

DOWNTOWN DEVELOPMENT AUTHORITY
DDA MEETING MINUTES
December 8, 2025

Michelle Pennington-Wirth called the meeting to order at 10:31 A.M. in City Council Chambers, 227 E. Lincoln Avenue, Reed City, Michigan.

Present Michelle Pennington-Wirth, Richard Sheldon, Joni Lintemuth, John Steinback, David Zielinski, David Langworthy, Rich Saladin. Absent: Brian Hammond, Brian Hervey, Deb Ahlich-Remus.

Agenda Motion by Sheldon, seconded by Steinbach, **CARRIED**, to approve the agenda as presented. Affirmed by voice vote.

Minutes Motion by Langworthy, seconded by Steinbach, **CARRIED**, to accept the minutes of November 10, 2025, regular meeting as presented. Affirmed by voice vote.

Old Business

Citizen's Council Resolution

Rich Saladin led the discussion reporting on the five residents he has confirmed – Michelle Pennington-Wirth, Ed Williams, Michelle Beilfuss, Timothy Locker and Cinda Locker.

Additional residents were discussed as potential candidates for the Citizen's Council. Rich Saladin will reach out to the seven residents mentioned at the December meeting. He will have a full list of recommendations for appointment approvals at the January DDA & City Council meeting.

New Business

DDA 2026 Calendar of Meetings

Motion by Langworthy, seconded by Sheldon, **CARRIED**, to approve the DDA 2026 Calendar of Meetings with the change of December 14th at 10:30 a.m. Affirmed by voice vote.

Proposed Capital Improvement Plan

Table Projects Summary

Priority Matrix

Bob Toland led discussion on the proposed Capital Improvement Plan, including how the estimated budget was projected over 30 years and allocated among projects. Discussion included the proposed financing split, particularly in the absence of grant funding, and the inclusion of the DDA's percentage of 30-year shared financing in the Project Summary Table.

The alignment of the DDA Capital Improvement Plan with the City's 2026–2030 Recreation Plan and resulting updates to the project summary table were reviewed. Rich provided an update on fundraising efforts for Veteran's Park and the Linear Park Purple Heart Trail and their compliance with DNR Trust Fund requirements.

The Administration & Operations section of the Project Summary Table was discussed, including the potential use of outside assistance for development administration and maintaining communication with the City. The Project Summary Table revisions were reviewed. Bob indicated the development plan is near completion and anticipates providing the completed Tax Increment Financing Plan to DDA members prior to the January meeting to move forward the plan approval process.

No action was taken.

Adjourned Michelle Pennington-Wirth adjourned the meeting at 11:52pm.

Chastity Eads

Chastity Eads, City Clerk