

1. 7:00 P.M. Downtown Development Authority (DDA) Meeting Agenda

Documents:

[DDA AGENDA 4-26-22.PDF](#)

2. 4-26-22 Agenda Packet (PDF)

Documents:

[DDA PACKET 4-26-22 WEB.PDF](#)

**DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

**Meeting Location – Community Services Center**

**2074 Aurelius Road, Holt, MI**

**Tuesday, April 26, 2022**

**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 February 22, 2022**

**Report**

2021 Farmers Market Annual Report – Chuck Grinnell, Market Manager

**Business**

1. Realize Cedar Lighting Proposal

**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 FEBRUARY 22, 2022**

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The Downtown Development Authority met Tuesday, February 22, 2022 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, Nanette Miller, Sally Rae

**MEMBERS ABSENT:** Harry Ammon, Steven L. Marvin

**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, Miller supported, to approve the regular meeting minutes of January 25, 2022.**

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

**MOTION CARRIED**

**BUSINESS**

**RESOLUTION NO. 2022-001: PURCHASE OF 2197 CEDAR STREET**

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**Rae moved, Fauser supported, to adopt Resolution No. 2022-001, a resolution for the purchase of real property located at 2197 Cedar Street within the Charter Township of Delhi, Ingham County, Michigan from 2197 Cedar, LLC and authorize the DDA Executive Director or Deputy Director to execute the closing documents for the same.**

Mr. Haas reported that he has been in discussion with the property owner for several weeks. They negotiated a mutually acceptable price for the purchase of the property.

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

SUBJECT TO APPROVAL

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 22, 2022**

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**REPORTS**

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**Executive Director**

Mr. Haas reported that has met with realtors regarding several properties. The report on costs for bringing electricity to the medians in Cedar Street will be presented in April. The floors have been poured and walls installed at 2176 Cedar. The electrician will be in the building next week. There are 3 potential tenants for this property. Esker Square secured all building permits, the steel frame for the first building has been erected, the final plans for the Vapor Mitigation System have been approved by the Michigan Department of Environment, Great Lakes and Energy, and the lumber has been delivered. He would like to see Delhi Township develop a Nuisance Ordinance similar to neighboring communities.

**Deputy Director**

Lori Underhill reported that the Market is open every Saturday from 9:00 – 2:00. Masks are no longer required in Township buildings. The Sidewalk Improvement Program will be offered again this year. The self-nomination process will be used again. The Back to Business Program utilizing ARPA funds will conclude May 31, 2022. The Township is preparing for the 2022 Audit. The final document will be presented to the Township Board of Trustees in late May or early June. The March 29, 2022 DDA Board meeting has been cancelled.

**Advertising & Marketing Committee**

Mr. Leighton reported that the Committee discussed utilizing the online Business Directory to help businesses that are hiring employees. The spring issue of HoltNow and social media updates were also discussed.

**Planning Commission**

The Planning Commission did not meet in February.

**Supervisor**

Supervisor Hayhoe reported that he attended meetings with the Lansing Economic Area Partnership and the Lansing Regional Chamber of Commerce. The new GM EV Battery plant will bring 1,500 jobs to the area. McKesson currently employs 117 people at their new facility in Delhi Township. A new service station located at the corner of Holt and College Roads will employ approximately 30 people. The Holt Community Arts Council will host its Music in the Garden concert series in July. 7 Food Frenzy events are scheduled at the Holt Farmers Market between April and October. Community service clubs are returning to their regular meeting schedules including fundraising events and honoring outstanding student athletes and scholars. Several new subdivisions are coming to Delhi Township bringing single family homes, condos, and apartments.

**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY BOARD  
MINUTES OF REGULAR MEETING HELD ON FEBRUARY 22, 2022**

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**Treasurer**

As Fiscal Year 2021 is still being finalized, there was no report.

**Members**

None.

**Limited Comments**

Michigan State University Journalism student Molly Wright asked several questions regarding the purchase of 2197 Cedar Street and the activities of the DDA Board.

**ADJOURNMENT**

The meeting was adjourned at 7:24 p.m.

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Nanette Miller, Secretary

/lau

SUBJECT TO APPROVAL

## **2021 HOLT FARMERS MARKET ANNUAL REPORT**

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For 2021, the market maintained regular Saturday market hours from 9:00 to 2:00 and continued to follow all township, state and CDC guidelines relative to Covid 19. Approximately 16 vendors participated in the markets. Most shoppers were cooperative in complying with Covid-19 guidelines, and they were happy to be shopping at the market. The average attendance ranged from 300 to 500 throughout the year.

As more vendors continue to accept their own debit/credit cards, debit/credit token sales went down again in 2021. Additionally, in early January, Otto's Poultry installed their own debit/credit card system. Overall, debit/credit token sales dropped 48% from 2020, amounting to \$10,841. Due to the pandemic and the enhanced benefits granted to bridge card users, EBT token sales were up over 200% from 2020 and totaled \$9,981.

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. The DUFEB token sales increased by 62% from the previous year and totaled \$2,300.

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. While fewer applications were received in 2021 due to the ongoing pandemic and the economy, the market welcomed Ravishing Sweets, Honey Bun Bakery, and others to the lineup.

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 2021**

- Six Food Frenzys were held from May through October and sponsorships amounted more than \$7,000
- Holt held its first "Cruise-In" car show on Friday, July 9<sup>th</sup> at the market. These car shows were held every Friday through September, and were organized and facilitated by Evan Hope.
- A new roof was installed in September.
- A new shed was purchased and placed at the market for storing chairs, tables, etc.
- The Holt Schools/National Junior Honor Society were still unable to provide student assistants at the market due to Covid-19.

## **2021 HOLT FARMERS MARKET ANNUAL REPORT**

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### **2021 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, and coolers. See Pages 3 and 4 for detailed inventory.

### **2022 Vision**

The goal for 2022 is to continue to recover from the Covid 19 impact, both in vendor applications and customer attendance. As part of that recovery, two additional Food Frenzy events will be added in 2022, as well as additional entertainment. The "Cruise-In" car shows will be held again at the market on Fridays beginning in May through September, and a food truck will be included at this event one Friday per month.



# 2021 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

# 2021 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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**DELHI CHARTER TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY**  
4410 HOLT ROAD, HOLT, MI 48842  
TELEPHONE (517) 699-3866  
FACSIMILE (517) 699-3878  
www.delhidda.com

April 21, 2022

To: DDA Board Members

From: C. Howard Haas, Executive Director

A handwritten signature in black ink, appearing to read "C. Howard Haas", is written over the "From:" line.

Re: Realize Cedar Lighting

In March of this year, Township staff met with our Bronner's Commercial Display sales representative to discuss holiday lighting options for the Cedar Street corridor. It is our intent to add lights to the tree located in the roundabout, update the lights on the garland and add snowflakes on the lampposts in the triangle area and at Esker Landing Park. I have attached the proposal for your approval. Realize Cedar funds will be utilized to pay for these items.

I therefore offer the following motion:

**RECOMMENDED MOTION:**

**I move to approve the proposal from Bronner's for holiday lighting and decorations in the amount of \$37,845.00.**



# BRONNER'S COMMERCIAL DISPLAY

25 Christmas Lane • P.O. Box 176  
Frankenmuth, MI 48734-0176 U.S.A.

800-544-6635  
FAX 989-652-8678

www.bronnerscommercial.com

## ESTIMATE

PAGE 1 of 1

**Bill To:**

ACCOUNTS PAYABLE  
DELHI CHARTER TOWNSHIP  
2074 AURELIUS RD  
HOLT MI 48842-1332  
United States

**Ship To:**

BEAU ARLEDGE  
DELHI CHARTER TOWNSHIP  
2074 AURELIUS RD  
HOLT MI 48842-1332  
United States

<b>Issue Date:</b>	03/22/2022	<b>Estimate#:</b>	EST3810	<b>Salesperson:</b>	Craig Fick
<b>Requested By:</b>	TRICIA	<b>Terms:</b>	Net 30	<b>Customer#:</b>	6993874DD

Item	Item Note	Order	Price	Total
1074252 4' SNOWFLAKE SILHOUETTE LED	BLUE & COOL WHITE LED LAMPS	10	464.00	4,640.00
1108630 4' DIAMOND SNOWFLAKE LED	BLUE & COOL WHITE LED LAMPS	10	440.00	4,400.00
1108632 4' SPIRAL SNOWFLAKE LED	BLUE & COOL WHITE LED LAMPS	10	548.00	5,480.00
1108631 4' WINTERFEST SNOWFLAKE LED	BLUE & COOL WHITE LED LAMPS	10	488.00	4,880.00
1118150 Presidential Snowflake	BLUE & COOL WHITE LED LAMPS	15	528.00	7,920.00
1195822 FACE PLATE ONLY		55	0.00	0.00
1193456 32" QUICK RELEASE CLAMPS		165	0.00	0.00
1115061 30X60 CUSTOM DIGITAL BANNER		15	129.00	1,935.00
COM1167-12 in C7 1000" SPL GRN SPT-1 12" SPACING		2	289.00	578.00
1108558 MALE GILBERT PLUG GREEN		100	1.19	119.00
1118651 GILBERT FEMALE PLUG GREEN		100	1.19	119.00
COM1003-CW C7 LED 25 Pack - COOL WHITE		105	24.00	2,520.00
COM1212 POLAR BEAR STANDING		1	2,595.00	2,595.00
COM1213 POLAR BEAR WALKING		1	2,395.00	2,395.00
1195963 6' PLUG ADAPTER CABLE RECT GRN 12 PER CASE		24	11.00	264.00

**Comments:**

F.O.B. FACTORY  
\*  
HOWARD'S QUOTE

<b>Subtotal:</b>	37,845.00
<b>Shipping and Handling:</b>	0.00
<b>Sales Tax:</b>	0.00
<b>TOTAL:</b>	37,845.00