

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, March 25, 2025

6:00 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 Minutes of January 28, 2025

Report

1. Holt Farmers Market Annual Report

Business

2. Proposal for Phillips Building and Remodeling INC at 2142 Cedar St.

Late Agenda Item

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

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 2023. 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 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 HOLT FARMERS MARKET ANNUAL REPORT

2024 in Review (continued)

Holt Farmers Market participated in the "Double Up" program (DUFB). 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. DUFB 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
100	Plastic Folding Chairs
9	Large Black Door/Floor Mats
2	Wall clocks

2024 HOLT FARMERS MARKET ANNUAL REPORT

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
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**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

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March 17, 2025

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Contract with Phillips Building and Remodeling INC

Upon approval, this proposition will fund the construction of an additional building for the Holt Farmers Market. This addition will house 30-40 new vendors. Other potential uses are public meeting rooms, food and dietary classes, and office space for the Downtown Development Authority.

I move to approve the proposal with Phillips Building and Remodeling INC, in the amount of \$400,000.00

PHILLIPS BUILDING AND REMODELING INC

132 HALL ST. EATON RAPIDS, MI. 48827 PHONE:517-663-3300 FAX:517-663-3666

PROPOSAL

3/18/2025

NAME AND ADDRESS:

Delhi DDA
4410 Holt Rd.
Holt, MI 48842

BUILDER TO PROVIDE LABOR AND MATERIAL FOR THE FOLLOWING:

- 1) 40'x60'x10' tall wood frame building next to the Farmers Market in Holt, MI.
- 2) Architect fees
- 3) Building permit
- 4) Gas and electric service
- 5) Concrete foundation with concrete pad.
- 6) Wood frame construction with hip roof (2' overhand).
- 7) Commercial entry doors and windows (12-2'x4' windows, 1-6/0 and 1-3/0 entry doors with 1 automatic opener).
- 8) Commercial overhead doors (2-9'wx8't) with full glass. Automatic openers on both doors.
- 9) 30 year asphalt roofing.
- 10) Raised rib steel siding with aluminum fascia and soffit.
- 11) Seamless eaves trough and downspouts.
- 12) Ceiling hung gas heating (82% efficient).
- 13) 200 amp electric service with LED ceiling mounted lights. outlets around interior perimeter. Exit signs and code requirements.
- 14) 2 handicapped accessible restrooms.
- 15) Foundation insulation, cellulose wall and ceiling insulation.
- 16) Drywall ceiling and walls painted with washable paint.
- 17) Debris removal

THE ABOVE WORK TO BE COMPLETED IN A SUBSTANTIAL WORKMANLIKE MANNER FOR THE SUM OF: \$400,000.00 (four hundred thousand and no/100).

Price subject to final architectural drawings and township requirements.

ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS ARE CONTIGENT UPON STRIKES, ACCIDENTS, OR DELAYS BEYOND OUR CONTROL. OWNER SHALL SECURE PROPER INSURANCE AGAINST FULL LOSS AND DAMAGE FROM FIRE AND WINDSTORM AND ALL STANDARD FORMS OF RISK. PHILLIPS BUILDING

