

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

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The Downtown Development Authority met Tuesday, July 29, 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, Tim Fauser, David Leighton, Nanette Miller, Eddie Montemayor

**MEMBERS ABSENT:** Harry Ammon, Mike Dunckel

**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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**Craig moved, Fauser supported, to approve the regular meeting minutes of June 24, 2025.**

A Voice Poll Vote was recorded as follows: All Ayes  
Absent: Ammon, Dunckel

**MOTION CARRIED**

**INFORMATIONAL MEETING FOR TAXING JURISDICTIONS**

Pursuant to Recodified Tax Increment Financing Act 57 of 2018, an Informational Meeting was held for taxing jurisdictions. Executive Director Haas reviewed the report highlighting the activities during the first half of 2025. A copy of the report is included as Exhibit A.

**BUSINESS**

**APPROVAL OF NEW PROCEDURES FOR ADDRESSING DDA BOARD**

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**Miller moved, Craig supported, to approve the updated procedures for addressing the Downtown Development Authority Board of Directors, effective July 29, 2025.**

A Voice Poll Vote was recorded as follows: All Ayes  
Absent: Ammon, Dunckel

**MOTION CARRIED**

SUBJECT TO APPROVAL

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**APPROVAL OF PURCHASE FROM JOHNSON SIGN COMPANY**

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**Craig moved, Fauser supported, to approve the purchase from Johnson Sign Company in the amount of \$41,250.00**

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Dunckel

**APPROVAL OF CLOSURE OF ACCOUNT AT DART BANK**

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**Craig moved, Leighton supported, to close the Delhi Township's DDA account with Dart Bank immediately. Funds should be paid to Delhi Charter Township, and the Delhi Charter Township's Treasurer's Office is authorized to deposit these funds upon receipt and transfer the funds into the DDA's Michigan CLASS subaccount.**

A Roll Call Vote was recorded as follows:

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

Absent: Ammon, Dunckel

**MOTION CARRIED**

**REPORTS**

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**Executive Director**

Mr. Haas reports that last week's Food Frenzy at the Farmers Market had just under 1,300 people in attendance. The Frenzy hosted multiple bands and held games for children. Haas states that the DDA has a purchaser for the building at 4410 Holt Rd, a group of Medical Doctors looking to home their practice. They are waiting for internal approval before moving forward. Haas adds that the DDA Board may need to hold a special meeting in the beginning of August to support the purchase. Haas reports that the original \$400,000.00 that was previously approved for the additional building at the Farmers Market will need to be reconsidered due to the additional office space being added to home the DDA. Construction for the building is tentatively planned for late fall. Haas states that LEAP (Lansing Area Economic Partnership) has re-confirmed the \$175,000.00 grant that will be awarded to the DDA to help fund this project. The re-paving of the parking lot at the Farmers Market has been delayed to the week of August 18<sup>th</sup>. Haas adds that the repairs to local restaurant El Burrito, are set for the near future, as the brick that was ordered to keep the antique aesthetic of the building have arrived. Lastly, Mr. Haas reports that the 2026 DDA budget has been internally approved, and he will provide updates as they come.

**Advertising & Marketing Committee**

Chairperson Leighton reports that the Advertising and Marketing Committee met earlier today, and the next publication of *HoltNow* will display articles on Back to School, Fun Things to do in Holt, and more. The committee talked about additional article ideas including a public safety reminder for Holt residents. Leighton states that advertisements continue to trend in the right direction, and the committee discussed marketing strategy changes to be made in the future.

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**Planning Commission**

No report.

**Supervisor**

Supervisor Eddie Montemayor reports that the skatepark is almost ready for opening, and they are just awaiting on the arrival of a half pipe. He also states that the construction of the Fire Department is set to be finished by the end of this year, which is much earlier than previously expected.

**Treasurer**

No Report.

**Members**

None.

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 6:15 p.m.

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Nanette Miller, Secretary

/CB

SUBJECT TO APPROVAL

**2025 Downtown Development Authority & Brownfield Redevelopment Authority Activities**

**Informational Meeting for Taxing Jurisdiction**

**Pursuant to Recodified Tax Increment Financing Act 57 of 2018**

**July 29, 2025**

- Property at 2142 Cedar Street, immediately adjacent to the Holt Farmer's Market was added to 2150 Cedar Street to make one lot. The added space has dramatically impacted parking availability for the Market and the Cedar Street corridor. An Additional market building, which will double existing vendor space is beginning construction in 2025.
- The Holt Farmers Market will host seven Food Frenzies, and two BBQ and Brew events this summer and fall. Food trucks and live entertainment brings thousands of Delhi Township residents and visitors to the Cedar Street corridor.
- Operation of the year-round Holt Farmers Market, one of the Township's most popular destinations continues to expand. SNAP (EBT), Double Up Food Bucks, Senior and WIC Project FRESH coupons accepted. Repaving of the parking lot is scheduled for the last week of July 2025.
- Newsletter *HoltNow*, a publication highlighting local businesses is being changed to monthly, which is currently reaching over 14,000 people. Continued expansion of social media outlets (Facebook, Twitter, and Instagram) highlight Township events and local businesses.
- Eighteen additional flower planters have been purchased as part of the beautification plans for Delhi Township's Triangle Area.