

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON APRIL 30, 2019**

The Downtown Development Authority met Tuesday, April 30, 2019 in a regular meeting at the Holt Community Center, 4410 Holt Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Harry Ammon, Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Steven L. Marvin, Nanette Miller, Sally Rae

MEMBERS ABSENT: None

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.

Executive Director Haas welcomed new member Rick Brown to the Board. Mr. Brown was appointed as Holt Public Schools representative following the resignation of Kim Cosgrove.

APPROVAL OF MINUTES

Rae moved, Fauser supported, to approve the regular meeting minutes of January 29, 2019.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: None

MOTION CARRIED

REPORT

HOLT FARMERS MARKET, FOOD FRENZYS, HOLT FEST

Chuck Grinnell, Holt Farmers Market Manager, presented his 2018 Annual Report of the Holt Farmers Market (Exhibit A). He highlighted that the Market realized a slight increase in token sales over 2017 despite the Realize Cedar construction. A decrease in EBT and WIC redemption can be attributed to cuts in the various aid programs. He thanked the Holt Lions Club for their assistance in providing the entertainment for the Open House event in November. In 2019, the Market will have 8 farm vendors that grow 100% of what they sell. One upgrade he would like to make is to install glass doors on the front of the building.

In May 2017, the Market hosted the first Food Frenzy event. It was so successful, another one was held in September. 5 events were hosted in 2018. Again, despite the Realize Cedar construction, they were all well attended. Those events highlighted the willingness of customers to park and walk. 5 Food Frenzy events are planned for 2019, the first being May 15, 2019. Mr. Grinnell thanked the Holt Lions Club for volunteering to help clean tables during the events.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON APRIL 30, 2019**

The Holt Hometown Festival, now in its 20th year, is being revamped and rebranded as Holt Fest and will take place on Saturday, August 17th. It will utilize the Cedar Street corridor to host 2 musical stages, Arts Council events, the Delhi Township Water Quality Awareness event, Touch-A-Truck, a kids area, vendor area, and end with laser light show. The stages will be located in the Veterans Memorial Gardens Amphitheater and at the Holt Farmers Market. The parade will begin at Holt United Methodist Church and proceed down Cedar Street to Holt Road. The Scottville Clown Band will be featured in the parade. A shuttle will be provided from designated parking areas throughout the day. Information can be found at www.holtfest.com.

REPORTS

Executive Director

Mr. Haas reported that he continues to meet regularly with The Gillespie Company regarding the construction of Esker Square. A Special Use Permit will be sought out to revamp the proposed floor plan to include some ground level apartments. Construction is anticipated to begin in June or July. A potential buyer is interested in the 37 acres at Holt and Holloway Drive. A Purchase/Development Agreement is being drafted. A groundbreaking ceremony was held earlier in April for the Michigan State University Federal Credit Union and was well attended by the public. A \$370,000 grant from the Michigan Department of Environment, Great Lakes, and Energy (formerly the Michigan Department of Environmental Quality) is being awarded for some of the clean-up of the site. Happy's Inn has been demolished. The small building on the site remains. Discussions with several potential users continue. Nanette Miller asked about the reduction in commercial space for Esker Square. Mr. Haas replied that the Development Agreement allows for the change, however, a Special Use Permit will be needed.

Advertising & Marketing Committee

Mr. Leighton reported that the Committee has been discussing the new Holt Fest and DDA websites. The Volunteer Bureau coordinator is looking to connect volunteers to events. Social media advertising has started to replace traditional print media.

Planning Commission

Ms. Craig reported that the Planning Commission met to discuss the rezoning of a large parcel of land on Krantz Road into 3 large lots.

Supervisor

Mr. Hayhoe reported a 250-unit apartment complex will be built on Cedar Street at Holbrook Drive. Delhi Township Manager John Elsinga's retirement is effective April 30, 2019, following 42 years of service. An Open House will be held from 4:00 to 6:00 at Township Hall. Tracy Miller will be the new Township Manager, effective May 1. Several ribbon cuttings have been held in recent weeks.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON APRIL 30, 2019**

Treasurer

Ms. Rae reported that the Township audit of fiscal year 2018 is in its final stages. Financial reports should be available in May.

Members

None.

Limited Comments

Gary Sherman, 4325 Bond Avenue, discussed several issues related to the Realize Cedar project.

ADJOURNMENT

The meeting was adjourned at 8:02 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
---	---