

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON May 27, 2025**

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The Downtown Development Authority met Tuesday, May 27, 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:** Harry Ammon, Kenneth Bachman, Mike Dunckel, David Leighton, Nanette Miller, Eddie Montemayor

**MEMBERS ABSENT:** Jon Breier, Rita Criag, Tim Fauser

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

**PUBLIC COMMENT:** None.

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

**APPROVAL OF MINUTES**

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**Dunckel moved, Ammon supported, to approve the regular meeting minutes of March 25, 2025.**

A Voice Poll Vote was recorded as follows: All Ayes  
Absent: Breier, Craig, Fauser

**MOTION CARRIED**

**Nanette Miller entered the meeting at 6:02pm**

**BUSINESS**

**APPROVAL OF BID FROM CAPITAL ASPHALT LLC**

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**Leighton moved, Montemayor supported, to approve the bid from Capital Asphalt LLC in the amount of \$51,692.26**

A Roll Call Vote was recorded as follows:

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

**MOTION CARRIED**

**PUBLIC COMMENT:** None.

**REPORTS**

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**Executive Director**

Mr. Howard Haas stated that the Historical Society has officially been moved out of the Holt Community Center as of April 26, 2025, per Two Men and a Truck. The DDA helped cover this expense. He adds that the DDA is currently in discussion with a potential buyer of the current Holt Community Center and will know the decision in the following weeks. A buy-sell will be created by DDA attorneys. The proposed annex structure next to the existing Farmers Market is currently awaiting a new estimate from an architect as the DDA is looking to potentially place their new office there. Haas stated the DDA has received a memo from LEAP (Lansing Area Economic Partnership) which states that Delhi Township's DDA will receive \$175,000 from Leaps Community Enhancement Grant under the MEDC's Revitalization and Placemaking (RAP) program. The awarded funding will be used towards the construction of the additional annex building next to the existing Farmers Market. Haas states that he

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is excited for the new opportunities that this building will bring to the Farmers Market including teaching classes, new events, and more days the Market itself can be open. Mr. Haas adds that the DDA's Advertising and Marketing team at Truscott Rossman, has shared that the community website *HoltNow*, has over 14,000 and growing subscribers. He states that 35% of people that receive alerts from the website open *HoltNow* itself 1-3 times, while the National Average reports 19% of people open it 1-2 times. Lastly, Haas announces that the DDA is in final closing stage of their EGLE grant for Esker Square. They are meeting with EGLE (Michigan Department of Environment, Great Lakes, and Energy) to complete final reports, Vapor mitigate testing will continue following the closing of the grant.

**Advertising & Marketing Committee**

No meeting.

**Planning Commission**

No meeting.

**Supervisor**

Eddie Montemayor reports that the Township has started construction of the skate park located at Kiwanis Park, and will open in the beginning of next month, with construction fully finished by July 2025. Nanette Miller asked Mr. Montemayor if there will be any sort of surveillance over the area, and Mr. Montemayor replied he will get back to her when he gets further information.

**Treasurer**

Mike Dunckel reports that the DDA is sitting at \$3.2 million in investments with \$4.51% interest earned as of April 2025. Dunckel states he feels this is a positive reflection for the DDA, and he is happy to answer any questions.

**Members**

None.

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 6:14 p.m.

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Nanette Miller, Secretary

/CB

SUBJECT TO APPROVAL