

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON MARCH 25, 2025**

The Downtown Development Authority met Tuesday, March 25, 2025, in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Kenneth Bachman, Jon Breier, Rita Craig, Mike Dunckel, Tim Fauser, David Leighton, Nanette Miller, Eddie Montemayor

MEMBERS ABSENT: Harry Ammon

OTHERS PRESENT: C. Howard Haas, DDA Executive Director,
Cassie Butler, DDA Administrative Secretary

PUBLIC COMMENT: Nancy Romig, 4168 Watson, was unable to attend tonight's meeting, and provided the Board with a letter of concern regarding the proposal for the additional Farmers Market Building. Each member of the Board has received and read this letter.

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

APPROVAL OF MINUTES

Fauser moved, Dunckel supported, to approve the regular meeting minutes of January 28, 2025.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Ammon

MOTION CARRIED

REPORTS

HOLT FARMERS MARKET ANNUAL REPORT

Chuck Grinnell, Farmers Market Manager, provided us with the 2024 year-end Farmers Market report (Exhibit A). He shared that this was the 15th report, and they are excited to begin their 16th year. 2024 market hours remained the same as the previous year, 9:00 am – 2:00 pm. Grinnell shared his goals for the upcoming year, including potentially working with vendors and members of MSU on holding educational courses such as cooking and canning classes. Grinnell also shared the success the local vendors have experienced beginning their businesses at the Farmers Market. Several vendors have broadened their business from just the Farmers Market and are experiencing great leaps and growth within and outside of the Holt Community. Token sales such as EBT (Bridge Card) have continued to grow. Grinnell is expecting even more of a rise in these sales this year. The Market holds many events throughout the year including Food Frenzies, Friday Night Car shows, and BBQ and Brews. All of these events advertise the Farmers Market itself, which in return gains more attendance for the Saturday Market. Chuck expressed the Farmers Market's need for more space, as the Market currently holds space for 22 vendors, but the waiting list holds over 40 potential vendors that they are eager to start showcasing. He voices concern that without the proposed additional building, he will be unable to house any vendor on the waiting list, and potential classes and courses would not be an option without additional space.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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BUSINESS

APPROVAL OF PROPOSAL FOR PHILLIPS BUILDING AND REMODELING INC AT 2142 CEDAR ST.

Craig moved, Bachman supported to approve the proposal from Phillips Building and Remodeling INC in the amount of \$400,000.

A Roll Call Vote was recorded as follows:

Ayes: Bachman, Breier, Craig, Dunckel, Fauser, Leighton, Miller, Montemayor

Absent: Ammon

MOTION CARRIED

REPORTS

Executive Director

Mr. Howard Haas reported that the last several months he has worked with Advanced Redevelopment Solutions, discussing many different Brownfield scenarios and situations. He stated the Esker Square apartments are currently housing 90 units, and he is working on more potential housing and commercial space with several investors. Mr. Haas shares he is pleased with the amount of Esker Square residents who have grown to love and enjoy the Delhi Trails located next to the complex, and that they have become a very valuable asset to the community. Lastly, Howard shares that he met with the Holt Food Bank, they discussed the space they hold on Edgar and South Cedar for their dry foods, and agreed to split the cost of painting the building with the DDA to hold a more appealing look.

Advertising & Marketing Committee

David Leighton reported that the Advertising and Marketing Committee met earlier today. Leighton states that they went over a year-end analysis of the Farmers Market advertisements and was pleased to share that some key takeaways included total Social Impressions at 1.48 million, which is reportedly high for a Township, and 11,000 engagements.

Planning Commission

Rita Craig shares that there is a vacant parcel on Jolly Rd next to the McDonalds, there is talk of a potential commercial drive through being built there, which has been sent to the Township for approval.

Supervisor

Eddie Montemayor reports that the new Firehouse, currently under construction at the Township, is ahead of schedule and should be finished by the beginning of next year.

Treasurer

No report.

Members

None.

Limited Comments

Mike Hamilton, 4541 Sycamore expressed his concerns about the Farmers Market and its proposed expansion regarding total cost.

ADJOURNMENT

The meeting was adjourned at 6:47 p.m.

Nanette Miller, Secretary

/CB

SUBJECT TO APPROVAL

2024 HOLT FARMERS MARKET ANNUAL REPORT

The Holt Farmers Market celebrated 15 years in 2024. From our humble beginnings offering fresh local produce, to the wildly popular and “best in class” Food Frenzy Events, even the most experienced planners could not have predicted the Market’s growth and expansion.

The impact of the Holt Farmers Market in our community has grown significantly over these years. While providing access to fresh food, supporting local food producers and the local economy were anticipated, there are many other benefits that were not immediately imagined:

Building Community: The Holt Farmers Market stands as a beacon in this example. The Market has become a place where people meet, learn about one another. shop, eat and enjoy a festive atmosphere.

Educating Shoppers: The Market serves as a perfect setting for educating shoppers about farming practices, nutrition, meal planning, seasonal food preparation, cooking, canning and preserving. These are areas that offer the greatest opportunities for expansion but are dependent upon available resources and improved infrastructure.

Business Incubator: The Market has and continues to serve as a springboard for homegrown businesses. Several of our vendors have grown their businesses beyond Saturdays, including online sales and distribution – while others have literally opened a brick and mortar of their own.

Promoting Sustainable Agriculture: The Market continues to solicit and encourage diverse crops, organic and regenerative practices, and seasonal produce.

Preserving Farmland: The Market is helping to make farming profitable, which will hopefully help preserve farmland and continue to encourage new farmers.

Reducing Food Miles: The Market reduces that distance food travels from the farm to the consumer. This can help reduce greenhouse gas emissions and energy consumption.

2024 in Review

The market maintained regular Saturday market hours from 9:00 to 2:00 for 2024. Between 16 and 35 vendors participated in these markets, depending on the season. There were many new faces at every market. The average attendance ranged from 300 to 600 per Saturday throughout the year.

2024 HOLT FARMERS MARKET ANNUAL REPORT

2024 token sales numbers dipped slightly at \$14,757. EBT (Bridge Card) token sales were up by nearly 38% at \$13,028 – which is most likely a reflection of the economy.

2024 in Review (continued)

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.

Notable for 2024

- As in years past, the market was again happy to accommodate the Girl Scouts (cookies) and Boy Scouts (popcorn) for their annual fundraising.
- The Market again welcomed Michigan Leader Dogs for the Blind on several Saturdays while the market was open, and for special training sessions at the market on a few Sundays. This training program is currently preparing approximately 12-16 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 \$8,800. A big thank you to the Lions Club for providing volunteers again this year to help tear down after the Food Frenzys. The Holt Food Frenzy was able to donate \$300 to their organization in 2024.
- The “Cruise-In” car shows were held every Friday from May through September at the market and were very well attended. The car shows were once again organized and facilitated by Evan Hope.
- Two Holt BBQ & Brew events were held in June and August of 2024. These events featured six food vendors, with focus on BBQ cuisine. The Holt American Legion served as the charity for both events.
- The Market hosted its first “Holt for the Holidays – An Arts & Crafts Show” on Wednesday, December 4th from 4:00 to 9:00 p.m. on conjunction with the Delhi Township Tree Lighting ceremony. This event was well attended and featured more than 20 true artisans and crafters. Children were offered a free “Make & Take” Christmas ornament.

2024 HOLT FARMERS MARKET ANNUAL REPORT

Build It and They Will Come

The Delhi Township DDA purchased the house on the southside of the Holt Farmers Market earlier in 2024. One shed located on that property was relocated to the Holt Farmers Market property. The house and garage were torn down and the site leveled off. The Market has been able to use this space as additional parking.

In November of 2024, the DDA completed and submitted a LEAP Community Enhanced Grant application. This grant program will fund projects across Clinton, Eaton and Ingham counties to revitalize communities, including developing permanent infrastructure for social zones, downtowns, and public spaces. The DDA application is for the construction of a new 40x60 building and the required site improvements to support the expansion of the Market. Continued growth of the Market depends on expanding capacity with additional program offerings such as: community cooking classes, community public training classes (CPR, AEDS, etc.), community meeting space, potential polling location, and special event space. To expand the use of the Market, additional physical space and parking is required.

The DDA was notified that the MEDC is in the process of reviewing applications. Grant award announcements are expected at the beginning of the 2nd quarter.

2024 HOLT FARMERS MARKET ANNUAL REPORT

2024 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, freezers and coolers.

<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
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
2	Dolly/handcart
1	50' Rubber Hose
2	Eureka Vacuum Cleaner
1	Mop Bucket/Squeegee
1	14' Stepladder
1	12' Stepladder
1	8' Stepladder
2	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

2024 HOLT FARMERS MARKET ANNUAL REPORT

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
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
CURRENTLY STORED AT THE DDA OFFICE	
1	Modular Demonstration Kitchen: (1) Stove/oven unit; (1) Sink/water unit; and (1) Prep unit