

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**Meeting Location – Community Services Center**

**2074 Aurelius Road, Holt, MI**

**Tuesday, November 25, 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 of October 28, 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. Resolution No. 2025-003: Adopting Fiscal Year 2026 Downtown Development Authority Budgets
2. Introduction of New Board Member: John Hakola

**Late Agenda Item**

3.

**Reports**

4. Executive Director
5. Marketing Committee
6. Planning Commission
7. Supervisor
8. Treasurer
9. 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 OCTOBER 28, 2025**

---

The Downtown Development Authority met Tuesday, October 28, 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, Eddie Montemayor

**MEMBERS ABSENT:** Nanette Miller

**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, Fauser supported, to approve the regular meeting minutes of September 30, 2025.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Miller

**MOTION CARRIED**

**BUSINESS**

**PUBLIC HEARING – FY 2026 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET**

---

**Dunckel moved, Fauser supported, to open the Public Hearing for the Fiscal Year 2026 Downtown Development Authority Budget.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Miller

**MOTION CARRIED**

Public Hearing opened at 6:03 p.m.

There were no comments from the public.

**Dunckel moved, Bachman supported, to close the Public Hearing for the Fiscal Year 2026 Downtown Development Authority Budget.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Miller

**MOTION CARRIED**

Public Hearing closed at 6:04 p.m.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 28, 2025**

---

**APPROVE FISCAL YEAR 2026 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET**

---

**Craig moved, Dunckel supported, to approve the Fiscal Year 2026 Delhi Charter Township Downtown Development Authority Budget and to submit it to the Township Board of Trustees for approval.**

A Roll Call Vote was recorded as follows:

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

Absent: Miller

**MOTION CARRIED**

**APPROVAL OF 2026 BOARD MEETING DATE CALENDAR**

---

**Craig moved, Fauser supported, to approve the Delhi Charter Township Downtown Development Authority meeting dates and times for 2026.**

A Voice Poll Vote was recorded as follows: All Ayes

Absent: Miller

**MOTION CARRIED**

**HARRY AMMON RESIGNATION**

---

DDA Executive Director Howard Haas reviewed Harry Ammon's resignation. He thanked him for his ten years of service to the DDA, as well as several years of service to Delhi Township as a whole.

**REPORTS**

---

**Executive Director**

Mr. Haas reports that he has spent the last few months with several developers on potential redevelopment projects and is hoping to provide more information when able. Mr. Haas also relays that the equipment being stored behind the Quality Dairy on Aurelius belongs to the Hydaker-Wheatlake Company, as they are completing work for Consumers Power and need a safe spot to store their equipment and vehicles. The company has agreed to level and seed the lot when they are finished. Lastly, Haas reports that he is currently working with the architect with responses from the Site Plan Review regarding the annex building at the Farmers Market.

**Advertising & Marketing Committee**

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

Mr. Haas is pleased to report the DDA's Advertising has seen an incredible increase in numbers from the previous years. Haas states that in 2025, the DDA has received 2.69 million Ad Impressions (up 111% over 2024) and has reached a total of 431,000 people (up 145% over 2024.) Haas also reports Facebook and Instagram saw a 50% increase in Engagement Rate per Session, compared to January-October 2024.

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON OCTOBER 28, 2025**

---

**Planning Commission**

Rita Craig reports that the Planning Commission met last night and approved the final site plan for the new Lansing Urgent Care on Cedar Street. Ms. Craig also reports a rezoning request for the North-West intersection at Holt and College Road.

**Supervisor**

Supervisor Eddie Montemayor reports that the Grand Opening for the new Fire Station will take place on November 20<sup>th</sup>, at 11:00 am. Montemayor also advises that the intersection at Holt and Aurelius Road will be shut down in the near future due to a drain project.

**Treasurer**

Mike Dunckel is pleased to report that DDA investments are sitting with a 4.35% interest rate, and if there are any questions about the Quarterly Investment Report included in the packet, he would be happy to answer them.

**Members**

None.

**Limited Comments**

None.

**ADJOURNMENT**

The meeting was adjourned at 6:18 p.m.

---

Nanette Miller, Secretary

/CB

SUBJECT TO APPROVAL

## Notice of Informational Meeting Tuesday, November 25, 2025

Pursuant to Recodified Tax Increment Financing Act 57 of 2018, the Delhi Charter Township Downtown Development Authority will hold an Informational Meeting at the beginning of its regular November 25, 2025, meeting at 6:00 p.m. at the Community Services Center Board Room located at 2074 Aurelius Road, Holt, MI 48842.

The Informational Meeting will highlight current DDA activities for the calendar year 2025.

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

**Informational Meeting for Taxing Jurisdiction**

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

**November 25, 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 late 2025.
- The Holt Farmers Market hosted seven Food Frenzies this summer and fall. Food trucks and live entertainment brought 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 was completed in August 2025.
- Newsletter *HoltNow*, a publication highlighting local businesses has been changed to monthly, which is currently reaching over 14,000 people. Expansion of social media outlets (Facebook, Twitter, and Instagram) have highlighted Township events and local businesses, reaching more than 400,000 impressions.
- Eighteen additional flower planters have been purchased and will be used 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](http://www.delhidda.com)

Date: November 20, 2025

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Adoption of Fiscal Year 2026 Budgets

The Fiscal Year 2026 Budget for the DDA has been prepared and its initial review took place at our regular September meeting. This budget was subsequently submitted to the Delhi Township Board of Trustees for a budget workshop held on September 9, 2025. A public hearing was held October 28<sup>th</sup> and the budget was submitted to the Township for approval. The Township approved the budget on November 18, 2025. Therefore, I offer the following recommended motion:

**RECOMMENDED MOTION:**

**I move to adopt Resolution No. 2025-003, a resolution adopting the Fiscal Year ending December 31, 2026 Delhi Charter Township Downtown Development Authority Budgets.**

**DELHI CHARTER TOWNSHIP**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**RESOLUTION NO. 2025-003**  
**ADOPTING THE FISCAL YEAR ENDING DECEMBER 31, 2026**  
**DOWNTOWN DEVELOPMENT AUTHORITY BUDGETS**

At a regular meeting of the Downtown Development Authority of the Charter Township of Delhi, Ingham County, held at the Community Services Center, 2074 Aurelius Road, Holt, MI 48842, on Tuesday, November 25, 2025, at 6:00 P.M.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**WHEREAS**, Delhi Township Ordinance No. 80 established the Downtown Development Authority (DDA) pursuant to Michigan Public Act 197 of 1975, as amended, and requires, among other things, that the Downtown Development Authority Board annually prepare a budget and submit same to the Township on the same date that the proposed budget for the Township is required to be submitted to the Township Board of Trustees; and

**WHEREAS**, the Downtown Development Authority Director submitted its proposed budgets on September 2, 2025 and discussed the DDA Budgets at the Township Budget Workshop held on September 9, 2025; and

**WHEREAS**, the Downtown Development Authority Board made a motion at its regular meeting held October 28, 2025 to submit the 2026 proposed budgets attached hereto as Exhibits A and B to the Township Board for approval; and

**WHEREAS**, the Delhi Charter Township Board of Trustees approved the FY 2026 Downtown Development Authority Budget on November 18, 2025;

**WHEREAS**, the Township Board desires to approve the Fiscal Year 2026 Budget for the following funds:

- Downtown Development Authority Fund numbered 248 (*Exhibit A*)
- Downtown Development Authority Debt Service Fund numbered 394 (*Exhibit B*);

**NOW, THEREFORE, BE IT RESOLVED BY THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CHARTER TOWNSHIP OF DELHI, INGHAM COUNTY, MICHIGAN, as follows:**

1. The Downtown Development Authority Board approves the FY 2026 Downtown Development Authority Budget and the DDA Debt Service Budget as itemized in the attached Exhibits A and B.

2. The following itemization of accumulated surpluses/use of surpluses are accepted:

|                                          | <b>Downtown<br/>Development<br/>Authority Fund</b> | <b>Downtown<br/>Development<br/>Authority Debt<br/>Service Fund</b> |
|------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------|
| <b>01/01/2025 Fund Balance</b>           | <b>\$6,712,283.98</b>                              | <b>\$0.00</b>                                                       |
| 2025 Projected Revenue & Other Sources   | \$3,415,547.25                                     | \$917,188.76                                                        |
| 2025 Projected Expenditures & Other Uses | \$1,885,605.27                                     | \$917,188.76                                                        |
| <b>12/31/2025 Projected Fund Balance</b> | <b>\$8,242,225.96</b>                              | <b>\$0.00</b>                                                       |
| 2026 Budgeted Revenue & Other Sources    | \$3,316,062.82                                     | \$902,366.21                                                        |
| 2026 Budgeted Expenditures & Other Uses  | \$2,007,328.53                                     | \$902,366.21                                                        |
| <b>12/31/2026 Estimated Fund Balance</b> | <b>\$9,550,960.25</b>                              | <b>\$0.00</b>                                                       |

3. This acceptance is for an "Activity" budget, and approval is made based on the total of the line items in each budget activity.

4. These budgets shall be finally adopted by the Downtown Development Authority Board in accordance with the provisions of Michigan Public Act 2 of 1968, as amended, which requires an appropriations act adopting budgets for all Special Revenue Funds and requiring that responsibility for the budget be designated.

5. The Downtown Development Director is designated as responsible for the DDA Budget and is hereby authorized to make budgetary transfers between activity budgets in amounts not to exceed \$10,000 per transfer, with said transfers to be reported to the Board at its next regular meeting. Amendments made by the Downtown Development Authority Board and budget transfers made by the Authority's Director shall be promptly reported to the Township Accounting Department.

6. The Township shall approve subsequent amendments to this budget made by the Downtown Development Authority Board that make a net increase or decrease in 2026 Estimated Use of Fund Balance.

AYES:

NAYS:

ABSENT:

**RESOLUTION DECLARED ADOPTED: 11/25/2025**

---

Nanette Miller, Downtown Development Authority Secretary

STATE OF MICHIGAN )  
                                  ) ss  
COUNTY OF INGHAM )

I, the undersigned, the duly qualified and acting Secretary of the Downtown Development Authority for the Charter Township of Delhi, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Downtown Development Authority of said Township at a regular meeting held on the 25th of November, 2025.

---

Nanette Miller, Downtown Development Authority Secretary

Attachments - Exhibits A and B

## Exhibit A – Downtown Development Authority Fund

| Name                                                   | FY2024 Actual         | FY2025 Original Budget | FY2025 Projected      | FY2026 Budgeted       | FY2027 Forecasted      | FY2028 Forecasted      |
|--------------------------------------------------------|-----------------------|------------------------|-----------------------|-----------------------|------------------------|------------------------|
| <b>Beginning Fund Balance:</b>                         | <b>\$5,185,447.41</b> | <b>\$6,712,283.98</b>  | <b>\$6,712,283.98</b> | <b>\$8,242,225.96</b> | <b>\$9,550,960.25</b>  | <b>\$11,153,494.86</b> |
| <b>Revenues</b>                                        |                       |                        |                       |                       |                        |                        |
| Taxes                                                  | \$2,720,406.69        | \$2,897,866.56         | \$2,731,273.25        | \$2,933,762.82        | \$2,995,371.83         | \$3,055,279.27         |
| Other Revenue                                          | \$5,654.02            | \$1,800.00             | \$1,800.00            | \$1,800.00            | \$1,800.00             | \$1,800.00             |
| Grants and Revenue Sharing                             | \$1,700.00            | \$1,500.00             | \$3,474.00            | \$176,500.00          | \$1,500.00             | \$1,500.00             |
| Charges for Services                                   | \$20,238.02           | \$10,000.00            | \$20,000.00           | \$20,000.00           | \$20,000.00            | \$2,000.00             |
| Sale of Fixed Assets                                   | \$9,153.13            | \$0.00                 | \$340,000.00          | \$15,000.00           | \$10,000.00            | \$0.00                 |
| Interest and Rentals                                   | \$450,246.18          | \$140,500.00           | \$319,000.00          | \$169,000.00          | \$119,000.00           | \$119,000.00           |
| <b>Total Revenues:</b>                                 | <b>\$3,207,398.04</b> | <b>\$3,051,666.56</b>  | <b>\$3,415,547.25</b> | <b>\$3,316,062.82</b> | <b>\$3,147,671.83</b>  | <b>\$3,179,579.27</b>  |
| <b>Expenditures</b>                                    |                       |                        |                       |                       |                        |                        |
| Downtown Development Authority Administration          | \$147,133.25          | \$202,532.55           | \$205,237.56          | \$195,895.07          | \$200,951.35           | \$208,459.47           |
| Downtown Development Authority Marketing and Promotion | \$182,344.91          | \$237,178.95           | \$237,178.95          | \$229,067.25          | \$231,792.11           | \$234,626.54           |
| Downtown Development Authority Infrastructure Projects | \$139,243.40          | \$25,000.00            | \$63,000.00           | \$30,000.00           | \$25,000.00            | \$25,000.00            |
| Capital Outlay – Downtown Development Authority        | \$5,387.50            | \$200,000.00           | \$200,000.00          | \$601,828.17          | \$200,000.00           | \$200,000.00           |
| 2016 Downtown Development Authority Development        | \$73,997.87           | \$370,000.00           | \$263,000.00          | \$48,171.83           | \$0.00                 | \$0.00                 |
| Debt Service                                           | \$1,132,454.54        | \$917,188.76           | \$917,188.76          | \$902,366.21          | \$887,393.76           | \$876,673.76           |
| <b>Total Expenditures:</b>                             | <b>\$1,680,561.47</b> | <b>\$1,951,900.27</b>  | <b>\$1,885,605.27</b> | <b>\$2,007,328.53</b> | <b>\$1,545,137.22</b>  | <b>\$1,544,759.77</b>  |
| <b>Total Revenues Less Expenditures:</b>               | <b>\$1,526,836.57</b> | <b>\$1,099,766.29</b>  | <b>\$1,529,941.98</b> | <b>\$1,308,734.29</b> | <b>\$1,602,534.61</b>  | <b>\$1,634,819.50</b>  |
| <b>Ending Fund Balance:</b>                            | <b>\$6,712,283.98</b> | <b>\$7,812,050.27</b>  | <b>\$8,242,225.96</b> | <b>\$9,550,960.25</b> | <b>\$11,153,494.86</b> | <b>\$12,788,314.36</b> |

**Exhibit B – Downtown Development Authority Debt Service Fund**

| <b>Name</b>                              | <b>FY2024 Actual</b>  | <b>FY2025 Original Budget</b> | <b>FY2025 Projected</b> | <b>FY2026 Budgeted</b> | <b>FY2027 Forecasted</b> | <b>FY2028 Forecasted</b> |
|------------------------------------------|-----------------------|-------------------------------|-------------------------|------------------------|--------------------------|--------------------------|
| <b>Beginning Fund Balance:</b>           | <b>\$0.00</b>         | <b>\$0.00</b>                 | <b>\$0.00</b>           | <b>\$0.00</b>          | <b>\$0.00</b>            | <b>\$0.00</b>            |
| <b>Revenues</b>                          |                       |                               |                         |                        |                          |                          |
| Transfers In                             | \$1,132,454.54        | \$917,188.76                  | \$917,188.76            | \$902,366.21           | \$887,393.76             | \$876,673.76             |
| <b>Total Revenues:</b>                   | <b>\$1,132,454.54</b> | <b>\$917,188.76</b>           | <b>\$917,188.76</b>     | <b>\$902,366.21</b>    | <b>\$887,393.76</b>      | <b>\$876,673.76</b>      |
|                                          |                       |                               |                         |                        |                          |                          |
| <b>Expenditures</b>                      |                       |                               |                         |                        |                          |                          |
| Debt Service                             | \$1,132,454.54        | \$917,188.76                  | \$917,188.76            | \$902,366.21           | \$887,393.76             | \$876,673.76             |
| <b>Total Expenditures:</b>               | <b>\$1,132,454.54</b> | <b>\$917,188.76</b>           | <b>\$917,188.76</b>     | <b>\$902,366.21</b>    | <b>\$887,393.76</b>      | <b>\$876,673.76</b>      |
| <b>Total Revenues Less Expenditures:</b> | <b>\$0.00</b>         | <b>\$0.00</b>                 | <b>\$0.00</b>           | <b>\$0.00</b>          | <b>\$0.00</b>            | <b>\$0.00</b>            |
| <b>Ending Fund Balance:</b>              | <b>\$0.00</b>         | <b>\$0.00</b>                 | <b>\$0.00</b>           | <b>\$0.00</b>          | <b>\$0.00</b>            | <b>\$0.00</b>            |