

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JANUARY 27, 2026**

The Downtown Development Authority met Tuesday, January 27, 2026, 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, John Hakola, David Leighton, Eddie Montemayor

MEMBERS ABSENT: None

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, Breier supported, to approve the regular meeting minutes of November 25, 2025.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: None

MOTION CARRIED

Fauser moved, Craig supported, to approve the regular Brownfield meeting minutes of November 25, 2025.

A Voice Poll Vote was recorded as follows: All Ayes

Absent: None

MOTION CARRIED

BUSINESS

NOMINATION AND ELECTION OF 2026 DDA BOARD OFFICERS

Craig moved, Bachman supported, 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.

A Roll Call Vote was recorded as follows:

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

Absent : None

MOTION CARRIED

NANETTE MILLER RESIGNATION

Executive Director Haas announced Nanette Miller's resignation from the DDA effective January 1st, 2026. Haas shared that Ms. Miller has served the community as a DDA Board

SUBJECT TO APPROVAL

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Member for 21 plus years, and the DDA will miss her. Chairperson Leighton also spoke highly of her contributions to the DDA over the years.

APPROVAL OF FULL-TIME DDA ADMINISTRATIVE ASSISTANT

Craig moved, Leighton supported, to approve increasing the DDA Administrative Assistant from part-time to full-time, effective February 1st, 2026, with full-time compensation and benefits in the recognition of expanded responsibilities.

A Roll Call Vote was recorded as follows:

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

Absent: None

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that the DDA Advertising and Marketing Committee, in consultation with legal counsel, has made the decision to part ways with their existing public relations and communications team, and enter into an agreement with Luke Miller Marketing, a local advertising and marketing firm, effective February 1st. This change is anticipated to save the DDA approximately \$30,000 a year. Haas also provided an update regarding the Annex building to be located at the Farmers Market. He stated that the project is currently awaiting approval from two county agencies and that additional information will be provided as it becomes available. Mr. Haas further reported that the DDA closed on the sale of the property located at 4410 Holt Road on January 7th, 2026. Following inspection, trace amounts of radon were identified, requiring installation of a radon mitigation system. The cost of the mitigation, totaling \$27,000, was deducted from the final sale proceeds. Additionally, Mr. Haas reported that the DDA had planned to submit a bid for the former Rite Aid property located at 2263 Cedar Street; however, the DDA elected not to proceed due to the presence of underground storage tanks and the significant remediation and renovation costs associated with the property.

Advertising & Marketing Committee

Chairperson Leighton reported that the Advertising and Marketing Committee met with Luke Miller earlier that day. The committee expressed optimism regarding future growth and noted efforts to ensure the retention of all existing DDA marketing assets to support a smooth transition.

Executive Director Haas added that the DDA previously published a promotional article highlighting a local businessman who sharpens knives and other items. Since then, he shared that he has experienced a dramatic increase in business after the article was posted. Mr. Haas reiterated the DDA's ongoing goal to support local business growth through their advertising.

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Planning Commission

Planning Commission representative Rita Craig reported that at the Commission's previous meeting, a change to the zoning ordinance was approved to allow private roads within new developments.

Supervisor

Supervisor Eddie Montemayor reported that the Township Manager and Supervisor, along with Executive Director Haas, met with a potential candidate for the vacant DDA Board position. The candidate, a local business owner, expressed great interest in serving on the DDA Board.

Treasurer

Treasurer Mike Dunckel reported that the DDA's investments continue to perform positively and that interest rates remain favorable. He noted that he is available to address any questions from the Board.

Members

None.

Limited Comments:

None.

ADJOURNMENT

The meeting was adjourned at 6:40 p.m.

Kenneth Bachman, Secretary

/CB

SUBJECT TO APPROVAL