

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, July 29, 2025

6:00 pm

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 of June 24, 2025

INFORMATIONAL MEETING FOR TAXING JURISDICTIONS

Pursuant to Recodified Tax Increment Financing Act 57 of 2018
Distribution, Review, and Discussion of 2025 Report

Business

1. Approval of New Procedure for Addressing the DDA Board
2. Approval of Purchase from Johnson Sign Company
3. Approval of Account Closure at Dart Bank

Late Agenda Item

- 4.

Reports

5. Executive Director
6. Marketing Committee
7. Planning Commission
8. Supervisor
9. Treasurer
10. 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 JUNE 24, 2025**

The Downtown Development Authority met Tuesday, June 24, 2025, in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Vice-Chairperson Fauser called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Harry Ammon, Kenneth Bachman, Jon Breier, Rita Craig, Mike Dunckel, Tim Fauser, Nanette Miller, Eddie Montemayor

MEMBERS ABSENT: David Leighton

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

Craig moved, Ammon supported, to approve the regular meeting minutes of May 27, 2025.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Leighton, Miller

MOTION CARRIED

BUSINESS

APPROVAL OF PURCHASE FROM LANDSCAPEFORMS

Craig moved, Ammon supported to approve the purchase from LandscapeForms in the amount of \$37,429.20

A Roll Call Vote was recorded as follows:
Ayes: Ammon, Bachman, Breier, Craig, Dunckel, Fauser, Montemayor
Absent: Leighton, Miller

MOTION CARRIED

Nanette Miller entered the meeting at 6:04pm

REPORTS

Executive Director

Executive Director Howard Haas reports that the intended sale of 4410 Holt Rd (Holt Community Center) is moving forward with plans of purchase to be made by Family and Lifestyle Medicine LLC,

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JUNE 24, 2025**

which includes three Medical Doctors. If finalized, a Buy-Sell will be created by the DDA's attorneys at Thrun, which would be presented to the DDA Board in July. Haas states that the DDA plans to move their office into the new Farmers Market annex building. This requires the original 40x60 plans to be increased to a 40x80 layout. Haas states that unfortunately architectural plans have been slowed due to the passing of our original Architect. Roger Donaldson will be taking over for the remainder of this project. Additional costs are expected due to change with the dimensions. The combined sale of the Community Center and the grant of \$175,000 to the DDA via LEAP, (Lansing Economic Area Partnership) the additional costs will be covered. Mr. Haas reports that the Elkhorn Pass development located on the corner of College and Holt Rd will hold one-hundred and fifty-seven rental homes, and have three-, four-, and five-bedroom options. The construction will be two phases over the course of four years. The State of Michigan has changed its regulations, which now allows developers recovery through the Brownfield Redevelopment Authority. In other news, the repairs to local restaurant El Burrito have been slow due to the antique tiling that had to be created. The DDA has ordered two solar flood lights that are currently being shipped to light up the Welcome to Holt sign. The paving of the Farmers Market parking lot, which was approved at last month's Board Meeting, is set for the last week in July. The signing of a second amendment to the Brownfield project #4, Esker Square, has taken place due to original ownership selling. Lastly, Mr. Haas reports that there is still ongoing discussion with Advanced Redevelopment Solutions and will provide updates as available.

Advertising & Marketing Committee

Executive Director Howard Haas substituted for David Leighton, who was unable to attend today's Advertising and Marketing meeting.

Mr. Haas states that at today's meeting, Truscott Rossman reports that the DDA's and Farmers Market advertising is steadily increasing each month, with a total of 1.8 million impressions across a 20-mile radius of Holt. 571,000 of those impressions come from ages ranging 18-45, while the remaining 613,000 came from ages 45-65+. There is a total of 223,000 responses to events and advertisements, which is a 58% increase since last year.

Planning Commission

Rita Craig shares that a re-zoning request for Maxima by the railroad between Depot St and Woodland Lakes has been made and approved. Fauser asked Ms. Craig since she was a part of the Planning Commission if she knew why the Elkhorn Pass project was planning to have four and five-bedroom apartments, to which she responded that they will most likely be two-story structures, and with more people working from home, the demand for office space has increased.

Supervisor

Eddie Montemayor reports that the skate park is currently waiting for the new concrete to be fully cured, which takes about thirty days. He also follows up Ms. Miller's inquiry from last month's meeting regarding surveillance of the area, stating that there are currently cameras located there and that the Township will also be adding more.

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Treasurer

Mike Dunckel reports that DDA investments have increased by 6,500 with a 4.5% interest rate. DDA revenue currently sits at 2.2 million.

Members

Executive Director Howard Haas states that there is a possibility of a Special Meeting in July.

Limited Comments

Nancy Romig, 4168 Watson, states the condition of her road is poor, and requests the DDA to be apart of the Township's discussion in fixing local roads.

ADJOURNMENT

The meeting was adjourned at 6:21 p.m.

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.



**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**
4410 HOLT ROAD, HOLT, MI 48842
TELEPHONE (517) 699-3866
FACSIMILE (517) 699-3878
www.delhidda.com

July 28, 2025

To: DDA Board Members

From: C. Howard Haas, Executive Director

Re: New Procedures for Addressing DDA Board

In 2020, the DDA approved the current procedures for addressing the Board during public meetings. Attached is the updated procedures for addressing the DDA Board, consistent with the recently updated procedures for addressing the Delhi Township Board of Trustees.

Recommended Motion: I move to approve the updated procedures for addressing the Downtown Development Authority Board of Directors, effective July 29, 2025.



Delhi Charter Township

Procedure for Addressing the DDA Board

Revised 07/28/2025

Downtown Development
Authority Board:
Eddie Montemayor, Supervisor
David Leighton, Chairperson
Tim Fauser, Vice-Chairperson
Mike Dunkel, Treasurer
Nanette Miller, Secretary
Rita Criag, Planning Commission
Harry Ammon, Member
Kenneth Bachman, Member
Jon Breier, Member

Thank you for your interest and desire to participate in public comment. Following these simple procedures will help ensure that your voice is heard while also keeping an orderly and efficient meeting.

General:

- Public comment is limited to two minutes per individual.
- If a representative is designated to speak on behalf of a group that is present in the audience, they may have four minutes.
- When recognized by the Chair, please stand (if able) and state your name and address.
- All comments shall be directed to the Chair or Executive Director.
- No debate shall be engaged between the DDA and the public and no debate shall be engaged between members of the public.
- No one will be recognized to speak again until everyone has had an opportunity to speak.
- Those who do not follow these procedures will be ruled out of order by the Chair.
- A decision of the Chair not to recognize a member of the public who wishes to speak, or to rule a member of the public out of order can be overturned by a majority vote of the Board.

Public Comment on Non-Agenda Items:

- The Chair will recognize those who wish to speak on a topic that is not on the agenda during the time indicated on the meeting agenda for "comments on non-agenda items".

Public Comment on Agenda Items:

- The Chair will recognize those who wish to speak on a topic that is on the agenda during the time indicated on the meeting agenda for "comments on agenda items".

Other Information:

- Members of the Board may vote to extend the time allowed for public comment.
- Members of the public may submit written comments (i.e. email) on agenda items to the Executive Director any time prior to the meeting. Receipt of such written comments will be noted in the minutes the same as those who comment during the meeting.



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www.delhidda.com

Date: July 28, 2025

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Proposal from Johnson Sign Company

Delhi Township has been working with the DDA to upgrade their current sign outside the Township offices. The DDA has been collaborating with Johnson Sign Company, who previously supplied the DDA with the LED sign placed at the Farmers Market. These signs will be able to be controlled together from one system.

RECOMMENDED MOTION:

I move to approve the purchase from Johnson Sign Company in the amount of \$41,250.00



JOHNSON SIGN CO.

JACKSON • 2240 Lansing Ave, Jackson, MI 49202
LANSING • 2900 Alpha Access St, Lansing, MI 48910
YPSILANTI • 663 S. Mansfield St, Ypsilanti, MI 48197
MANISTEE • 1965 Pine Creek Rd, Manistee, MI 49660

PROPOSAL

251818-02

Date: 07/23/2025

Expires: 08/07/2025

Drawing Numbers:

Project: Delhi Township
2074 Aurelius Rd.
Holt, MI 48842

Client: Delhi Charter Township
2074 Aurelius Rd
Holt, MI 48842

Contact: Cassie Butler 517-699-3866 cassie.butler@delhitownshipmi.gov

We are pleased to offer this proposal for the following services at the above location.

Project Description:

Item Total:

1: Furnish & Install the Following:

A. (1) D/F 41"x 7'-3" 10mm Full Color Watchfire EMC & (1) D/F 31"x 7'-3" internally illuminated sign cabinet w/ routed aluminum faces backed by acrylic to mount to existing base. \$39,350.00

B. Removal & installation labor. \$1,900.00

Deposit Rate: 50%
Deposit: \$20,625.00

Subtotal: \$41,250.00

Total: \$41,250.00

THIS PRICE DOES NOT INCLUDE ELECTRICAL RAN TO SIGN LOCATION, PERMITS & PROCUREMENT, OR TAX UNLESS SPECIFICALLY STATED.

WARRANTY: "JSC PEACE OF MIND" 3 YEAR FULL COVERAGE WARRANTY FOR PARTS AND LABOR FROM DATE OF INSTALLATION.

NOTE: WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED. ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE CUSTOMER.

TERMS AND CONDITIONS

1. UPON DEFAULT IN THE PAYMENT OF ANY SUMS HEREIN AGREED, JOHNSON SIGN COMPANY MAY, AT ITS OPTION, DECLARE THE ENTIRE BALANCE PRICE FULLY DUE AND PAYABLE WITHOUT FURTHER NOTICE TO CUSTOMER; AND WHEN DECLARED, CUSTOMER AGREES TO PAY INTEREST ON SAID BALANCE, WHEN DECLARED DUE AT THE RATE OF 1.5% PER MONTH. CUSTOMER FURTHER AGREES TO PAY ALL REASONABLE COSTS OF

Salesperson: Jason Sestak

Buyer_____Seller_____



JOHNSON SIGN CO.

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LANSING • 2900 Alpha Access St, Lansing, MI 48910
YPSILANTI • 663 S. Mansfield St, Ypsilanti, MI 48197
MANISTEE • 1965 Pine Creek Rd, Manistee, MI 49660

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Contact: Cassie Butler 517-699-3866 cassie.butler@delhitownshipmi.gov

COLLECTION OF SAID BALANCE INCURRED BY JOHNSON SIGN COMPANY, INCLUDING ATTORNEY'S FEES.

2. JOHNSON SIGN COMPANY WILL SECURE ALL NECESSARY PERMITS FROM THE LOCAL MUNICIPALITY. PERMITS & PROCUREMENT WILL BE ADDED TO THE FINAL INVOICE. THE CUSTOMER IS RESPONSIBLE FOR SECURING APPROVAL OF THE SIGN(S) FROM THE BUILDING OWNER AND/OR LANDLORD.

3. BOTH PARTIES HERETO AGREE THAT THE TITLE TO SAID SIGN SHALL REMAIN WITH JOHNSON SIGN COMPANY UNTIL PAID FOR IN FULL BY CUSTOMER. IF CUSTOMER FAILS TO PAY REMAINING BALANCE WITHIN TERMS, JOHNSON SIGN COMPANY IS AUTHORIZED TO REMOVE SIGNS AND KEEP IN POSSESSION UNTIL CUSTOMER PAYS FULL BALANCE.

4. ALL TERMS AND CONDITIONS OF THIS CONTRACT SHALL BE BINDING UPON ANY SUCCESSORS, ASSIGNEES OR OTHER LEGAL REPRESENTATIVES OF THE RESPECTIVE PARTIES BUT NO ASSIGNMENT SHALL BE MADE BY THE CUSTOMER WITHOUT THE CONSENT IN WRITING OF THE COMPANY UNLESS FULL PAYMENT OF THE TOTAL CONSIDERATION HAS BEEN MADE.

5. WHEN EXCAVATION IS NECESSARY, JOHNSON SIGN COMPANY WILL CONTACT APPROPRIATE AGENCY TO LOCATE PUBLIC UTILITIES. LOCATION OF PRIVATE UTILITIES IS SOLE RESPONSIBILITY OF THE CUSTOMER. IN THE EVENT ROCK OR UNFORESEEN OBJECTS ARE ENCOUNTERED IN THE EXCAVATION PROCESS, TO THE POINT WHERE SPECIAL EQUIPMENT IS REQUIRED OR MOVING EXCAVATION LOCATION, ADDITIONAL MONIES MAY BE REQUIRED BY JOHNSON SIGN COMPANY.

6. JOHNSON SIGN COMPANY IS NOT RESPONSIBLE FOR UNFORESEEN STRUCTURE OR SUITABLE ACCESS BEHIND WALL. IT IS THE RESPONSIBILITY OF THE CUSTOMER TO PROVIDE ADEQUATE ACCESS BEHIND WALL AND LOCATE STRUCTURE SUCH STEEL BEAMS, ETC. IN THE EVENT THAT UNFORESEEN STRUCTURES ARE LOCATED BEHIND WALL OR INSUFFICIENT ACCESS IS SUPPLIED, ADDITIONAL MONIES MAY BE REQUIRED BY JOHNSON SIGN COMPANY.

7. JOHNSON SIGN COMPANY IS NOT RESPONSIBLE FOR DAMAGE OF SIGN CAUSED FROM NATURAL DISASTER, SEVERE WEATHER, VANDALISM, OR ACCIDENTS.

8. DUE TO UNAVAILABLE MATERIALS, JOHNSON SIGN COMPANY HAS THE RIGHT TO SUBSTITUTE MATERIALS WITH SIMILAR MATERIALS BASED ON AVAILABILITY.

9. SIGNS THAT WE REMOVE ARE EITHER SCRAPPED OR RECYCLED UNLESS SPECIFIED IN WRITING OR A STORAGE AGREEMENT HAS BEEN AGREED UPON BETWEEN JOHNSON SIGN COMPANY AND CUSTOMER.

Salesperson: Jason Sestak

Buyer's Acceptance _____ Title _____ Date _____

Seller's Acceptance _____ Title _____ Date _____

(1) D/F 41"x 60" INTERNALLY ILLUMINATED ALUMINUM SIGN CABINET w/ LED LIGHTING, ROUTED .125" ALUMINUM FACES BACKED BY 3/16" WHITE ACRYLIC w/ UV DIGITALLY PRINTED TRANSLUCENT VINYL 1st SURFACE ON ACRYLIC & 2" REVEAL. D/F 41"x 7'-3" 10mm FULL COLOR WATCHIFRE.

SIGN TO BE MOUNTED TO NEW CONCRETE FOUNDATION & STEEL POLE.

SIGN AREA IS 42 SQ.FT.

<div></div>	BLACK	<div></div>	PMS 124C
<div></div>	WHITE	<div></div>	PMS 2393C
<div></div>	PMS 072C	<div></div>	PMS 390C
<div></div>	PMS 363C	<div></div>	PMS 2682C
<div></div>	PMS 313C	<div></div>	PMS 355C
<div></div>	PMS 021C	<div></div>	MET. SILVER
<div></div>	PMS 032C		



2240 Lansing Ave., Jackson, MI 49202
2900 Alpha Access St, Lansing, MI 48910
663 S Mansfield St., Ypsilanti, MI 48197
1965 Pine Creek Rd, Manistee, MI 49660
517-784-3720/www.johnsonsign.com

JOB NAME:
Delhi Township

LOCATION:
2074 Aurelius Rd.
Holt, MI 48842

ACCOUNT REP: JS

DESIGNER: LE

REVISION: JS

NOTES:
INSTALL NEW SIGN
& REMOVE EXISTING.

FILE NAME:
251818-02 DESIGN

SCALE:
1/2"=1'

This design and all material appearing hereon constitute the original unpublished work of Johnson Sign Co. may not be duplicated, used or disclosed without written consent.



THIS SIGN IS INTENDED TO BE MANUFACTURED IN ACCORDANCE WITH ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING & BONDING OF THE SIGN. SIGN WILL BEAR UL LABEL(S).

JOHNSON SIGN CO
DOES NOT PROVIDE
PRIMARY ELECTRIC
TO SIGN LOCATION
RESPONSIBILITY OF OTHERS

CUSTOMER APPROVAL: _____

DATE: _____





**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY**

4410 HOLT ROAD, HOLT, MI 48842

TELEPHONE (517) 699-3866

FACSIMILE (517) 699-3878

www.delhidda.com

Date: July 28, 2025

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Closure and Move of DDA Account

Per Delhi Township's Treasurer Department, the DDA has had an account open with Dart which has been dormant for several years. Dart has supplied the DDA with a notice stating that due to non-activity, a service fee is going to be charged monthly. This account will be closed and the funds in the account are going to move to CLASS, which takes the account with a current 0.6% interest rate to an account with a 4.3706% interest rate. Dart requires a motion from the DDA Board to close the account.

RECOMMENDED MOTION:

I move to close the Delhi Township 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.