

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, April 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 January 30, 2024

Regular Brownfield Meeting of November 28, 2023

Business

1. Purchase of replacement streetlight posts.

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 JANUARY 30, 2024**

The Downtown Development Authority met Tuesday, January 30, 2024 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, Tim Fauser, John Hayhoe, David Leighton, Nanette Miller, Sally Rae

MEMBERS ABSENT: Harry Ammon, Rita Craig

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

PUBLIC COMMENT: None

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

APPROVAL OF MINUTES

Brown moved, Fauser supported, to approve the regular meeting minutes of November 28, 2023.

A Voice Poll Vote was recorded as follows: All Ayes Breier, Brown, Fauser, Hayhoe, Leighton, Miller, Rae

Absent: Ammon, Craig

MOTION CARRIED

REPORT

Holt Farmers Market Manager Chuck Grinnell reviewed his 2023 Annual Report (attached as Exhibit A). He highlighted the fact that there was a 41% increase in token sales showing an increase in attendance. Mr. Grinnell believes the increase is due to more frequents events, the Food Frenzy, BBQ & Brew, and Friday Night Cruise to Holt all held at the Market. The BBQ & Brew attracted over 1000 people. He spoke of the Lions Club valuable help in these events. Mr. Grinnell stated that the property acquired contiguous to the Farmers Market will provide 40-45 new parking spaces, and the salvaged building will house 12-14 new vendors. Nanette Miller inquired if local gardeners could bring their excess produce to the Market. Mr. Grinnell advised they speak with him. Tim Fauser remarked that the new led sign in the front of the market advertises for the entire Township. David Leighton agreed the sign is being fully utilized.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JANUARY 30, 2024**

BUSINESS

NOMINATION AND ELECTION OF 2024 DDA OFFICERS

Brown moved, Breier supported, 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.

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Craig

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas stated that Esker Square Building 2 will have all units ready to rent by March. He stated that the DDA will receive the keys to the property acquired at 2142 Cedar Street this Saturday, February 3, demolition of services will commence. Mr. Haas is in discussions with developers about various Cedar Street properties. He spoke about the Housing Survey developed by the Chesapeake group that is available online as well as in HoltNow that will provide a snapshot of the next five years for housing, employment and commercial trends in Delhi Township. He spoke about Truscott Rossman maintaining the Delhi Township Sites.

Advertising & Marketing Committee

David Leighton reported that the Advertising and Marketing meeting was cancelled due to weather conditions. He stated the work on the consolidation of websites continues.

Planning Commission

There was no report.

Supervisor

Mr. Hayhoe reported that in cooperation with the Ingham County Road Commission funds would be matched to pave two roads. He reported that the fire Department has received \$ 6.5 M in funding to renovate and expand existing facilities. Mr. Hayhoe explained that use of the Senior Center has been extended to host family events and different exercise programs.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JANUARY 30, 2024**

Treasurer

Treasurer Sally Rae reported that the total DDA cash and investments as of December 2023, were \$6,265,111. She stated the DDA portfolio reports a 4.31% return on short term investments.

Members

Limited Comments

Nancy Romig, 4168 Watson, commented on the events at the Farmers Market. She stated she would like to see more Delhi Township events posted on the Farmers Market LED sign. She inquired about which two roads were being paved as well as the location of the DDA Housing Survey. She stated it was good the Senior Center was being used for activities and would like to see more communication about this with the Seniors.

ADJOURNMENT

The meeting was adjourned at 7:32 p.m.

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, Rowes 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

2023 Holt farmers Market Annual Report

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

2023 Holt farmers Market Annual Report

INVENTORY (continued)

<u>Quantity</u>	<u>Item</u>
1	12.5 gallon Shop Vac Pro
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
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



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

dda@delhitownship.com

April 24, 2024

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Purchase of Replacement Light Posts

Delhi Township solicited a proposal for the purchase of replacement streetlight posts. Purchase of the streetlights will ensure a match to the existing streetlights. Attached is the proposal from Michigan Lighting Systems in the amount of \$31,590.00

Recommended Motion:

I move to approve the proposal from Michigan Lighting Systems for the purchase of replacement streetlight posts in the amount of \$31,590.00.



Michigan Lighting Systems West
2853 Northridge Dr NW Suite A
Grand Rapids MI 49544
Phone: (616) 785-1415
Fax: (616) 785-1282
From: Trent Moore
Quoter Ph: (616) 419-5181x-
Email: tmoore@mls-west.com

Project Delhi Township - Stresscrete & King -
2024 - Bid
Location Delhi Township MI
Quote MLS24-188579-3

To: Beau Arledge
Delhi Charter Township
2074 Aurelius Road,
Holt MI 48842
Phone: (517) 706-1076
EMail: beau.arledge@delhitownshipmi.gov

For
Bid Date Mar 21, 2024
Expires Apr 20, 2024

QTY	Type	MFG	Part	Price	UQ	ExtPrice
6		KING	K118-LGR-V-40(SSL)-1030-120V-K13-NR-GR-#1	\$1,900.00		\$11,400.00
6		STCR	KT13-G-E11-SBP-C/W 140-35/40 & DR	\$3,365.00		\$20,190.00
			Line Note: Verify finish			
Total:						\$31,590.00

Notes:

- * * * * *
- * Plus freight. Freight charges included in the quote
- * Approx 14-17 week lead time excluding holiday closures, inclement weather delays & transit
- * Lead time is based on inventory levels, allocations, and production schedule as of today's date. Please keep in mind availability and production schedules are always subject to change without prior notice.
- * All items are quoted as standard production items and do not include spares, fusing, special finishes, extended warranties, additional parts, fittings, stems, cables or other accessories unless otherwise noted.
- * * * * *

Terms and conditions of sale:

- 1) Michigan Lighting Systems will NOT be responsible for errors resulting on orders released without receipt of Approved Submittals, or errors missed in the Approval Process.
- 2) Michigan Lighting Systems is not responsible for any manufacturer price increase and/or freight term changes after quotation date.
- 3) Verify voltage before ordering.
- 4) Prices do not include lamps, spare material, fuses, special finishes, mounting devices, installation, or applicable taxes unless otherwise specified herein.
- 5) Prices are firm for 30 days from date of quotation, and shipment within 180 days of date of quotation unless otherwise specified herein. All quotations are subject to the manufacturer's standard freight/ sales terms and conditions of sale unless otherwise noted herein.
- 6) Complete quote must be used, partials may be subject to requote. Pricing is quantity based and may be affected if ordered quantity varies.
- 7) This quotation is for the listed materials only. Please refer to this quotation by quote number when ordering.

Date: Mar 22, 2024

Quote: MLS24-188579-3

Quote

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Michigan Lighting Systems West
2853 Northridge Dr NW Suite A
Grand Rapids MI 49544
Phone: (616) 785-1415
Fax: (616) 785-1282
From: Trent Moore
Quoter Ph: (616) 419-5181x-
Email: tmoore@mls-west.com

Project Delhi Township - Stresscrete & King -
2024 - Bid
Location Delhi Township MI
Quote MLS24-188579-3

8) Standard manufacturer's warranty for applies to lighting product. Please see product data sheet for length of warranty (varies by manufacturer/product).