

1. Downtown Development Authority (DDA) Meeting Agenda

Documents:

[DDA AGENDA 4-25-23.PDF](#)

2. 4-25-23 Agenda Packet (PDF)

Documents:

[DDA PACKET 4-25-23 WEB.PDF](#)

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, April 25, 2023

7:00 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 January 31, 2023

Report

2022 Farmers Market Annual Report – Chuck Grinnell, Market Manager

Business

1.

Late Agenda Item

2.

Reports

3. Executive Director
4. Deputy 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

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Adjournment

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JANUARY 31, 2023**

The Downtown Development Authority met Tuesday, January 31, 2023 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MEMBERS PRESENT: Rick Brown, Rita Craig, Tim Fauser, John Hayhoe, David Leighton, Steven L. Marvin, Nanette Miller, Sally Rae

MEMBERS ABSENT: Harry Ammon

OTHERS PRESENT: C. Howard Haas, DDA Executive Director, Lori Underhill, DDA Deputy Director

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 November 29, 2022.

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

MOTION CARRIED

Fauser moved, Leighton supported, to approve the regular Brownfield meeting minutes of November 29, 2022.

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

MOTION CARRIED

BUSINESS

NOMINATION AND ELECTION OF 2023 DDA OFFICERS

Craig moved, Hayhoe supported, to nominate the following as DDA officers for the calendar year 2023: Chairperson: David Leighton; Vice Chairperson: Tim Fauser; Secretary: Nanette Miller; Treasurer: Sally Rae.

A Roll Call Vote was recorded as follows:
Ayes: Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae
Absent: Ammon

MOTION CARRIED

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON JANUARY 31, 2023**

RESOLUTION NO. 2023-001: PURCHASE OF 2221 CEDAR STREET AND 2224 AURELIUS ROAD

Rae moved, Hayhoe supported to adopt Resolution No. 2023-001, a resolution for the purchase of real property located at 2221 Cedar Street and 2224 Aurelius Road within the Charter Township of Delhi, Ingham County, Michigan from SB, LLC and authorize the DDA Executive Director or Deputy Director to execute the closing documents for the same.

DDA Counsel Gordon Van Wieren, Thrun Law Firm, P.C. explained that the DDA is conducting environmental due diligence on the property (former dry cleaners). Triterra is preparing the Phase I, Phase II, Baseline Environmental Assessment, and Due Care Plan for the property. The Little Caesars business owner has closed this location at the demand of Little Caesars Corporate. This purchase does not include the Village Inn Motel. Mike Hamilton, 4541 Sycamore Street, asked why the DDA is buying the property. Executive Director Haas indicated that the DDA is purchasing the potentially contaminated property for redevelopment.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae

Absent: Ammon

MOTION CARRIED

REVERSION OF 2361 CEDAR STREET

Miller moved, Fauser supported to reimburse 2361 Cedar Street LLC in the amount of \$45,000.00 per the Purchase Agreement dated December 20, 2018.

DDA Counsel Van Wieren explained that the Purchase Agreement contains a deed restriction that allows the DDA to reacquire the property if the Purchaser did not meet the development requirements. 2361 Cedar Street LLC was unable to commence building within the time frame. The DDA has been in discussion with the Purchaser since December 2018 regarding the progress or lack thereof. The DDA is updating all related environmental studies before reacquiring the property. A title search was ordered and came back clear of all liens and encumbrances. Property taxes have all been paid in full through Winter 2022. Once the environmental work is complete, a Warranty Deed will be executed and the funds will be reimbursed to 2361 Cedar Street LLC.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae

Absent: Ammon

MOTION CARRIED

LED SIGN INSTALLATION AT 2150 CEDAR STREET

Rae moved, Craig supported to approve the proposal from Johnson Sign Co. for the installation of an LED sign for 2150 Cedar Street in the amount of \$29,900.00

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP
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Chairperson David Leighton explained that he had some questions that were not explicitly addressed in the proposal. They have since been answered by Johnson Sign Co. and he feels comfortable moving forward with the installation. Deputy Director Underhill said that the funds for this sign were included in the 2023 budget.

A Roll Call Vote was recorded as follows:

Ayes: Brown, Craig, Fauser, Hayhoe, Leighton, Marvin, Miller, Rae

Absent: Ammon

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that the foundation for the second Esker Square building has been poured along with the plaza area between the buildings. The developer is currently accepting apartment reservations for February 2023. Framing will begin on building two and continue throughout the winter. Updated signage was installed at Holt Farmers Market. Lighting will be updated. He is working with a national company looking for a location for a 5,000 square foot retail center. He is in negotiation with Township Parks and Recreation regarding the use of the commercial kitchen at Holt Senior Center by our Farmers Market vendors.

Deputy Director

Lori Underhill reported that Holt Community Center hosted 127 meetings during 2022. The kayak rental station for Esker Landing has been ordered. The DDA shared the cost with Parks and Recreation.

Advertising & Marketing Committee

Mr. Leighton reported that the Committee met and discussed the potential articles for the spring 2023 issue of *Holt Now*. Social media growth continues to be strong. The DDA and Holt Now websites have been upgraded to be ADA complaint for vision impaired users. The committee also discussed the activities of the DDA with regard to the Township Master Plan.

Planning Commission

Ms. Craig reported that the Planning Commission has not met recently. The Planning Commission is working on amending the Township Master Plan.

Supervisor

Mr. Hayhoe reported the Township Board of Trustees has moved to a once a month meeting schedule. Mr. Marvin asked when the former church that burned on Cedar Street would be razed. The owner is working with Consumers Energy to get all the utilities demolished. As the building is within the Cedar Street road right of way, Ingham County Road Department enters into the process, adding additional time for the utility work to commence.

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Treasurer

Treasurer Sally Rae reported that the total DDA cash and investments as of November 30, 2022 were \$5,785,063.

Members

Secretary Nanette Miller commented on the Cedar Street traffic islands.

Limited Comments

Mike Hamilton, 4541 Sycamore, commented on Esker Square and the traffic islands in Cedar Street.

ADJOURNMENT

The meeting was adjourned at 7:39 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL

2022 HOLT FARMERS MARKET ANNUAL REPORT

During 2022, the market maintained regular Saturday market hours from 9:00 to 2:00. Between 16 and 35 vendors participated in these markets, depending on the season. These numbers include some food trucks and trailers. Shoppers were happy to be shopping at the market – many did not feel the need for face masks. The average attendance ranged from 300 to 500 throughout the year.

2022 token sales numbers reflected more of a pre-Covid business environment. Debit/credit token sales were up slightly from 2021 at \$10,928. EBT (Bridge Card) token sales dipped slightly – most likely due to the change in Covid benefits granted earlier.

Holt Farmers Market participated in the “Double Up” program (DUFEB). This program allows EBT/SNAP customers to double their fruit and vegetable purchasing power, and allows those customers to spend their regular EBT/SNAP dollars on other products not covered by the DUFEB program. DUFEB token sales increased 7% from the previous year and totaled \$2464.

Between June and October, all market farmers participated in WIC and Senior Project Fresh. These programs are administered by the county and are designed to encourage WIC recipients and seniors to buy fresh produce as part of a healthy diet.

Returning anchor vendors included Bob’s Produce, Lonesome Pines Beef, Otto’s Poultry, Rowes Farm Market, Willow Blossom Farms. Several other vendors returned offering ready-to-eat, baked goods, take & bake items, etc. There was an increase in the number of applications received during 2022 – most of these were submitted from cottage food (non-licensed kitchen) vendors and crafters.

The market continued weekly email outreach to approximately 300 subscribers, while Facebook continues to become more popular reaching 1000s of followers. Volunteers assisted in keeping Facebook current and updated throughout the year.

Notable for 2022

- Seven Food Frenzys were held from April through October and sponsorships amounted to \$8,500.
- The “Cruise-In” car shows were held every Friday from July through September, and were organized and facilitated by Evan Hope. These events were well attended.
- Due to the increase in applications received from food vendors (non-licensed and licensed) throughout the year, the market was able to expand our offerings of ready-to-eat food, baked goods and sauces/seasonings/etc.

2022 Inventory

An inventory of items located at the HFM is attached part of this summary, and are considered the property of the Delhi Township Downtown Development Authority. This

2022 HOLT FARMERS MARKET ANNUAL REPORT

inventory does not include decorative items, farmer-owned tables, and coolers. See Pages 3 and 4 for detailed inventory.

2023 Vision

Sadly, statistics show that the number of large farms in our area, and throughout Michigan and the country, continues to shrink. These losses are attributed to farmers retiring or passing away, successive generations working other jobs, economic challenges, etc.

The Holt Farmers Market was fortunate to host several small farmers during our peak growing season, offering everything from Asian produce, fresh berries, microgreens, and mushrooms to name just a few. These urban farmers also provided information to our customers on how to serve some of these unique foods. These small farmers will continue to serve a vital role in providing farm to table foods, while still hoping for a resurgence of our larger agricultural economy. In the meantime, every effort will be made to accommodate them in our market throughout the year.

2022 HOLT FARMERS MARKET ANNUAL REPORT

INVENTORY

<u>Quantity</u>	<u>Item</u>
1	Security System (6 cameras and monitor)
1	Flat screen television
1	BrightSign module
1	Roku module
1	Cash Register
1	Lighted Open Sign
1	Large Beverage Cooler
1	Small Beverage Cooler
2	Metal Display Shelving
1	Wooden Display Cart
3	Decorative Milk Cans
1	Beverage Cooler
1	Lot miscellaneous items for sale (market booth)
1	Lot pots, pans, utensils
4	33-gallon Recycling containers
1	Small Used PA System w/microphone
1	Brother 7460 Copier/Printer
1	Credit Card Processing Machine
2	Patio Umbrellas
2	Patio Umbrella Stands
6	33-gallon Brute Trash Cans w/Lids
1	Snow Shovel
1	Ice Melt
5	Picnic Tables
1	RCA Stereo System
1	Dolly
2	100' Rubber Hose
1	Eureka Vacuum Cleaner
1	Mop Bucket/Squeegee
1	14' Stepladder
1	12' Stepladder
2	Large Floor Pedestal Fans
1	American Flags w/Poles
9	Clamp-on Lights
2	25' Extension Cords
Asst	Brooms & Mops
1	Desk, Desk Lamp & Chair
Asst	Cleaning Supplies
Asst	Paper Products
1	2 x 5 "OPEN" Banner
1	Business Showcase Sign
1	A-Frame Crafts & Farm Market Sign
10	Wet Floor/Safety Signs
16	4-foot Folding Tables
32	8-foot Folding Tables
24	Metal Folding Chairs
100	Plastic Folding Chairs
9	Large Black Door/Floor Mats
2	Wall clocks
2	Fire Extinguishers
3	74 oz. Coffee Holder
1	12.5 gallon Shop Vac Pro

2022 HOLT FARMERS MARKET ANNUAL REPORT

INVENTORY (continued)

<u>Quantity</u>	<u>Item</u>
1	5-gallon Ace Floor Wax
1	V-Tech Answering Machine & Phones System
4	Outdoor Large Flower Pots
3	Power strips
1	Toolbox
2	100-foot Food Service White Hose
1	Heart Defibrillator
2	Swoofer Flags and Stands
1	100' measuring tape
4	Pkgs of Oversized Christmas Ornaments (for ceiling)
60	Traffic Cones – assorted sizes
1	16x16 aluminum stage

STORED IN MAINTENANCE GARAGE

1	Modular Demonstration Kitchen: (1) Stove/oven unit; (1) Sink/water unit; and (1) Prep unit
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