GFI circuits that occur as a result of inclement weather cannot be the responsibility of Christmas Décor. We will perform required service calls to solve these issues but we cannot be held liable for damage that may occur as a result of acts of nature. Upon reinstallation, all non-functioning bulbs and/or miniature light sets will be replaced at no additional charge; this is included in the reinstallation and removal charge. **As plants grow, we will add additional lights to any landscape lighting at our discretion, and bill service at the appropriate rates. Any additional items requested at the time of service will also be invoiced accordingly.**

Billing Issues and Quality of Service: In the event that you have a question concerning our billing please contact our office within 7 days or we will assume that all billing is correct. All services, unless otherwise agreed, are billed at the time of installation, at which time payment is due. This normally would include materials, set up, installation accessories, removal and boxing of décor. Storage of all décor is included with the service. Christmas Décor guarantees the quality of all material and workmanship, however any questions in regard to the quality of workmanship must be addressed within 7 days of service or before the next service is to be performed, whichever comes first.

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Seasonal Lighting: Please be advised that all standard lighting that is installed is suitable only to be used as seasonal, temporary lighting, unless otherwise specified. Christmas Décor can only warrant seasonal lighting up to 90 days. Product life expectancy should not exceed 90 days when used continuously. Please consult your representative if you are interested in a permanent type of lighting. There is no permanent type of mini lighting or tree lighting available.

Photos: Please note that unless otherwise agreed upon, Christmas Décor reserves the right to take photos of our décor services on your property and use representations of these same photos for marketing purposes to include, but not limited to, brochures, portfolios, internet, social media or postcards. The use of photo representations does not imply any financial or other consideration will be given for said use. Further, we reserve the right on commercial accounts to state the property name and/or address.

Terms and Conditions: A deposit may be required at the time your order is placed. Full payment for every item and service is due according to the invoice terms on the date of service. In the event payment is not made within terms on invoice, a time-price differential (FINANCE CHARGE) of 18% (eighteen percent) per annum, but in no event in excess of the maximum amount allowed at law, shall be assessed and due on the unpaid balance from the due date until payment is received in full by the Christmas Décor service provider. Payments received will be applied first to any outstanding FINANCE CHARGE and the remainder to the unpaid balance on the account. In the event the purchaser fails to make payments as required, your account shall be considered to be in default and the purchaser shall be responsible for costs of collection and reasonable attorney's fees as allowed by law. Client will provide all electrical power sources. If a requested item becomes unavailable, Christmas Décor reserves the right to substitute an item of equal or better quality, subject to customer agreement, or to delete the items off of the installation and invoice. Residential clients will be bound by continuing service agreement, meaning that yearly décor services are authorized, unless Christmas Décor is notified otherwise.

Incentive Discounts: You may be eligible for one of our incentive programs. If you accept an early installation discount, you agree to let the service provider install lights as early as October 1st. Multi-year incentives apply when you initially contract for two or more years. Multi-year service contracts offer the best, locked rates. If you elect this option, this contract will apply to the following decorating season(s): _____. Initials _____. A customer is only eligible for one of these incentive programs. The percentage discount for an incentive will be determined at the time a contract is executed and stated on the front page and applies only to pre-tax services. A Prepay Incentive is available if a percentage for a prepay incentive has been listed on the front of this form. To take advantage of this option, full payment must be received prior to the early installation incentive date expressed on the front of this proposal.

Installation and Removal: Holiday decorations shall be installed and removed at your request if possible. Customers designating times are given priority based upon first-in-time notice. All services are subject to weather conditions and demand. The service provider retains sole discretion as to the timing of services and no breach occurs based on dates of services.

Limited Warranty and Limitation of Liability and Remedies: BOTH PARTIES TO THIS CONTRACT AGREE THAT IN THE EVENT OF THE FAILURE OR MALFUNCTION OF THE LIGHTING AND/OR DECORATIONS PROVIDED, THE SOLE AND EXCLUSIVE REMEDY AVAILABLE TO THE CUSTOMER SHALL BE THE REFUND OF THE COST OF THE SERVICES PROVIDED UNDER THIS AGREEMENT OR THE REPAIR OR REPLACEMENT OF THE LIGHTING AND/OR DECORATIONS, TO BE DETERMINED SOLELY AT THE DISCRETION OF THE SERVICE PROVIDER.

BOTH PARTIES AGREE THAT THE CHRISTMAS DÉCOR SERVICE PROVIDER WILL NOT BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES OF ANY NATURE CAUSED TO THE PROPERTY OF THE CUSTOMER BY ANY FAILURE OR MALFUNCTION OF THE LIGHTING AND DECORATIONS PROVIDED UNDER THIS AGREEMENT. Some states may not allow for the exclusion or limitation of incidental and consequential damages, so the above limitation and exclusion may not apply to you.

Both parties agree that any claim by the customer that the workmanship or materials used are defective or nonconforming must be brought to the attention of the Christmas Décor service provider in writing within 72 hours of the service and failure to do so results in a complete and final waiver of all claims.

Arbitration: ANY AND ALL DISPUTES THAT MAY ARISE BETWEEN THE PARTIES SHALL BE SETTLED BY ARBITRATION IN ACCORDANCE WITH STATE LAW WHERE THE SERVICE PROVIDER IS LOCATED. THE ARBITRATOR'S AWARD SHALL BE FINAL AND BINDING ON ALL PARTIES AND JUDGEMENT MAY BE ENTERED BY A COURT OF COMPETENT JURISDICTION IN THE COUNTY OF THE SERVICE PROVIDER WHERE ALL ARBITRATION PROCEEDINGS SHALL BE CONDUCTED THROUGH THE DISPUTE RESOLUTION CENTER, OR ITS SUCCESSOR.

I have read, understand and agree to the above policies, terms, and conditions. Customer has the right to rescind this contract by giving written notice to the service provider within three days from the date below.

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Payment

Circle One: Debit Credit ACH (Call us at 269-375-0084 for ACH Payments)

Card Number: _____

Exp. Date: _____ CVV: _____

Please note: there is a 3% surcharge for all credit card payments.

Customer Signature: _____

Date: _____

With my signature I accept the terms and conditions of this commercial quote

Name: Hartford, City of (Ely Park)

Date:

Signature:

Customer notes: