

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, January 30, 2024

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 TWO (2) MINUTES.

Set/Adjust Agenda

Approval of Minutes:

Regular Meeting of November 28, 2023

Regular Brownfield Meeting of November 28, 2023

Report

2023 Farmers Market Annual Report – Chuck Grinnell, Market Manager

Business

1. Nomination and Election of 2024 DDA Board Officers

Late Agenda Item

- 2.

Reports

3. Executive Director
4. Marketing Committee
5. Planning Commission
6. Supervisor
7. Treasurer
8. 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 NOVEMBER 28, 2023**

The Downtown Development Authority met Tuesday, November 28, 2023, in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Jon Breier, Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller

MEMBERS ABSENT: Harry Ammon, Sally Rae

OTHERS PRESENT: C. Howard Haas, DDA Executive Director, Lori Underhill, DDA Deputy Director, Doreen Viney, DDA Administrative Secretary

PUBLIC COMMENT: Nancy Romig, 4168 Watson, expressed concern that the Farmers Market was not participating in the tree lighting event this year as it has been in the past.

SET/ADJUST AGENDA: There were no adjustments to the agenda.

APPROVAL OF MINUTES

Miller moved, Leighton supported, to approve the regular meeting minutes of October 24, 2023.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Rae

MOTION CARRIED

INFORMATIONAL MEETING FOR TAXING JURISDICTIONS

Pursuant to Recodified Tax Increment Financing Act 57 of 2018, an Informational Meeting was held for taxing jurisdictions. Executive Director Haas reviewed the report highlighting the activities during the second half of 2023. A copy of the report is included as Exhibit A.

BUSINESS

RESOLUTION NO. 2023-004: ADOPTING FISCAL YEAR 2024 DOWNTOWN DEVELOPMENT AUTHORITY BUDGETS

Miller moved, Leighton supported, to adopt resolution No. 2023-004, a resolution adopting the Fiscal Year ending December 31, 2024 Delhi Charter Township Downtown Development Authority Budgets.

A Roll Call Vote was recorded as follows:

Ayes: Breier, Brown, Craig, Fauser, Hayhoe, Leighton, Miller

Absent: Ammon, Rae

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 28, 2023**

2142 CEDAR STREET – DEMOLITION PROPOSALS FROM MCS EXCAVATING, LCC

Fauser moved, Leighton supported to approve the proposal from MCS Excavating, LLC for the demolition of the structures, and the grading of the land at 2142 Cedar Street in the amount of \$25,500.

Mike Hamilton, 4541 Sycamore, inquired about the location of 2142 Cedar Street.

A Roll Call Vote was recorded as follows:

Ayes: Breier, Brown, Craig, Fauser, Hayhoe, Leighton, Miller

Absent: Ammon, Rae

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that Esker Square continues preleasing for Building 2. He has met three times with potential investors for the Cedar Corridor. Mr. Haas stated that 2142 Cedar Street will be occupied until the end of December, then demolition will be dependent upon the utility companies and their demolition of the water, electric, and gas utilities. Mr. Haas reported he has inquired about a proposal from The Chesapeake Group to look at housing and population trends for the Holt area.

Advertising & Marketing Committee

Mr. Leighton reported that the Advertising and Marketing Committee met on six agenda items on November 28, 2024. He reported that with the transition of Blohm Creative Partners to Truscott Rossman it was discovered the DDA has several web domains that may benefit by being consolidated. The Committee discussed how to consolidate domains without losing identity and being inclusive of other Delhi Township and Holt entities. Mr. Leighton discussed the Truscott Rossman's presentation of an updated Downtown Development Authority's Value Piece. Mr. Leighton presented the Board with the Farmers Market Facebook November Report on demographics. Mr. Haas expressed the desire to draw in a younger crowd with different platforms. Mr. Haas stated he would like the DDA websites to bridge the understanding of what constitutes Holt and Delhi Township.

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 28, 2023**

Planning Commission

Ms. Craig reported that the Planning Commission received a proposal from Richmond Development and Trinity Church for a Special Permit for an A1 classification to provide a fully licensed childcare program for up to 69 children.

Supervisor

Mr. Hayhoe reported the Fire Department has received \$6.5 M funding to renovate and expand existing facilities. He stated the Township Tree Lighting Ceremony will take place on Wednesday, November 29th at 6:30pm in Veterans Memorial Gardens with refreshments being served behind the library.

Treasurer

In the absence of the Treasurer, Ms. Rae, Mr. Haas reported that the total DDA cash and investments as of October 31, 2023, totaled \$7,161,650. He stated he would be giving a Meeder Investments report in January.

Members

None.

Limited Comments

Mike Hamilton, 4541 Sycamore, stated his concern with the lack of businesses in Esker Square. He stated the price of the home was too great for a parking lot for the Farmers Market.

ADJOURNMENT

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

Nanette Miller, Secretary

/dv

SUBJECT TO APPROVAL

2023 Downtown Development Authority & Brownfield Redevelopment Authority Activities

Informational Meeting for Taxing Jurisdiction

Pursuant to Recodified Tax Increment Financing Act 57 of 2018

November 28, 2023

- Construction completed on Building 1 at Esker Square; Building 2 is pre-leasing. The Esker Square project will provide the Cedar Street Corridor with 90 apartments with first floor live/work units available.
- Property purchased at 2361 Cedar Street, 2221 Cedar Street, and 2224 Aurelius Road for redevelopment. Buildings have been demolished.
- Property purchased at 2142 Cedar Street immediately adjacent to the Holt Farmer's Market will be utilized for additional Farmers Market space and parking.
- The Holt Farmers Market have been hosting its popular Food Frenzy, and BBQ and Brew events this summer and fall. Food trucks and live entertainment brought thousands of Delhi Township residents and visitors to the Cedar Street corridor. The Holt Farmers Market continues to expand.
- Operation of Holt Farmers Market, one of the Township's most popular destinations continues to expand. SNAP (EBT), Double Up Food Bucks, Senior and WIC Project FRESH coupons accepted.
- Quarterly Newsletter HoltNow published highlighting local businesses. Continued expansion of social media outlets (Facebook, Twitter, and Instagram) highlight Township events and local businesses.
- The Non-motorized trail between Holt and Mason is under construction in conjunction with the re-surfacing of Cedar Street, completion is expected by summer 2024.

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 28, 2023**

The Brownfield Redevelopment Authority met Tuesday, November 28, 2023, in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:23 p.m.

MEMBERS PRESENT: Jon Breier, Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller

MEMBERS ABSENT: Harry Ammon, Sally Rae

OTHERS PRESENT: C. Howard Haas, DDA Executive Director; Lori Underhill, DDA Deputy Director, Doreen Viney DDA Administrative Secretary

PUBLIC COMMENT: None

Set/Adjust Agenda: There were no changes to the agenda.

APPROVAL OF MINUTES

Miller moved, Leighton supported, to approve the regular meeting minutes of October 24, 2023.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon, Rae

MOTION CARRIED

BUSINESS

RESOLUTION NO. 2023-001: ADOPTING FISCAL YEAR 2024 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

Miller moved, Leighton supported, to adopt Resolution No. 2023-001, a resolution adopting the Fiscal Year ending December 31, 2024, Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.

A Roll Call Vote was recorded as:

Ayes: Breier, Brown, Craig, Fauser, Hayhoe, Leighton, Miller

Absent: Ammon, Rae

MOTION CARRIED

Limited Comments

ADJOURNMENT

The meeting was adjourned at 7:26 p.m.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 28, 2023**

Nanette Miller, Secretary

/dv

SUBJECT TO APPROVAL

2023 HOLT FARMERS MARKET ANNUAL REPORT

The market maintained regular Saturday market hours from 9:00 to 2:00 for 2023. Between 16 and 35 vendors participated in these markets, depending on the season. These numbers include some food trucks and trailers. There were many new faces at most every market – in addition to our regular, loyal customer base. The average attendance ranged from 300 to 600 throughout the year.

2023 token sales numbers were up, with debit/credit token sales reaching \$15,499 – a 41% increase from the 2022. EBT (Bridge Card) token sales were up slightly at \$9,387.

Holt Farmers Market participated in the “Double Up” program (DUFEB). 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 DUFEB program. DUFEB token sales remained about the same from the previous year.

The Holt Farmers Market again participated in WIC and Senior Project Fresh between June and October. 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 Great Harvest Bakery, Lonesome Pines Beef, Otto’s Poultry, Rows Farm Market, Willow Blossom Farms. Several other vendors returned offering ready-to-eat, baked goods, take & bake items, etc.

Notable for 2023

- As in years past, the market was again happy to accommodate the Girl Scouts (cookies) and Boy Scouts (popcorn) for some of their annual fundraising.
- New this year, the market welcomed Michigan Leader Dogs for the Blind on several Saturdays while the market was open, and for a special training at the market on a Sunday. This training program is currently preparing approximately 16 dogs to be placed with people visually impaired once their training is completed.
- Seven Food Frenzys were held from April through October and sponsorships amounted to \$6,500. A big thank you to the Lions Club for providing some volunteers to help tear down after the Food Frenzys– like they have done for the past few years.
- The “Cruise-In” car shows were held every Friday from July through September at the market and were very well attended – a couple of these shows reached capacity. The car shows were organized and facilitated by Evan Hope.
- The first Holt BBQ & Brew was held at the market on Thursday, August 31st and was very well attended. This event featured BBQ food trucks, a craft beer tent for those 21+ and live music. Two Holt BBQ & Brew events will be scheduled for 2024.
- A new digital sign was installed during 2023. Based on customers commenting on the sign and the information it displays, it seems to be doing a great job of showing a few samples of what can be found inside the market, hours of operation, etc. The sign was also used to promote the Holt Food Frenzy’s, the Cruise’In Car Shows, and the first Holt Brew & BBQ event.

2023 HOLT FARMERS MARKET ANNUAL REPORT

2023 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 3 and 4 for detailed inventory.

Growing Pains

The Holt Farmers Market continues to meet our objectives of exposing the community to locally grown and produced food, while simultaneously providing an excellent way for local vendors to showcase their products.

New food-related (greens, mushrooms, jams/jellies, sauces, candy, etc.) vendors are added frequently – limited only by the market space available to accommodate them. Many of these vendors request an every-other-week presence; some are interested in coming once a month. Every effort is made to introduce as many of these vendors to our customers as possible.

Based on the number of vendors we retain, as well as the new vendor applications received nearly every week, it is clear the Holt Farmers Market has become a “preferred” vendor destination. The Holt Farmers Market is proud of this achievement, even though scheduling and finding space for all the vendors who want to be at the market continues to be a challenge.

2023 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	Cash Register
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
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	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
100	Plastic 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

2023 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
1	16x16 aluminum stage

STORED IN MAINTENANCE GARAGE

1	Modular Demonstration Kitchen: (1) Stove/oven unit; (1) Sink/water unit; and (1) Prep unit
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**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
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January 20, 2024

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Nomination and Election of 2024 DDA Officers

Each January the DDA Board nominates members to serve as officers for the year. I reached out to our current officers to confirm that they are each willing to continue serving in their respective capacities. I therefore offer the following motion:

RECOMMENDED MOTION:

I move to nominate the following as DDA Officers for the calendar year 2024:

**Chairperson: David Leighton; Vice Chairperson: Tim Fauser; Secretary: Nanette Miller;
Treasurer: Sally Rae**