

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING
Meeting Location – Community Services Center
2074 Aurelius Road, Holt, MI
Tuesday, January 27, 2026
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 November 25, 2025

Regular Brownfield Meeting of November 25, 2025

Business

1. Nomination and Election of 2026 DDA Board Officers
2. Nanette Miller Resignation
3. Approval of Full-Time DDA Administrative Assistant

Late Agenda Item

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 NOVEMBER 25, 2025**

The Downtown Development Authority met Tuesday, November 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, Mike Dunckel, John Hakola, David Leighton, Eddie Montemayor

MEMBERS ABSENT: Rita Craig, Tim Fauser, 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

Dunckel moved, Bachman supported, to approve the regular meeting minutes of October 28, 2025.

A Voice Poll Vote was recorded as follows: All Ayes

Absent : Craig, Fauser, Miller

MOTION CARRIED

INFORMATIONAL MEETING FOR TAXING JURISICTIONS

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 second half of 2025. A copy of the report is included as Exhibit A.

BUSINESS

RESOLUTION NO. 2025-003: ADOPTING FISCAL YEAR 2026 DOWNTOWN DEVELOPMENT AUTHORITY BUDGETS

Dunckel moved, Bachman supported, to adopt resolution No. 2025-003, a resolution adopting the Fiscal Year ending December 31, 2026, Delhi Charter Township Downtown Development Authority Budgets.

A Roll Call Vote was recorded as follows:

Ayes: Bachman, Breier, Dunckel, Hakola, Leighton, Montemayor

Absent: Craig, Fauser, Miller

MOTION CARRIED

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

INTRODUCTION TO NEW BOARD MEMBER: JOHN HAKOLA

Executive Director Howard Haas was happy to introduce the newest DDA and Brownfield Board Member, John Hakola. Hakola and his wife moved to Holt in 2009 and have resided here since. John is currently employed at Orchid Orthopedic Solutions as their Principal Accounting Officer and shared his excitement for his new role.

REPORTS

Executive Director

Executive Director Haas reported that the final closing on 4410 Holt Rd, also known as the DDA office and Community Center, is set to take place January 7th, 2026. The DDA will determine a move-out date soon. The DDA Board previously approved the moving and storage costs from Two Men and a Truck, which is who will be assisting the DDA in this process. Mr. Haas stated they have been working on required changes to the site plan regarding the annex building for the Farmers Market and are hoping to re-submit site plans for review in the near future. Haas reported the Market continues to prosper despite the colder season, with an average of 700-900 people in attendance each Saturday. For the winter season, 40 vendors will rotate Saturdays inside the building, as it will be too cold for outside setup. Lastly, Mr. Haas stated the Elkhorn Pass housing project was approved by the Delhi Township Board of Trustees on November 18th and continues to move forward.

Advertising & Marketing Committee

Mr. Haas reported that the Advertising and Marketing did not meet today, but our social media team shared an updated spreadsheet of 2025 data. This report highlighted 2.8 million total impressions for 2025, which is up 157% compared to 2024. Haas shared he is very pleased with the way the Farmers Market and local vendors/businesses have benefited with the help of the DDA's social media.

Planning Commission

No Report.

Supervisor

Township Supervisor Eddie Montemayor shared the ribbon cutting ceremony for the Fire Department was very successful and announced the annual Tree Lighting will be held next Wednesday, the 3rd, at 6:30 pm.

Treasurer

Mike Dunckel reported that the DDA's total investments are sitting at \$3.3 million, while earning 4.3% interest.

Members

None.

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

Limited Comments

None.

ADJOURNMENT

The meeting was adjourned at 6:14 p.m.

Secretary

/CB

**DELHI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON NOVEMBER 25, 2025**

The Brownfield Redevelopment Authority met Tuesday, November 25, 2025, in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 6:15 p.m.

MEMBERS PRESENT: Kenneth Bachman, Jon Breier, Mike Dunckel, John Hakola, David Leighton, Eddie Montemayor

MEMBERS ABSENT: Rita Craig, Tim Fauser, Nanette Miller

OTHERS PRESENT: C. Howard Haas, DDA Executive Director; Cassie Butler, DDA Administrative Secretary

PUBLIC COMMENT: None

Set/Adjust Agenda: There were no changes to the agenda.

APPROVAL OF MINUTES

Dunckel moved, Bachman supported, to approve the regular meeting minutes of October 28, 2025.

A Voice Poll Vote was recorded as follows: All Ayes

Absent : Craig, Fauser, Miller

MOTION CARRIED

BUSINESS

RESOLUTION NO. 2025-002: ADOPTING FISCAL YEAR 2026 BROWNFIELD REDEVELOPMENT AUTHORITY BUDGET

Dunckel moved, Leighton supported, to adopt Resolution No. 2025-002, a resolution adopting the Fiscal Year ending December 31, 2026, Delhi Charter Township Brownfield Redevelopment Authority Budget and its subset, Local Brownfield Revolving Fund.

A Roll Call Vote was recorded as:

Ayes: Bachman, Breier, Dunckel, Hakola, Leighton, Montemayor

Absent: Craig, Fauser, Miller

MOTION CARRIED

Limited Comments

ADJOURNMENT

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

Secretary

/CB



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January 21, 2026

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Nomination and Election of 2026 DDA Officers

A handwritten signature in black ink that reads "C. Howard Haas".

Each January the DDA Board nominates members to serve as officers for the year. I reached out to our current officers to confirm that they are each willing to continue/start serving in their respective capacities. I therefore offer the following motion:

RECOMMENDED MOTION:

I move to nominate the following as DDA Officers for the calendar year 2026:

Chairperson: David Leighton; Vice Chairperson: Tim Fauser; Secretary: Kenneth Bachman; Treasurer: Mike Dunckel

DELHI TOWNSHIP JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT – DDA

Supervised By: Executive Director of the Downtown Development Authority

Supervises: None

Position Summary:

Under the supervision of the Executive Director of the Downtown Development Authority (DDA), performs a variety of secretarial, bookkeeping, organizational and other tasks, and record keeping activities related to the overall operation and administration of the DDA. Assists the Executive Director in budget preparation, financial transactions and report preparation, maintains the financial and all other records of the DDA. Responds to inquiries related to DDA operations and programming. Provides support to the Brownfield Redevelopment Authority (BRA) by attending meetings and taking minutes, compiling data, and maintaining records. Assists with and/or coordinates tasks required to facilitate Farmer's Market operations. Develops and maintains a working knowledge of DDA, BRA and other operations and functionality and uses this to engage sound decision making and planning.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides administrative support to the DDA Director. Assists the Director with DDA projects by gathering historical information, collecting and compiling information on prior projects, and performing related research.
2. Regularly performs word processing of correspondence, reports, forms, promotional materials, and other documents. Prepares correspondence for the Director upon verbal direction. Designs forms for the agency and develops and maintains spreadsheets for various uses.
3. Maintains and reviews the financial records of the agency, recording disbursements to vendors, preparing the fixed asset report, maintaining project balance sheets, and performing related financial activities. Advises the Director of budget status of line items.
4. Processes invoices of the DDA, BRA and Farmer's Market. Verifies accuracy of invoices, assigns account numbers, gains approval of authority officials, and submits for payment.
5. Performs tasks necessary to facilitate Farmer's Market operations and related functions including; EBT and Doublebucks token reconciliation, record keeping and reporting. Also, vendor payment and rent processing and record keeping, timesheet preparation and processing, and other tasks as assigned.

6. Receives telephone calls and assists visitors, providing them with information regarding DDA operations and township services.
7. Prepares agendas and meeting packets for Board meetings based on input from the Director and Board Members, correspondence received, and issues and/or projects in progress. Collects and prepares materials for board and committee meetings and assembles and distributes meeting packets. Posts meetings for the public and attends meetings and prepares the meeting minutes.
8. Establishes and maintains the files and records of the DDA, including project files.
9. Maintains the database for DDA operations and projects including business retention lists, businesses by street, type and other categories, and other data.
10. Maintains the DDA website and updates as necessary. Responsible to coordinate with consultants on website changes and maintenance for Farmer's Market, Food Frenzy's and other events, DDA, Holt Home Town, Inc., Holt Non-Profit Coalition. Coordinate social media advertising for all DDA activities. Work with consultant on Holt Now publication. Facilitate weekly social media and email communications. Responsible for coordinating and programming the electronic message display signs.
11. Provides scheduling and assistance for classes, special event planning and coordination. Provides scheduling for building usage, as appropriate.
12. Prepares various reports including state-required reports.
13. Performs a variety of support tasks such as copying and distributing forms, reports and other documents, processing mail, and researching documents, preparing payroll forms, and related tasks.
14. Assists in the preparation of the annual budget by gathering information, assisting in computation of figures, and preparing fact sheets in spreadsheet program. Monitors the budget and apprises the Director of current status.
15. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or equivalent with college coursework in accounting, bookkeeping, or general business. Three or more years of progressively more responsible experience as

an administrative assistant with knowledge of bookkeeping and accounting principles.

- The township, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Knowledge of the principles and practices of general office procedures, basic accounting principles application and administrative support techniques.
- Skills in proofreading, performing arithmetic calculations, and maintaining accounts and records.
- Knowledge and skill in completing and reviewing documents for accuracy and maintaining accurate records in both electronic and non-electronic formats.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with township employees, contractors to the township, representatives of other governmental units, professional contacts, elected officials' business owners and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and the ability to learn new software programs applicable to the position.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.



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January 21, 2026

To: Delhi Township DDA Board of Directors

From: C. Howard Haas, Executive Director

Re: Approval of Full-Time DDA Administrative Assistant

A handwritten signature in black ink, appearing to read "C. Howard Haas".

Based upon the increased volume of administrative workflow associated with the growth of the Farmers Market, planned expansion of services at the Market and Annex building, and the addition of regular marketing and social media responsibilities, it has become clear that the responsibilities of the part-time Administrative Secretary role have grown beyond basic secretarial work. As these responsibilities continue to increase, we are requesting approval to transition the DDA Administrative Assistant position from part-time to full-time effective February 1, 2026, with compensation and benefits consistent with standard Township full-time employee policies.

RECOMMENDED MOTION:

I move to approve increasing the DDA Administrative Assistant position from part-time to full-time effective February 1, 2026, with full-time compensation and benefits in the recognition of expanded responsibilities.