

**DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY BOARD
MINUTES OF REGULAR MEETING HELD ON APRIL 26, 2022**

The Downtown Development Authority met Tuesday, April 26, 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: Harry Ammon, Rita Craig, Tim Fauser, David Leighton, Steven L. Marvin, Nanette Miller, Sally Rae

MEMBERS ABSENT: Rick Brown, John Hayhoe

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, Miller supported, to approve the regular meeting minutes of February 22, 2022.

A Voice Poll Vote was recorded as follows: All Ayes
Absent: Brown, Hayhoe

MOTION CARRIED

REPORT

Holt Farmers Market Manager Chuck Grinnell reviewed his 2021 Annual Report (attached as Exhibit A). He highlighted the upcoming Food Frenzy events and Cruise to Holt.

BUSINESS

REALIZE CEDAR LIGHTING PROPOSAL

Rae moved, Fauser supported to approve the proposal from Bronner's for holiday lighting and decorations in the amount of \$37,845.00.

Mr. Haas reviewed his memorandum dated April 21, 2022. He explained that the proposal to bring electricity to the Cedar Street medians north of the roundabout was cost prohibitive. Most of the holiday decorations stop at Holt Road. The proposal from Bronner's will bring additional holiday lighting to the area in between Holt Road and the roundabout on Cedar Street.

SUBJECT TO APPROVAL

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Mike Hamilton, 4541 Sycamore Street, asked whether lighting would be considered for Cedar Street from Aurelius Road north to Willoughby Road in the future. Mr. Haas replied that the Township could look at that area for future enhancement.

A Roll Call Vote was recorded as follows:

Ayes: Ammon, Craig, Fauser, Leighton, Marvin, Miller, Rae

Absent: Brown, Hayhoe

MOTION CARRIED

REPORTS

Executive Director

Mr. Haas reported that renovation work continues at 2176 Cedar Street. He expects a May opening for the restaurant. The Esker Square development will begin construction on the second building once an EGLE grant can be obtained for the required Vapor Mitigation System. The repair and renovation work for the trail on Cedar Street north of Esker Landing will begin this spring.

Deputy Director

Lori Underhill reported on the April Food Frenzy. Additional monthly events are scheduled through October of this year. Live music will begin with the June Food Frenzy. Family friendly magic shows are scheduled for the August and October events. The 2022 Delhi Township Sidewalk Improvement Project is underway. Homeowners may self-nominate their sidewalks for repair. She reported on the first 7 months of use of the Electric Vehicle Chargers.

Advertising & Marketing Committee

Ms. Underhill reported that the committee discussed using social media to assist Delhi Township businesses advertise job openings.

Planning Commission

Rita Craig reported that the Planning Commission met to discuss two projects for Journey Life Church. One at the church building and another at Building Twenty One. The site condo project Evergreen Village (on Grovenburg Road, north of McCue Road) was approved.

Supervisor

In the absence of the Township Supervisor, there was no report.

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Treasurer

Total DDA cash and investments as of March 31, 2022 total \$8,958,887.

Members

Nanette Miller asked if additional holiday lighting was planned for the DDA building. Ms. Underhill responded in the negative.

ADJOURNMENT

The meeting was adjourned at 7:35 p.m.

Nanette Miller, Secretary

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SUBJECT TO APPROVAL

2021 HOLT FARMERS MARKET ANNUAL REPORT

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 9th 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

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

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

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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