

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**Meeting Location – Community Services Center**

**2074 Aurelius Road, Holt, MI**

**Tuesday, June 24, 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 May 27, 2025**

**Business**

1. Approval of Purchase from *LandscapeForms*

**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 May 27, 2025**

---

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**

---

**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**

---

**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**

---

**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

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

---

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.

---

Nanette Miller, Secretary

/CB

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](http://www.delhidda.com)

[dda@delhitownship.com](mailto:dda@delhitownship.com)

June 17, 2025

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: Purchase from LandscapeForms

The purchase and installation of 18 *Sorella* Planters from LandscapeForms is a part of Delhi Township's overall plans to improve the live and walkability the Realize Cedar project provides, including the Aurelius and Holt Rd portions of the triangle.

**I move to approve the proposal from Phillips Building and Remodeling INC, in the amount of \$37,429.20**

# Order Acknowledgement

Date: 06/18/2025

LF Quote#: 0000440917

PO#: Sgnd Qt.

Project: Delhi Township - Sorella Planters

Bill To: Delhi Township  
ATTN: Accounts Payable  
4410 Holt Road  
Holt, MI 48842

## CORPORATE

7800 E. Michigan Avenue  
Kalamazoo, MI 49048-9543  
P: 800.521.2546 F: 269.381.3455  
www.landscapeforms.com  
Federal I.D.# 38-1897577  
FSC# PBN-COC-001261

Ship To: Delhi Township  
ATTN: Cassie Butler  
1492 Aurelius Rd.  
Holt, MI 48842

Ship To Contact Phone: 517-599-6494

Ship Via: Common Carrier

F.O.B.: Destination

Qty	Description	Unit Price	Total Price
	Delhi Township - Sorella Planters Bill of Lading Instructions: DELIVERY APPT REQUIRED PLEASE CONTACT Cassie Butler 517-599-6494 cassie.butler@delhitownshipmi.gov OR Beau Arledge@517-699-3857 beau.arledge@delhitownshipmi.gov		

### When ordering please confirm:

- Shipping address and contact information (name and ph#)
- Billing address and contact information
- Is your firm or the project tax exempt? If so, exemption certificate must accompany order
- Delivery schedule:

\_\_\_ Ship immediately upon completion

OR Ship On/After the date: \_\_\_\_\_

18	Sorella Planter		\$ 1,740.00	\$ 31,320.00
	Height:	30in		
	Size:	30SQ x 30H		
	Mounting:	Freestanding		
	Material:	Powdercoated Metal		
	Drain Hole:	2 - 0.50" Drain Holes		
	Powdercoat Color:	Gloss Black		

Due to the current economic environment regarding tariffs and material pricing, Landscape Forms has temporarily included an additional 3% surcharge on all quotes. The surcharge is reflected in the Shipping & Handling line item. For lighting quotes, the surcharge is included in the product price.

Item Total	\$ 31,320.00
Shipping & Handling	\$ 4,230.00

Page: 1 of 3

Cust #: OXUC2  
SSR: Amie Bergman  
Rep: Amanda Nawara, MI6

Landscape Forms Customer Service

Purchaser

Seller

landscapeforms®

# Order Acknowledgement

Date: 06/18/2025

LF Quote#: 0000440917

PO#: Sgnd Qt.

Project: Delhi Township - Sorella Planters

Bill To: Delhi Township  
ATTN: Accounts Payable  
4410 Holt Road  
Holt, MI 48842

## CORPORATE

7800 E. Michigan Avenue  
Kalamazoo, MI 49048-9543  
P: 800.521.2546 F: 269.381.3455  
www.landscapeforms.com  
Federal I.D.# 38-1897577  
FSC# PBN-COC-001261

Ship To: Delhi Township  
ATTN: Cassie Butler  
1492 Aurelius Rd.  
Holt, MI 48842

Ship To Contact Phone: 517-599-6494

Ship Via: Common Carrier

F.O.B.: Destination

Qty	Description	Unit Price	Total Price
Sub Total			\$ 35,550.00
Estimated Tax			\$ 1,879.20
Document Total			\$ 37,429.20

## Payment Terms: NET 30 - PENDING CRED APPROVAL

Landscape Forms, Inc. reserves the right to change payment terms based on payment history as well as information obtained from commercial credit reporting agencies.

- Purchaser is responsible for confirming options, materials, quantities, etc., for completeness and conformity to plans and specifications.
- Changes to or cancellations of orders may incur a penalty charge of 30% or more. Special orders may not be changed or cancelled.
- Studio 431 (custom) orders cannot be cancelled once purchase order is received and approved.
- Studio 431 orders are subject to price increase after engineering/product development is complete and approved by designer, end user and purchaser. Modifications in price will be handled via Change Order.
- All orders that include a swing product must include an executed liability waiver to be accepted and entered into production.
- Only the Material Supplier Standard Limited Warranty shall apply to all product sold by Landscape Forms. No other warranties or changes to the standard warranty will be applied or accepted.
- No merchandise can be returned without authorization from Landscape Forms. Returns may be subject to a disposition fee of 30-100%.
- Prices based on quantities shown and quantity changes may affect price.
- QUOTED prices are held for 60 days. After receipt of a written ORDER, prices will be held for up to twelve months from receipt of the order. Changes in quantity or specification may affect pricing. Upfit and Scenic pricing will only be held for six months after receipt of a written order.
- Pricing includes selection from our standard color palette. Optional colors and custom color matches are available for an additional fee and will extend lead-time. Please contact our corporate office for more information.
- Fixtures for custom products are the property of Landscape Forms, Inc., and are not available for sale.
- Landscape Forms is a supplier only and ships via common carrier. Customer is responsible for offloading and installing unless otherwise indicated above.

Page: 2 of 3

Cust #: OXUC2  
SSR: Amie Bergman  
Rep: Amanda Nawara, MI6

Landscape Forms Customer Service

Purchaser

Seller

landscapeforms®

# Order Acknowledgement

Date: 06/18/2025

LF Quote#: 0000440917

PO#: Sgnd Qt.

Project: Delhi Township - Sorella Planters

Bill To: Delhi Township  
ATTN: Accounts Payable  
4410 Holt Road  
Holt, MI 48842

## CORPORATE

7800 E. Michigan Avenue  
Kalamazoo, MI 49048-9543  
P: 800.521.2546 F: 269.381.3455  
www.landscapeforms.com  
Federal I.D.# 38-1897577  
FSC# PBN-COC-001261

Ship To: Delhi Township  
ATTN: Cassie Butler  
1492 Aurelius Rd.  
Holt, MI 48842

Ship To Contact Phone: 517-599-6494

Ship Via: Common Carrier

F.O.B.: Destination

- Handling fees alone will apply on third party and customer pick-up orders.
- Mounting hardware is only available on a limited number of products. Please consult the installation recommendations or contact our corporate office to confirm. In the event hardware is provided, it MUST be used for proper installation.
- Refer to Care and Maintenance guidelines for more detailed information and instructions.
- All orders ship upon completion of fabrication. A one-week grace period may be available, after which storage fees will apply.
- This Agreement contains the entire understanding between the parties. All prior communications are merged into this Agreement. The terms of this Agreement shall control any conflict between documents.
- This Agreement may be signed by the parties separately and by facsimile, and together they shall be deemed one binding, original Agreement.
- Purchaser shall pay all costs and expenses paid or incurred by Landscape Forms, Inc. in collecting any amounts due for goods purchased by Purchaser, including without limitation, reasonable attorneys' fees and collection costs. Balances on invoices not paid within 30 days of date of invoice, or within an alternate period of time as determined and indicated by Landscape Forms, shall incur interest at a rate of 18% per annum. Cash discounts are not offered.
- The quoted price may include estimated tax, duties and tariffs. Actual tax, duties and tariffs shall be purchaser's responsibility and may be added to an invoice as a separate and additional charge to purchaser unless an acceptable exemption certificate is presented.
- To the extent purchaser supplies or modifies the standard specifications for any products, Landscape Forms, Inc. expressly disclaims all representations and warranties related to such products or their design whether express or implied except that the products shall be manufactured in accordance with purchaser's specifications.
- **REMITTANCE OPTIONS:** For information on paying via credit card, ACH, direct bank transfer, or wire please email us at [AR@landscapeforms.com](mailto:AR@landscapeforms.com). Please note all credit card charges will be subject to a 3% surcharge. Mail payments to:

### USD Checks

Landscape Forms, Inc.  
Dept 78073  
PO Box 78000  
Detroit, MI 48278-0073  
USA

### CAD Cheques

Landscape Forms, Inc.  
PO Box 2408  
Station A  
Toronto, Ontario M5W 2K6  
CAN

Page: 3 of 3

Cust #: OXUC2  
SSR: Amie Bergman  
Rep: Amanda Nawara, M16

*Landscape Forms Customer Service*

Purchaser

Seller

landscapeforms®