

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON APRIL 25, 2023**

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The Downtown Development Authority met Tuesday, April 25, 2023 2022 in a regular meeting at the Community Services Center, 2074 Aurelius Road, Holt, Michigan. Chairperson Leighton called the meeting to order at 7:03 p.m. The Pledge of Allegiance was recited.

**MEMBERS PRESENT:** Harry Ammon, Rita Craig, John Hayhoe, David Leighton, Nanette Miller

**MEMBERS ABSENT:** Rick Brown, Tim Fauser. Steven L. Marvin, Sally Rae

**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**

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**Craig moved, Hayhoe supported, to approve the regular meeting minutes of January 31, 2023.**

A Voice Poll Vote was recorded as follows: All Ayes  
Absent: Brown, Fauser, Marvin, Rae

**MOTION CARRIED**

**REPORT**

Holt Farmers Market Manager Chuck Grinnell reviewed his 2022 Annual Report (attached as Exhibit A). He highlighted the upcoming Food Frenzy events and Friday Night Cruise to Holt events held at the Market. The first Food Frenzy attracted over 800 people for a to-go only event. The new LED Sign will be installed in early May and will highlight Market and Township events, per the Delhi Township Sign Ordinance. Mike Hamilton, 4541 Sycamore, asked about a commercial kitchen space being made available to Market vendors. Mr. Grinnell responded that the requirements placed on food and food truck vendors requires refrigeration and freezer storage space in addition to preparing food in a commercial kitchen. That has proven to be challenging.

**REPORTS**

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**Executive Director**

Mr. Haas reported that construction is moving forward on Esker Square Building 2 and is scheduled to be completed by January 2024. Building 1 currently has 7 units occupied and 4 more leases approved. The kayak rental station will be installed soon at Esker Landing Park. Professional planners are reviewing the entire park property to determine how best to utilize and

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develop the space for future use. The 2221 Cedar and 2224 Aurelius Road property purchase is scheduled to be complete in early May. There were old liens on the property that needed to be removed prior to closing. An oil tank was discovered next to the old Little Caesars building during the environmental due diligence period. The tank will be pumped out soon and removed during the demolition phase. The reversion of 2361 Cedar will also take place in early May. Two separate incidents regarding dogs at the Farmers Market have prompted a review of the dog policy (service dogs have always been welcome at the Market). The Township Attorney is drafting language for new signage in compliance with the new ADA Law with regard to service animals.

**Deputy Director**

Lori Underhill reported on the Food Frenzy events scheduled for 2023. Events will take place on the following Wednesdays from 4:00 – 8:00 at Holt Farmers Market: May 17, June 14, July 12, August 16, September 13, and October 11. A new event, Holt BBQ & Brew is in the planning stages with American Legion Post 238. More details will be forthcoming once all the necessary licenses are obtained from the State of Michigan. The 2024 Budget Cycle begins with meetings on the Township Capital Improvement Project budget requests in early May.

**Advertising & Marketing Committee**

David Leighton reported that the committee discussed the summer article lineup for HoltNow, the very positive social media report for the first quarter, and updating the DDA Value presentation to help attract development in the DDA district.

**Planning Commission**

Rita Craig reported that the Planning Commission approved updates to the Township Future Land Use Map and Master Plan. Spalding DeDecker (engineering firm) was highly complimentary of Township staff in working to update the Master Plan. Oasis Senior Living Site Plan was approved for a 51,000 square foot facility that will be located on Cedar Street near the American Legion Post. Evergreen Village (subdivision on Grovenburg Road near Holt High School) will be expanding. A 50-foot easement for future Non-Motorized Trail along Grovenburg Road was approved along with the expansion.

**Supervisor**

Supervisor Hayhoe reported that Meadow Ridge subdivision will add additional phases to include 30 new homes. Orchid will add another building to their property on Cedar Street.

**Treasurer**

Total DDA cash and investments as of March 31, 2023 total \$9,832,904. This amount includes revenue sharing payments that will be made to taxing jurisdictions in July.

**Members**

None

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**ADJOURNMENT**

The meeting was adjourned at 8:00 p.m.

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Nanette Miller, Secretary

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SUBJECT TO APPROVAL

## **2022 HOLT FARMERS MARKET ANNUAL REPORT**

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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**

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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

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## 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

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## 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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