

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Holt Community Center

4410 Holt Road, Holt, MI

Tuesday, April 30, 2019

7:00 p.m.

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Comments from the Public

ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME. PERSONS ADDRESSING THE BOARD MUST STATE THEIR NAME AND ADDRESS FOR THE RECORD AND WILL BE GIVEN FOUR (4) MINUTES.

Set/Adjust Agenda

Approval of Minutes: Regular Meeting of January 29, 2019

Report: Holt Farmers Market, Food Frenzys, Holt Fest
Chuck Grinnell, Market Manager

Late Agenda Item

1.

Reports

2. Executive Director
3. Marketing Committee
4. Planning Commission
5. Supervisor
6. Treasurer
7. Members

Limited Comments

MEMBERS OF THE PUBLIC MAY TAKE THE OPPORTUNITY TO ADDRESS THE BOARD REGARDING ANY ITEM ON THE AGENDA AT THE TIME SUCH ITEM IS OPEN FOR DISCUSSION BY THE BOARD. ANYONE WISHING TO COMMENT ON ANY MATTER NOT ON THE AGENDA MAY DO SO AT THIS TIME.

Adjournment

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JANUARY 29, 2019**

The Downtown Development Authority met Tuesday, January 29, 2019 in a regular meeting at the Holt Community Center, 4410 Holt Road, Holt, Michigan. Vice Chairperson Fauser called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Rita Craig, Tim Fauser, John Hayhoe, Steven L. Marvin, Nanette Miller, Sally Rae

MEMBERS ABSENT: Harry Ammon, Kim Cosgrove, David Leighton

OTHERS PRESENT: C. Howard Haas, DDA Executive Director, Lori Underhill, DDA Deputy Director

PUBLIC COMMENT: None.

SET/ADJUST AGENDA

There were no adjustments to the agenda.

Vice Chairperson Fauser welcomed new member Rita Craig to the Board. Ms. Craig was appointed as Planning Commission Representative following the resignation of Tonia Olson.

APPROVAL OF MINUTES

Marvin moved, Rae supported, to approve the regular meeting minutes of November 27, 2018.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Cosgrove, Leighton

MOTION CARRIED

Marvin moved, Rae supported, to approve the regular Brownfield meeting minutes of November 27, 2018.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Cosgrove, Leighton

MOTION CARRIED

Miller moved, Marvin supported, to approve the special meeting minutes of December 18, 2018.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Cosgrove, Leighton

MOTION CARRIED

Miller moved, Marvin supported, to approve the special Brownfield meeting minutes of December 18, 2018.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Cosgrove, Leighton

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JANUARY 29, 2019**

BUSINESS

BID RESULTS AND RECOMMENDATION: ESKER LANDING

Miller moved, Craig supported, to award the bid for the Esker Landing park project to Laux Construction in the amount of \$1,173,540.93 and to approve Change Order No. 1 to the Contract.

Todd Sneathen, Hubbell, Roth & Clark, Inc., reported that 7 bids were received and opened on November 20, 2018. Laux Construction submitted the low bid. As the costs were higher than the amount budgeted to complete the project, meetings were held to determine where reductions could be made. Following those meetings with Laux and Delhi Township Parks & Recreation staff, the Township Board of Trustees agreed to contribute \$180,000 to the project. Construction will begin as the weather allows.

A Roll Call Vote was recorded as:

Ayes: Craig, Fauser, Hayhoe, Marvin, Miller, Rae

Absent: Ammon, Cosgrove, Leighton

MOTION CARRIED

NOMINATION AND ELECTION OF 2019 DDA BOARD OFFICERS

Hayhoe moved, Marvin supported, to nominate the following as DDA officers for the calendar year 2019: Chairperson – David Leighton; Vice Chairperson – Tim Fauser; Secretary – Nanette Miller; Treasurer – Sally Rae.

A Roll Call Vote was recorded as:

Ayes: Craig, Fauser, Hayhoe, Marvin, Miller, Rae

Absent: Ammon, Cosgrove, Leighton

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that he continues to meet regularly with The Gillespie Company regarding the construction of Esker Square. The sanitary sewer construction is complete and building construction is scheduled to begin in March. Howard Kohn of The Chesapeake Group will be updating the 2014 market analysis report in response to inquiries regarding multiple family housing. The DDA has met with representatives from the Lansing Area Economic Partnership (LEAP) regarding our property at Holt and Holloway Drive. Plans for Holt Fest are moving along. The former tattoo building in front of Happy's Inn has been gutted in preparation for a potential user.

Farmers Market

Lori Underhill reported that the Market is open on Fridays between 2:00 and 6:00 and on Saturdays between 9:00 and 2:00.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JANUARY 29, 2019**

Advertising & Marketing Committee

Mr. Haas reported that the Committee viewed the new design for the DDA website. A new advertising campaign for Holt Now is underway.

Planning Commission

Ms. Craig reported that the Planning Commission met to discuss a Special Use Permit for a business on Depot Street.

Supervisor

Mr. Hayhoe reported that he continues to record weekly podcasts with Holt Public Schools Superintendent Dr. David Hornak. MSU Federal Credit Union is generously supporting Holt Fest. The Food Frenzy events for this spring/summer are: May 15; June 12; July 10; August 7; and September 11. The Tim Horton's/Cold Stone Creamery on Cedar Street has closed. The Holt Business Alliance held its award ceremony earlier in January. The Alliance conducted 65 ribbon cutting events in 2018. Township Manager John Elsinga announced his retirement after 41 years of service, effective April 30, 2019.

Treasurer

There was no report.

Members

None.

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 7:23 p.m.

Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL

2018 HOLT FARMERS MARKET ANNUAL REPORT

The market was open on Friday afternoons from 2:00 to 6:00 and Saturdays from 9:00 to 2:00 all year long, with the exception of November 23rd and 24th, and December 28th and 29th. Market visitor attendance ranged from 500 to 800 during peak produce season. Outdoor musical entertainment was provided from May through September, as weather permitted.

Debit/credit token sales totaled \$36,157 – a 9% increase from 2017. While some vendors reported a slight increase in their sales from last year, the majority of vendors reported a decrease. EBT token sales amounted to \$4207, a decrease of approximately 8% from 2017. This is consistent with the downward trend experienced at most Michigan farm markets due to changes/reductions in the EBT program overall.

Holt Farmers Market also participated in the “Double Up” program (DUFB) in 2018. This program allows EBT/SNAP customers to double their fruit and vegetable purchasing power, and allows those customers to spend their regular EBT/SNAP dollars on other products not covered by the DUFB program. This program is now administered by MIFMA, while the Fair Food Network continues to provide the funding for these token sales. Our total DUFB token sales, following the same trend as EBT tokens, were down approximately 26% from 2017 at \$2158.

Between June and October, all four market farmers participated for the second year in WIC and Senior Project Fresh, totaling \$1595 and \$398 respectively. These programs are administered by the county and are designed to encourage WIC recipients and seniors to buy fresh produce as part of a healthy diet.

Returning anchor vendors included Aggie Mae’s Bakery, Greenman Produce, Lonesome Pines Beef, Otto’s Poultry, Rowes Farm Market, Willow Blossom Farms. Returning ready-to-eat vendors included Big Daddy’s Big Dawgs, Ofilia’s El Burrito and Ming Dynasty. Also returning were Garden Basket, Grampas Pastys, Laura’s Outrageously Good Stuff, G-Naturals, Soap Sisters and Oopsy Daisy Flowers to our regular vendor lineup. In 2018, the market welcomed Ben’s Custom Candy, Dose of Nature baked goods, Go Jump in a Great Lake coffee, Groovy Donuts, and Jarhead Salsa.

The Vendor rent collected in 2018 amounted to \$7441.73, a decrease of approximately 21% from 2017. This decrease reflects the discount vendors received on their booth rent due to the Cedar Street Corridor project.

The market continued weekly email outreach to approximately 175 subscribers, while Facebook continues to become more popular reaching more than 2000 followers. Vendor volunteers assisted in keeping Facebook current and updated through the year.

The market held its annual Holiday Open House on November 28th immediately following the Delhi Township Tree Lighting Ceremony. Approximately 250 guests enjoyed live entertainment, cookies and cider. The children enjoyed meeting Santa and Mrs. Claus, who gave out candy canes and posed for pictures.

2018 HOLT FARMERS MARKET ANNUAL REPORT

The Lions Club utilized the market again this year for their annual Easter lily fundraising, as well as hanging flower baskets at Mothers Day. The Boy Scouts and Girl Scouts also sold popcorn and cookies on various Saturdays throughout the year.

New in 2018

- The Holt Farmers Market held five “Food Frenzys” on Wednesdays from 5:00 to 8:00 pm during the months of May, June, July, August and September. These Food Frenzys featured 15 ready-to-eat food vendors. Over 1,000 people attended to enjoy food, conversation and live music.

2018 Inventory

An inventory of items located at the HFM is attached part of this summary, and are considered the property of the Delhi Township Downtown Development Authority. This inventory does not include decorative items, farmer-owned tables, and coolers. See Pages 4 and 5 for detailed inventory. Note: The basement of the building is being used as additional storage for the Senior Center.

Looking to 2019

- Secure funding to replace garage doors with glass doors to increase street visibility during the winter markets, enhance the shopping experience and give the market an updated look consistent with the Cedar Street Corridor improvements.
- Hold five “Food Frenzy” events – one each the months of May, June, July, August and September.
- On August 17, 2019, the Market will co-host as a new location for Holt Fest activities, along with Veteran’s Park. The Market will feature the main entertainment stage with live music throughout the day followed by a laser light show, food vendors and other Holt Fest activities.
- Conduct customer surveys on Saturdays utilizing student volunteers. Data gathered will provide information on the number of new and returning customers, frequent shoppers, customer zip codes, dollars spent, desired products, etc.
- Continue the expansion of Friday Mini-Markets by adding new vendors and expanding customer offerings. This will include ready-to-eat food, i.e., mobile food vendors.
- Continue to identify and implement market fundraising initiatives to ensure the market’s longevity and sustainability. These initiatives may include sponsor advertising banners for display in the market, monetary and equipment donations, etc.
- Continue outreach to seniors and EBT customers.

2018 HOLT FARMERS MARKET ANNUAL REPORT

INVENTORY

| <u>Quantity</u> | <u>Item</u> |
|-----------------|---|
| 1 | Security System (6 cameras and monitor) |
| 1 | Flat screen television |
| 1 | BrightSign module |
| 1 | Roku module |
| 1 | Lighted Open Sign |
| 1 | Large Beverage Cooler |
| 1 | Small Beverage Cooler |
| 2 | Metal Display Shelving |
| 1 | Wooden Display Cart |
| 3 | Decorative Milk Cans |
| 1 | Beverage Cooler |
| 1 | Lot miscellaneous items for sale (market booth) |
| 1 | Lot pots, pans, utensils |
| 2 | Composting units |
| 4 | 33 gallon Recycling containers |
| 1 | Small Used PA System w/microphone |
| 1 | Brother 7460 Copier/Printer |
| 1 | Credit Card Processing Machine |
| 2 | Patio Umbrellas |
| 2 | Patio Umbrella Stands |
| 6 | 33-gallon Brute Trash Cans w/Lids |
| 1 | Snow Shovel |
| 1 | Ice Melt |
| 5 | Picnic Tables |
| 1 | RCA Stereo System |
| 1 | Dolly |
| 2 | 100' Rubber Hose |
| 1 | Eureka Vacuum Cleaner |
| 1 | Mop Bucket/Squeegee |
| 1 | 14' Stepladder |
| 1 | 12' Stepladder |
| 2 | Large Floor Pedestal Fans |
| 1 | American Flags w/Poles |
| 9 | Clamp-on Lights |
| 2 | 25' Extension Cords |
| Asst | Brooms & Mops |
| 1 | Desk, Desk Lamp & Chair |
| Asst | Cleaning Supplies |
| Asst | Paper Products |
| 1 | Carton Market Bags |
| 12 | Market Aprons |
| 1 | 2 x 5 "OPEN" Banner |
| 1 | Business Showcase Sign |
| 1 | A-Frame Crafts & Farm Market Sign |
| 10 | Wet Floor/Safety Signs |
| 16 | 4-foot Folding Tables |
| 32 | 8-foot Folding Tables |
| 24 | Metal Folding Chairs |
| 9 | Large Black Door/Floor Mats |
| 2 | Wall clocks |
| 2 | Fire Extinguishers |
| 3 | 74 oz. Coffee Holder |
| 1 | 12.5 gallon Shop Vac Pro |

2018 HOLT FARMERS MARKET ANNUAL REPORT

INVENTORY (continued)

| <u>Quantity</u> | <u>Item</u> |
|-----------------|---|
| 1 | 5-gallon Ace Floor Wax |
| 1 | V-Tech Answering Machine & Phones System |
| 4 | Outdoor Large Flower Pots |
| 3 | Power strips |
| 1 | Toolbox |
| 2 | 100-foot Food Service White Hose |
| 1 | Heart Defibrillator |
| 2 | Swoofer Flags and Stands |
| 1 | 100' measuring tape |
| 4 | Pkgs of Oversized Christmas Ornaments (for ceiling) |
| 60 | Traffic Cones – assorted sizes |

STORED IN MAINTENANCE GARAGE

| | |
|---|---|
| 1 | Modular Demonstration Kitchen: (1) Stove/oven unit; (1) Sink/water unit; and (1) Prep unit |
|---|---|