

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Meeting Location – Community Services Center

2074 Aurelius Road, Holt, MI

Tuesday, February 24, 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 January 27, 2026

Business

1. Holt Farmers Market Annual Report

Late Agenda Item

- 2.

Reports

3. Executive Director
4. Marketing Committee
5. Planning Commission
6. Supervisor
7. Treasurer
8. 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 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

Criag 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

2025 HOLT FARMERS MARKET ANNUAL REPORT

The Holt Farmers Market celebrated another successful year averaging 25 to 40 vendors each Saturday – as well as 400 to 650 customers. Based on our growing number of weekly shoppers, it is obvious that access to fresh and locally sourced food is not just a popular trend - it is here to stay. It continues to be a moving target to ensure our product offerings are meeting customers wants and needs. To that end, our vendor waiting list continues to grow by leaps and bound...anticipating the opening of our new building in 2026.

2025 Highlights

Our debit/credit token sales increased approximately 13.5% from 2024 to \$16,757, and EBT (Bridge Card) token sales were up by nearly 14% at \$14,881. The Holt Farmers Market participated in the "Double Up" program (DUFEB) again in 2025. 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 remained about the same from the previous year.

The Holt Farmers Market did not participate in WIC and Senior Project Fresh between June and October. Due to program changes and new equipment requirements, vendors opted not to participate.

- The Market again welcomed Michigan Leader Dogs for the Blind on several Saturdays while the market was open. This training program is currently preparing approximately 10-12 dogs to be placed with people visually impaired once their training is completed.
- Six Food Frenzys were held one Wednesday per month in April, May, July, August, September and October. The June Food Frenzy was cancelled due to the threat of extreme weather. In spite of that cancellation, Food Frenzy attendance was up approximately 14% from 2024. The 2025 Holt Food Frenzys sponsorships amounted to \$6,600 – which was down 25% from 2024. A big thank you goes again to the Lions Club for providing volunteers to help tear down after the Food Frenzys.
- The "Cruise-In" car shows were held every Friday from May through September at the market and were very well attended. The car shows were once again organized and facilitated by Evan Hope.
- The market was again happy to accommodate the Girl Scouts (cookies) and Boy Scouts (popcorn) for their annual fundraising.

2025 HOLT FARMERS MARKET ANNUAL REPORT

Crystal Ball

As we anxiously await the first shovel of dirt – construction of our new building cannot begin soon enough! This annex will bring opportunities for new vendors and our local economy, more product options for our existing customers, and a 2nd market day for people about to become new customers. This expansion also gives us the needed storage and access to our portable kitchen for educational demonstrations and classes – preparing seasonal produce, preserving and canning, cooking for special diets, gardening, etc. This new building will also include the new DDA office, community public training classes (CPR, AED, etc.), and special event space for things we haven’t even thought of yet.

2025 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 inventory does not include decorative items, farmer-owned tables, freezers and coolers.

Quantity	Item	Quantity	Item
1	Security System (6 cameras/monitor)	1	Flat screen television
1	Bright sign module	1	Roku module
1	Cash register	1	Lighted open sign
1	Large beverage cooler	1	Small beverage cooler
2	Metal display shelving	3	Decorative milk cans
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
2	Dolly/hard cart	1	50’ rubber hose
2	Eureka vacuum cleaner	1	Mop bucket/squeegee
1	14’ stepladder	1	12’ stepladder
1	8’ stepladder	1	Floor pedestal fans
1	American flag w/pole	9	Clamp-on lights
2	25’ Extension cords	Asst	Brooms & mops
1	Desk, desk lamp & chair	Asst	Cleaning supplies
Asst	Paper products	1	2x5 “open” banner
1	Business showcase sign	1	A-frame crafts & farm market sign
10	Wet floor/safety signs	16	4’ folding tables
32	8’ folding tables	24	Metal folding chairs
100	Plastic folding chairs	9	Large black door/floor mats
2	Wall clocks	2	Fire extinguishers
3	Coffee thermal carafes	1	12.5 gallon shop vac
2	5-gallon Ace floor wax	1	V-tech answering machine/phone
4	Outdoor floor pots large	3	Power strips
1	Toolbox w/general tools	2	100’ food service white hose
1	Heart defibrillator	2	Swooper flags & stands
1	100’ measuring tape	4	Packages oversized Christmas ornaments
60	traffic cones-assorted sizes	1	16x16 aluminum stage
2	Tilting floor fans	2	Air purifiers w/filters
1	Humidifier	1	Portable electric heater
1	Coffee maker		

Modular Demonstration Kitchen (in storage): (1) stove/oven unit; (1) sink/water unit; and (1) prep unit