

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, May 27, 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 March 25, 2025

Business

1. Proposal for bid from Capital Asphalt LLC

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

**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.

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

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



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

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May 15, 2025

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Approval of Capital Asphalt Bid

The DDA has received multiple bids from local businesses who provide asphalt paving services, for the purpose of repaving the existing Farmers Market parking lot. We have chosen Capital Asphalt LLC as our preferred merchant, as they provided us with the most ideal cost estimate for the work required.

I therefore offer the following motion:

I move to approve the bid from Capital Asphalt LLC, in the amount of \$51,692.26.

All terms and provisions of the conditions, as set forth below, shall be agreed to and accepted as being a part of this proposal.

NO ORAL AGREEMENTS: It is expressly understood that all the terms, agreements and conditions relating to this contract are only those expressed in writing herein, and that there are no oral representations, undertakings, terms, agreements or conditions of any kind.

THICKNESS: All description of paving thickness in this proposal referred to as average. Variation in sub base and technical limitation may result in variation in thickness average. We warrant sufficient material will be used on the project to result in the average thickness named.

PROPERTY LINES: The purchaser of this paving work shall establish and designate property lines, and Purchaser shall be obligated to pay for work performed as ordered in the event said work results in trespass on the other property, and Purchaser shall also be responsible for any damages caused thereby to the owner of such other property.

DELAYS: The contractor shall complete the job within a reasonable time but shall not be liable for delays beyond the control of the contractor.

MINIMUM GRADE: Contractor reserves the right to refuse to construct a pavement unless minimum grades of 1% are possible for surface drainage. If the owner directs construction with less than a minimum grade of 1%, it is understood that water ponding may occur and that no warranty attaches to the work as to satisfactory surface drainage. Depressions over 1/4 inch will be filled.

UNDERGROUND STRUCTURES: It is the Purchaser's responsibility to advise contractor of the existence and location of all underground structures such as sewers, water and gas lines, etc., which might be encountered by Contractor in the performance of its work hereunder. Contractor shall be deemed to have notice of the existence of only those structures specifically referred to in this proposal, and of the location thereof as indicated in this proposal. If it develops in the performance of the work that the identity or location of the underground structures varies from those specified herein, any extra cost occasioned thereby in moving, protecting or covering the same, or otherwise, shall be borne by the Purchaser.

SOIL CONDITIONS: Should any unusual conditions be encountered not specifically referred to in this proposal, any extra cost in the performance of the work occasioned by such conditions shall be paid by Purchaser.

HIDDEN OBJECTS: Contractor assumes no responsibility for removing hidden objects encountered during the performance of the work. Any costs incurred by the removal and disposal of such hidden objects shall be borne solely by the Purchaser and the Contractor shall be reimbursed accordingly.

ZONING REQUIREMENTS & OTHER LOCAL REGULATIONS: Contractor assumes no responsibility for determining whether the purchaser has the legal right or authority to pave the property as directed. Notwithstanding, that such work might be deemed to violate any ordinance, zoning regulations, or other law. The Purchaser shall, nevertheless, be obligated to pay for work performed as ordered.

LIEN RIGHTS: Not herein contained shall be construed as a waiver or modification of Capital Asphalt LLC's, statutory lien rights, which lien right Capital Asphalt LLC will exercise if payment by customer is not promptly made.

SERVICE CHARGES: A SERVICE CHARGE OF 1.5% PER MONTH, which is an annual percentage rate of 18% per annum, will be made on all account balances not paid as provided for herein, together with costs of collection and attorney fees.

ENVIRONMENTAL ISSUES: Purchaser agrees to defend, indemnify, and hold harmless Capital Asphalt LLC, its officers and employees from any claim arising from any violation of an environmental law, regulation, or policy.

INITIAL FOR ACCEPTANCE: _____