



**CITY OF LINDEN
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) BOARD MEETING AGENDA
LOCATION: LINDEN COMMUNITY CENTER, 105 MILL ST., LINDEN, MI 48451**

Thursday, January 22, 2026

8:30 A.M.

- I. CALL TO ORDER**
- II. ROLL CALL**
(A) Excuse Absent Member(s)
- III. APPROVAL OF MINUTES**
(A) Approve Minutes of the November 27, 2025 Regular Meeting
- IV. PUBLIC COMMENT (NON-AGENDA ITEMS ONLY)**
Any person wishing to address the DDA Board on non-agenda items only are asked to state their name and address for the record and limit their comments to five minutes, or ten minutes if representing a group of persons. Opportunity will be given to address the DDA Board on Agenda items as they are called on the Agenda.
- V. CORRESPONDENCE**
(A) Planning Commission Annual Report
- VI. FINANCIAL REPORTS**
(A) Check Register
- VII. PUBLIC HEARING/PRESENTATION**
- VIII. DISCUSSION**
(A) Dementia-Friendly Communities Workshop
- IX. UNFINISHED BUSINESS**
- X. NEW BUSINESS**
(A) Election of Officers
(B) 2025 Annual Report
(C) DDA Façade Grant Re-Application & Disbursement Request
- XI. COMMUNITY ENGAGEMENT**
- XII. MANAGERS REPORT**
- XIII. BOARD MEMBER COMMENTS & REPORTS**
- XIV. ADJOURNMENT**

NEXT REGULAR MEETING: THURSDAY, FEBRUARY 26, 2026 AT 8:30 A.M.

**CITY OF LINDEN
MEETING MINUTES
DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

Thursday, November 20, 2025

8:30 A.M.

CALL TO ORDER

The regular meeting of the Linden Downtown Development Authority (DDA) Board was called to order at 8:30 a.m. by Chairperson Jeanine Sapelak. The meeting was held within the Linden Community Center, located at 105 Mill Street Linden, Michigan 48451.

ROLL CALL

Present: Tod Fisher, Brandon Raudebaugh, Marta Wright, Keri Burns, Ryan McDonald, Jeanine Sapelak, Greg Jones

Absent: Michelle Robins, Denise Miller

Others Present: Ellen Glass, City Manager; Tessa Sweeney, Director of Senior Services and Community Engagement; Nicole Weissenborn, Deputy Clerk

Excused Absence Member(s)

APPROVAL OF MINUTES

(A) Approve Minutes of the October 23, 2025 Regular Meeting
Motion by Wright, second by Jones to approve minutes of the October 23, 2025 Meeting. Motion carried 7-0.

CITIZENS' COMMENTS – Non-Agenda Items Only

None.

CORRESPONDENCE

(A) Dementia Friendly Communities Program

Wright explained that it was approved by City Council and training will be conducted at the Grow Linden meeting in January.

Sapelak inquired with Sweeney about Choice One partnering with Loose in regards to Fraud Awareness training.

Robins entered meeting at 8:32.

(B) Houndstooth & Harlequin Ribbon Cutting

Sweeney explained that there is a City Sponsored Ribbon Cutting today.

(C) 2026 Meeting Schedule

Sweeney reviewed the correspondence with board members advising that it has been approved by council.

FINANCIAL REPORTS

(A) Check Register

Wright reviewed budget items to board members. Glass answered questions and inquiries regarding the budget to board members.

McDonald advised that he used the EV Charger when he had a rental and explained the billing information and charging process to board members.

Sweeney and Glass reviewed the Behind Your Design A-Frame to board members explaining that the QR code will show the DDA business district on the City Website.

Motion by Fisher, second by Raudebaugh to approve the bills in the amount of \$ 3,356.05. Roll call. Motion carried 8-0.

Ayes: Jones, Raudebaugh, MacDonald, Fisher, Robins, Wright, Burns, Sapelak

Nays: None

Absent: Miller

PUBLIC HEARING/PRESENTATION

None.

UNFINISHED BUSINESS

(A) Social Media

Sweeney reviewed the social media correspondence and clarified the data with board members.

NEW BUSINESS

(A) DDA Recognition

Sapelak provided and presented Glass an award in regards for her hard work regarding the City's Michigan Economic Redevelopment Ready Communities Program, grants and funding opportunities, reviewing policies and procedures along with city operations.

Community Engagement Report

Sweeney discussed the following items:

- Parking emails sent to businesses, parking maps updated on Google, banners displaying parking areas
- MTA Shuttle and Trolley Services
- Shop Hop
- Crosswalk Signs by City Hall
- Networking at Noon
- Holiday Window Painting
- Christmas tree decorating
- Yellow building has been sent a letter by Wade-Trim

Glass advised that police are reviewing parking trends.

XI. MANAGER'S REPORT

Glass provided a verbal update on the following items:

- Safe Routes to School
- Mill Building
- LAFF Pathway and Ribbon Cutting
- Loose Center Grant Money and Annex update
- Potential concession trailer
- Housing Readiness Zoning - Redevelopment Ready Communities Certification
- Chicken and Deer ordinances
- CBG Funding for amphitheater with ADA accommodations

Robins inquired about Grants for DDA. Glass addressed.

Sapelak explained that the Evan's building is for sale.

Glass stated that she would not have been able to accomplish as much as she did in such a short period of time without the support of the DDA and City staff. She expressed her sincere gratitude and noted that the recognition is very meaningful to her.

Board members discussed their gratitude and explained that Linden has changed so much within a few years and can see the results.

BOARD MEMBER COMMENTS

Wright addressed the Mill Building renovations that she sees on a daily basis.

Raudebaugh inquired about the Christmas trees at the Mills. Sweeney addressed.

ADJOURNMENT

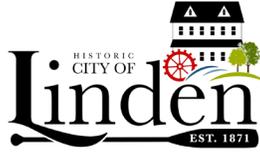
Sapelak shared the date and time of the next meeting is January 23, 2026 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 9:17 a.m.

Respectfully submitted,

Nicole Weissenborn, Deputy Clerk

Approved: _____

DRAFT



132 E. Broad Street • Linden, MI 48451 • P.O. Box 507
Phone: (810) 735-7980 • Fax: (810) 735-4793

TO: Mayor Armstrong and City Council Members
FROM: City of Linden Planning Commission
DATE: December 5, 2025
RE: 2025 Planning Commission Annual Report

The City of Linden Planning Commission is pleased to provide this Annual Report of its activities for calendar year 2025. This report is being submitted in compliance with Section 19 of the Planning Enabling Act, Public Act 33 of 2008, as amended. The Act states that: *A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.*

The following is a summary of the Planning Commission's activities in 2025:

Meetings:

- January 3, 2025 Regular Meeting
- February 3, 2025 Regular Meeting
- April 7, 2025 Regular Meeting
- May 5, 2025 Regular Meeting
- July 7, 2025 Regular Meeting
- August 4, 2025 Regular Meeting
- September 2, 2025 Regular Meeting
- October 6, 2025 Regular Meeting
- December 11, 2025 Special Meeting

Administrative Site Plans Approved

- 699 West Broad Street (Butch's Barber Shop) – New personal service use
- 1007 North Bridge Street (AT&T Mobility) – Equipment upgrades at the existing wireless tower
- 918 North Bridge Street (Houndstooth and Harlequin) – New retail store
- 274 Rockway Drive (Home Health Physical Therapy) – New home occupation

Preliminary Site Plans Approved

- 201 North Main Street – Linden Mills Building Improvements
- 208 Lindenwood Drive – New home occupation/sale of weapons

Final Site Plans Approved

- 201 North Main Street – Linden Mills Building Improvements
- Forest Ridge Estates – Recommended approval of the Final PUD Plan (later approved by City Council)

Special Land Uses Approved

- 208 Lindenwood Drive – New home occupation/sale of weapons
- 14479 Ripley Road – New group day care home

Rezoning Approved

- 210 Oak Street Conditional Rezoning – Recommended approval to City Council (**pending decision by City Council**)

Zoning Amendments

- Recommended approval of Planning Commission procedures amendments (later adopted by City Council)
- Recommended approval of exterior lighting amendments (later adopted by City Council)
- Recommended approval of a comprehensive amendments package pertaining to housing (**pending decision by City Council**)

In addition to the items listed above, the January 2025 meeting featured a mini-training session for new Planning Commission members.

In 2026, members of the Planning Commission will be notified of and may consider attending planning and zoning related training opportunities. Various training opportunities are available through organizations such as the Michigan Municipal League and the Michigan Association of Planning.

The Planning Commission welcomes any thoughts that the City Council may have related to the Commission's proposed 2026 work plan. If you would like the Planning Commission to address any particular topics, please let us know.

cc: Zoning Board of Appeals
Downtown Development Authority
Historic District Commission

CHECK REGISTER FOR CITY OF LINDEN

CHECK DATE 11/18/2025 - 01/20/2026

BANK CODE: DDASB - DDA-SB (7900) - CHECK TYPE: PAPER CHECK

Check Date	Check	Vendor Name	Description	Amount
Bank DDASB DDA-SB (7900)				
12/05/2025	3589	CHAPPLE ELECTRIC SERVICES	LL INSTALL CIRCUITS	14,022.50
12/05/2025	3590	CHASE CARD SERVICE	DDA CHARGES 10.14.25-11.12.25	37.00
12/05/2025	3591	LINDEN LIONS	Christmas Trees	820.00
12/12/2025	3592	CONSUMERS ENERGY	ELECTRIC VEHICLE CHARGING STATION	448.54
12/12/2025	3593	LINDEN LIONS	11 FOOT FRASER FIR TREE	300.00
12/12/2025	3594	SOUTHERN LAKES PARKS	SUMMER CONCERTS LINDEN 2026	14,408.00
12/19/2025	3595	DORNBOS SIGN, INC	REISSUE CK# 3571 SIGNS	1,510.00
12/19/2025	3596	ACE HARDWARE	DDA CHARGES NOV 2025	319.28
12/19/2025	3597	BLUE CARE NETWORK	EMPLOYEE HEALTH INS JAN 2026	432.50
12/19/2025	3598	DELTA DENTAL	EMPLOYEE DENTAL JAN 2026	46.60
01/07/2026	3599	CHASE CARD SERVICE	DDA CHARGES 11.13.25-12.11.25	2,187.65
01/16/2026	3600	CONSUMERS ENERGY	VEHICLE CHARGING STATION DEC 2025	423.73
01/16/2026	3601	ACE HARDWARE	DDA EXPENSES DEC 2025	109.52
DDASB TOTALS:				
Total of 13 Checks:				35,065.32
Less 0 Void Checks:				0.00
Total of 13 Disbursements:				<u>35,065.32</u>

TOTAL: \$35,065.32

Downtown Development Authority
City of Linden
132 East Broad Street, Linden, MI 48451-0507
Telephone: (810) 735-7980
Fax: (810) 735-4793
Christopher Wren, City Manager/Interim Executive Director
Adopted 4-22-08

Article I. Name and Registered Office

Section 1. Name

The name of this authority is The Downtown Development Authority of the City of Linden (the "Authority").

Section 2. Registered Office

The registered office and principal place of business of the Authority shall be the City Hall of the City of Linden, or such other location as may from time to time be designated by the Board of Directors of the Authority.

Article II. Purpose and Powers

Section 1. Purposes

The purpose or purposes for which the Authority is organized are as follows: To act as a Downtown Development Authority in accordance with Act 197 of the Public Acts of 1975, as amended, including but not limited to: to correct and prevent deterioration in the Downtown Development District, to encourage historic preservation, to create and implement development plans, and to promote economic growth.

Section 2. Powers

The Authority shall exercise such powers and duties as are provided by and in accordance with the provisions of Act 197 of the Public Acts of 1975, as amended, and Ordinance 313 of the City of Linden.

Article III. Board

Section 1. General Powers

The Authority shall be under the supervision and control of a board of directors.

Section 2. Number, Tenure, and Qualifications

The board of the Authority shall consist of ten (10) persons: The Mayor of the City of Linden and nine (9) other members. The members shall be appointed for a term of four (4) years except that of members first appointed, three (3) shall be appointed for one (1) year, three (3) for two (2) years, two (2) for three (3) years, and two (2) for four (4) years. Not less than the majority of the members shall be persons having an interest in property located in the downtown district. The term of office shall begin on the first day of January.

Section 3. Selection of Board Members

The Mayor of the City of Linden, with the advice and consent of the Linden City Council, shall appoint the members of the board. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

Section 4. Compensation of Members

Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses.

Section 5. Replacement and Vacancies

Subsequent directors shall be appointed in the same manner as original appointments at the expiration of each director's term of office. A director whose term of office has expired shall continue to hold office until his successor has been appointed by the Mayor of the City of Linden with the advice and consent of the Linden City Council. A director may be re-appointed in the above manner to serve additional terms. If a vacancy is created by death or resignation, a successor shall be appointed in the same manner as set forth above within thirty (30) days of such vacancy to hold office for the remainder of the term of office so vacated.

Section 6. Removal

A director may be removed from office for inefficiency, neglect of duty, misconduct or malfeasance by majority vote of the Linden City Council. Each director so removed shall have received prior notice and an opportunity to be heard

All ten (10) members of the Board of Directors shall attend each regularly scheduled board meeting. If any member is inexcusably absent from three (3) regularly scheduled board meetings, in a calendar year or two (2) consecutive meetings, unless such absences, with reasons therefore stated at the time and appearing in the journal of the meeting from which the member was absent, be excused, that member's seat shall be vacant and the mayor shall appoint a new board member to fill the vacancy.

Section 7. Conflict of Interest

A director who has a direct interest in any matter before the Authority shall disclose his interest prior to the Authority taking any action with respect to the matter, which disclosure shall become part of the record of the Authority's official proceedings, and the interested director shall further refrain from participation in the Authority's proceedings relating to the matter.

Article IV. Meetings

Section 1. Meetings

Meetings of the board of directors may be called by or at the request of the Chairman of the Board. The meetings of the Board of Directors shall be public, and the appropriate notice of such meetings shall be provided to the public.

Section 2. Notice

Notice of any meetings shall be given in accordance with the Open Meetings Act (Act No. 266 of the Public Acts of 1976).

Section 3. Quorum

A majority of the members of the board of directors then in office constitutes a quorum for the transaction of business at any meeting of the board of directors, provided that: (1) If less than a majority of the directors are present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice; (2) In the event that effective membership is reduced due to conflict of interest, a majority of the remaining members eligible to vote shall constitute the action of the board. The vote of the majority of members present at a meeting at which a quorum is present constitutes the action of the board of directors, unless the vote of a larger number is required by statutes, ordinance, or these by-laws. Amendment of the by-laws by the board of directors requires the vote of not less than a majority of the members of the board then in office.

Section 4. Agenda

The Chairman may direct the Executive Director to prepare agendas for all meetings and send them to the Authority members at least twenty-four (24) hours prior to the meeting.

Section 5. Rules of Order

The board shall adopt rules to govern the conduct of all meetings.

Article V. Committees and Advisory Boards

Section 1. Committees

The Board of directors may by resolution passed by a majority of the whole board, designate one (1) or more committees, each committee to consist of one (1) or more of the directors of the Authority. The board may designate one or more directors as alternate members of a committee, who may replace an absent or disqualified member at a meeting of the committee. In the absence or disqualification of a member of a committee, the members thereof present at a meeting and not disqualified from voting, whether or not they constitute a quorum, may unanimously appoint another member of the board to act at the meeting in place of such an absent or disqualified member. A committee, and each member thereof, shall serve at the pleasure of the board. A committee so designated by the board, to the extent provided in the resolution by the board, may exercise all powers and authority of the board in the management of the business and affairs of the Authority, except that such committee shall not have the power or authority to: (a) recommend to members a dissolution of the Authority or a revocation of dissolution, (b) amend the by-laws of the Authority, or, (c) fill vacancies in the board.

Section 2. Development Area Citizens Councils

If any development area has one hundred (100) or more residents residing within, the board shall recommend to the Mayor that a development area citizens' council be established in accordance with PA 197 of 1975, as amended. This citizens' council shall be comprised of not less than nine (9) members, all of whom shall be residents of the development area. The development area citizens' council shall act as an advisory body to the authority and the governing body in the adoption of the development or tax increment financing plans. The development area citizens council shall exercise such powers and duties as are provided by and in accordance with the provisions of Act 197 of the Public Acts of 1975, as amended, and Ordinance 313 of the City of Linden.

Article VI. Officers.

Section 1. Officers

The officers of the Authority shall be elected by the board of directors and shall consist of a Chairman, a Vice-Chairman, Secretary and Treasurer. The board may also appoint a deputy secretary and treasurer who need not be members of the board. Two (2) or more offices may be held by the same person, but an officer shall not execute, acknowledge or verify an instrument in more than one (1) capacity if the instrument is required by law or the articles or by-laws to be executed, acknowledged or verified by two (2) or more officers.

Section 2. Election and Term of Office

The officers of the Authority shall be elected annually by the board of directors. If the election of officers shall not be held or made at such meeting, such election shall be held or made as soon thereafter as is convenient. Each officer so elected or appointed and until his successor is elected or appointed and qualified, or until his resignation or removal.

Section 3. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled at any meeting of the board of directors for the unexpired portion of the term of such office.

Section 4. Chairman

The Chairman shall preside at all meetings of the directors and shall perform all duties incidental to office. He shall be, ex officio, a member of all standing committees, and shall have the general powers and duties of supervision and management of the Authority.

Section 5. Vice-Chairman

The Vice-Chairman shall perform such duties as are delegated by him by the chairman, and shall, in the absence or in the event of the disability of the chairman, perform such other duties as the board of directors shall prescribe.

Section 6. Secretary

The Secretary or designee shall attend all meetings of the board and record all votes and the minutes of all proceedings in a book to be kept for that purpose; shall perform like duties for the standing committees when required; and shall further perform all duties incidental to the office of Secretary

Section 7. Treasurer

The Treasurer or designee shall perform all duties incidental to the office of Treasurer. He shall disburse the funds of the Authority as may be ordered by the board, taking proper vouchers for such disbursements, and shall render to the board, at the regular meetings of the board, or whenever they may require an account of all his transactions as Treasurer and of the financial condition of the Authority. He shall give the Authority a bond if required by the board of directors in a sum and with one or more sureties satisfactory to the board for the faithful performance of the duties of his office, and for the restoration to the Authority, in case of his death, resignation, retirement or removal from office of all books, papers, vouchers, money and other property of whatever kind in his possession or under his control belonging to the Authority.

Section 8. Delegation of Duties of Officers

In the absence of any officer of the Authority, or for any other reason that the board may deem sufficient, the board may delegate from time to time and for such time as it may deem appropriate, the powers or duties or any of them of such officer to any other officer or to any director, provided a majority of the board then in office concurs therein.

Section 9. Salaries

The officers of the Authority shall serve without salary; provided that nothing herein contained shall be construed to preclude any officer from serving the Authority in any other capacity and receiving compensation therefore.

Article VII. Contracts, Loans, Checks and Deposits

Section 1. Contracts

The board of directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authority may be general or confined to specific instances.

Section 2. Loans

No loan shall be contracted on behalf of the Authority and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the board of directors and approved by the Linden City Council. Such authority may be general or confined to specific instances.

Section 3. Checks, Drafts, Etc.

All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness issued in the name of the Authority, shall be signed by such officer or officers, agent or agents of the Authority and in such manner as shall from time to time be determined by resolution of the board of directors.

Section 4. Deposits

All funds of the Authority not otherwise employed shall be deposited from time to time to the credit of the Authority in such banks, trust companies or other depositories as the board of directors may select.

Article VIII. Raising of Funds

Section 1. Ad Valorem Tax

The Authority may; in accordance with PA 197 of 1975 and Ordinance 313, as amended, levy an ad valorem tax on the real and tangible property not exempt by law and as finally equalized in the downtown district. The tax shall be collected by the City of Linden at the same time and in the same manner as it collects its other ad valorem taxes. The tax shall be paid to the Secretary-Treasurer of the Authority and credited to the general fund of the Authority for purposes of financing only the operations of the Authority.

Section 2. Borrowing Money Prior to Collection of Tax

The City may at the request of the Authority borrow money and issue its notes therefore pursuant to Act 202 of the Public Acts of 1943, as amended, being sections 131.1 and 138.2 of the Michigan Compiled Law, in anticipation of collection of the ad valorem tax authorized in this section.

Section 3. Revenue Bonds

The Authority may borrow money and issue its negotiable revenue bonds therefore pursuant to Act 94 of the Public Acts of 1933, as amended, being sections 141.101 to 141.139 of the Michigan Compiled Laws. Revenue bonds issued by the Authority shall not except as hereinafter provided be deemed a debt of the City of Linden or the State of Michigan. The City Council by a majority vote of the members may pledge its full faith and credit to support the Authority's revenue bonds.

Section 4. Tax Increment Financing

When the Authority determines that it is necessary for the achievement of the purposes of Act 197, Public Acts of 1975, the Authority shall prepare and submit a tax increment financing plan to the City Council. The plan shall include a development plan as provided in Section 17, Act 197, Public Acts of 1975, a detailed explanation of the tax increment procedure, the amount of bonded indebtedness to be incurred, the duration of the program, and shall be in compliance with Section 15 of that Act. The plan shall contain a statement of the estimated impact of tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located. The plan may provide for the use of part or all of the captured assessed value, but the portion intended to be used by the Authority shall be clearly stated in the tax increment financing plan.

Article IX. Initiation of Projects

All requests for the assistance of this Authority shall be made in written form and should be addressed to the Secretary of this Board. Such requests shall include the following information:

1. Name, address and business status of applicant.
2. Brief personal or business history of the applicant.
3. Narrative description of proposed project, including type of business to be conducted thereon and services to be provided thereby.
4. Description and location of project area.
5. Number of employment opportunities that will be afforded or retained in the community by the project.

Upon receipt of said application, the Board shall tentatively assess the public purpose of the project, its desirability, suitability, and its economic feasibility. The Board may request such other data and information from the applicant as it deems appropriate. The Board shall not proceed with the project unless such tentative findings are made.

Article X. Miscellaneous.

Section 1. District Boundaries.

The Authority shall exercise its powers within the following area of the downtown district of the City of Linden as authorized in Ordinance 313, as amended.

Section 2. Fiscal Year.

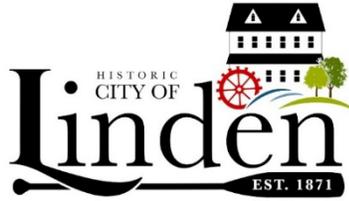
The fiscal year of the Authority shall correspond at all times to the fiscal year of the City of Linden.

Section 3. Waiver of Notice.

When the board of directors or any committee thereof may take action after notice to any person or after lapse of a prescribed period of time, the action may be taken without notice and without lapse of the period to time, if at any time before or after the action is completed the person entitled to notice or to participate in the action to be taken submits a signed waiver of such requirements.

Article XII. Amendments.

The bylaws may be altered or amended or repealed by the affirmative vote of a majority of the board of directors then in office at any regular or special meeting called for that purpose.



132 E. Broad Street • Linden, MI 48451 • P.O. Box 507 • Phone: (810) 735-7980 • www.lindenmi.us

TO: Mayor Armstrong & City Council Members
FROM: City of Linden Downtown Development Authority
RE: 2025 Downtown Development Authority Annual Report

The City of Linden Downtown Development Authority (DDA) Board is pleased to present its Annual Report summarizing activities, investments, and accomplishments for the 2025 calendar year. The DDA continued its mission to enhance the vitality, appearance, and economic health of Downtown Linden through capital improvements, business support, marketing, and community partnerships.

Presentations:

The DDA hosted the following presentations in 2025:

- Informational Meetings were held in April and October (PA 57 of 2018 Compliance). During these meetings, Staff and Board Members presented on the goals and achievements of the Board, as well as projects planned or underway.

Capital Improvements:

Millpond Walkway Revitalization

In 2025, the DDA completed a major improvement to the Millpond area with the revitalization of the walkway. This project included the installation of a new stamped concrete walkway along with upgraded electrical infrastructure to better support events, lighting, and future enhancements. This investment further strengthens the Millpond as a signature gathering space and community destination.

Downtown Parking Signage

Updated parking signage were installed throughout the downtown district to improve wayfinding, clarify parking options, and enhance accessibility for residents and visitors.

Business Support & Development

New Businesses and Chamber Memberships

The DDA supported several businesses with chamber memberships in 2025, including:

- Evers & Ollie
- Jack's Record Stache
- Mae Designs XO
- Wylde Child

A DDA-sponsored ribbon cutting was also held for Houndstooth & Harlequin, celebrating its opening and contribution to the Linden business community.

Marketing & Promotions

Expanded Downtown Marketing

The DDA invested in additional marketing efforts throughout 2025 to bring increased attention to downtown businesses, particularly during community events and Music by the Mill. These efforts included enhanced promotions, branding, and outreach designed to drive foot traffic and business awareness.

Social Media Growth

The DDA increased its social media presence to better highlight downtown businesses, events, and initiatives. This expanded digital outreach helped promote local shopping, dining, and entertainment while strengthening the overall downtown brand. Additionally, the DDA participated in the Michigan Downtown Association Social Media Takeover, increasing the reach and awareness of Linden, Michigan across a broader statewide audience.

Events & Programming

Music by the Mill

The DDA continued its support of Music by the Mill, which remains a popular community event drawing residents and visitors into the downtown area.

Christmas Tree Program

A new Christmas Tree Program was launched in 2025, allowing downtown businesses to participate by decorating trees. This program added a festive and creative way for businesses to promote themselves while enhancing the holiday atmosphere downtown.

Basket Giveaways & Shop Local Initiatives

To encourage local shopping and downtown visitation, the DDA hosted basket giveaways during Downtown Day and Small Business Saturday. Visitors who shopped locally were entered into giveaways, helping attract new patrons to downtown businesses. Free DDA-branded tote bags were also provided for businesses to distribute on these days, reinforcing the Shop Local message.

Restaurant Week Participation

Few local restaurants participated in Restaurant Week in partnership with neighboring communities, promoting dining in Linden and strengthening collaboration.

Sponsorships & Community Support

Throughout 2025, the DDA remained committed to supporting community organizations and events, including:

- Sponsorship of Happening in Linden
- Donation to the American Legion in support of community programming

These contributions reflect the DDA's ongoing commitment to community partnerships.

The DDA will continue to prioritize capital improvements, business support, marketing, and community partnerships in 2026. By investing in infrastructure, events, and local businesses, the Board remains focused on strengthening Downtown Linden as a vibrant, welcoming destination for residents, visitors, and entrepreneurs. As always —support our local businesses!



CITY OF LINDEN

DDA AGENDA MEMO

MEETING DATE: JANUARY 22, 2026

AGENDA TOPIC: Façade Grant: 106 South Bridge St.

To: DDA Board of Directors
From: Kristyn Kanyak, City Clerk
Submitted: January 20, 2026
Subject: Façade Grant Application/Disbursement 106 South Bridge St.

INTRODUCTION/HISTORY/EXPLANATION OF TOPIC

During the July 25, 2024 meeting, the DDA Board approved a façade grant application from Robert and Sarah Pagel, owners of 106 South Bridge Street, with various exterior improvements. The applicants also received approval from the Linden Historic District Commission (HDC). The approved work was completed by the one-year mark, in accordance with the DDA Façade Grant Program.

Additionally, though the project was valued at/over \$15,000+, City Staff is requesting the DDA Board consider waiving of the sealed drawing requirement submission, as part of the Façade Grant Program. The reason being, a building permit is not required for window replacements within the city, and therefore, window replacement does not necessitate sealed drawings. Our Building Official did inspect the windows and confirmed approval of the project.

STAFF RECOMMENDATION

Review, discuss, and consider disbursement of approved façade grant funds for the completed grant work scope received. This is the DDA Board's first Façade Grant Application received in the budget year. To date, no additional façade grant funds have been issued, nor disbursed.

MOTION

Motion to (waive/not waive) the sealed drawings submission requirement and (approve/deny) disbursement of DDA Façade Grant Program funds for completed grant work scope, in the amount of \$5,000 for 106 Bridge Street.

SUPPORTING MATERIALS ATTACHED:

I CONCUR: Ellen R. Glass
ELLEN R. GLASS, CITY MANAGER



Facade Grant Reimbursement Packet

Property: 106 S Bridge St, Linden, MI
Owner: Robert Pagel

Written Reimbursement Request

This letter serves as a formal request for reimbursement under the City of Linden Facade Grant Program for improvements completed at 106 S Bridge St, Linden, MI. The scope of work approved under the grant consisted of exterior window upgrades, which have been fully completed in accordance with the approved application package. All invoices for the approved scope of work have been paid in full. A final exterior inspection has been completed and found satisfactory. No changes were made to the approved scope of work.

Sincerely,
Robert Pagel

Affidavit of Payment

I, Robert Pagel, being duly sworn, certify that all contractors, laborers, and suppliers associated with the approved exterior window upgrades at 106 S Bridge St have been paid in full, and that there are no outstanding invoices, claims, or liens related to the completed facade improvements.

Signature: 
Date: 1-12-26
Notary: Megan M Vong

MEGIN M. VONG
NOTARY PUBLIC, STATE OF MI
COUNTY OF EATON
MY COMMISSION EXPIRES May 22, 2027
ACTING IN COUNTY OF Genesee





Façade Grant Program Application

Applicant Name: Robert Pagel
Applicant Address: 12201 N. Fenton Rd Fenton, MI 48430

Applicant Phone Number: [REDACTED]

Email: [REDACTED]

Building Address where Façade Improvement will be Completed:
106 S. Bridge St Linden MI

Names of all Owners on Title of Property: *(All owners must sign application)*
Robert + Sarah Pagel
106 S Bridge St LLC

Property Tax Parcel ID Number: 61-20-552-055 Estimated Project Cost: \$60,000.00

Proposed Project Start Date: ASAP Proposed Project Completion Date: 10/1/2024

Business(es) Currently Housed in Building: Ice Cream Garage, Overdrive Automation

- Along with this completed application form, the applicant shall include the following:
- 1) Proof of property ownership or lease hold interest
 - 2) Written summary of proposed improvements
 - 3) Photos of the existing building conditions and a sketch of the proposed improvements
- After review of your application by the City Planner, the applicant shall provide the following:
- 4) Design/construction drawings (must be signed and sealed if project is valued at more than \$15,000)
 - 5) Detailed cost estimate from at least 3 bidders
 - 6) Other information which may assist the DDA in making their selection

The undersigned affirms that the information provided in this application is true and complete to the best of their knowledge. The applicant further affirms their understanding of the facade grant program and agrees to abide by the terms and conditions outlined in the application packet.

Signature of Applicant: [Signature] Date: 1-12-26
 Signature of Property Owner(s): [Signature] Date: 1-12-26

State of Michigan, County of Genesee
On this 12 day of Jan, A.D., 2026 before me personally appeared the above named person, who being duly sworn, stated that he/she has read the foregoing application for Façade Grant Program, by him/her signed, and know the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief and so as to those matters he/she believes it to be true.

Megan M. Vong
Notary Public, Genesee County, Michigan
My Commission Expires:

MEGIN M. VONG
NOTARY PUBLIC, STATE OF MI
COUNTY OF EATON
MY COMMISSION EXPIRES May 22, 2027
ACTING IN COUNTY OF Genesee

Please Note: Only completed applications with all required documentation will be considered for possible grant funding.
All other forms and documents for this grant project may be signed by the applicant and will not require additional owners' signature(s).

TO OWNER: Miscellaneous Customer PROJECT: 106 S Bridge St Linden

APPLICATION NO: 1

Quote #1
\$24,000.00

FROM CONTRACTOR:
Crystal Glass Inc
53205 Grand River Ave
New Hudson, MI 48165

VIA ARCHITECT:

PERIOD TO: 10/31/2024

- Distribution to:
- OWNER
 - ARCHITECT
 - CONTRACTOR
 -
 -

PROJECT NOS: 24-106

CONTRACT FOR:

CONTRACT DATE: 9/4/2024

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM.....24,000.00
- 2. Net change by Change Orders.....0.00
- 3. CONTRACT SUM TO DATE (Line 1 ± 224,000.00
- 4. TOTAL COMPLETED & STORED TO DATE 8,500.00
(Column G on G703)
- 5. RETAINAGE:
 - a. _____% of Completed Work \$ 0.00
(Column D + E on G703)
 - b. _____% of Stored Material \$ 0.00
(Column F on G703)
 - Total Retainage (Lines 5a + 5b or
Total in Column I of G703)..... 0.00
- 6. TOTAL EARNED LESS RETAINAGE 8,500.00
(Line 4 Less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR
PAYMENT (Line 6 from prior Certificate) 0.00
- 8. CURRENT PAYMENT DUE **8,500.00**
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 15,500.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	\$ 0.00	\$ 0.00
NET CHANGES by Change Order		\$ 0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Crystal Glass

By: Echo Elliott Date: 10/21/24

State of: Michigan County of: Livingston
Subscribed and sworn to before me this 21ST day of October 2024
Notary Public: James Solomon
My Commission expires: 6/24/2020

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$: 8,500.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

2 Page of Pages 2

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1

APPLICATION DATE: 10/31/2024

PERIOD TO: 10/31/2024

ARCHITECT'S PROJECT NO:

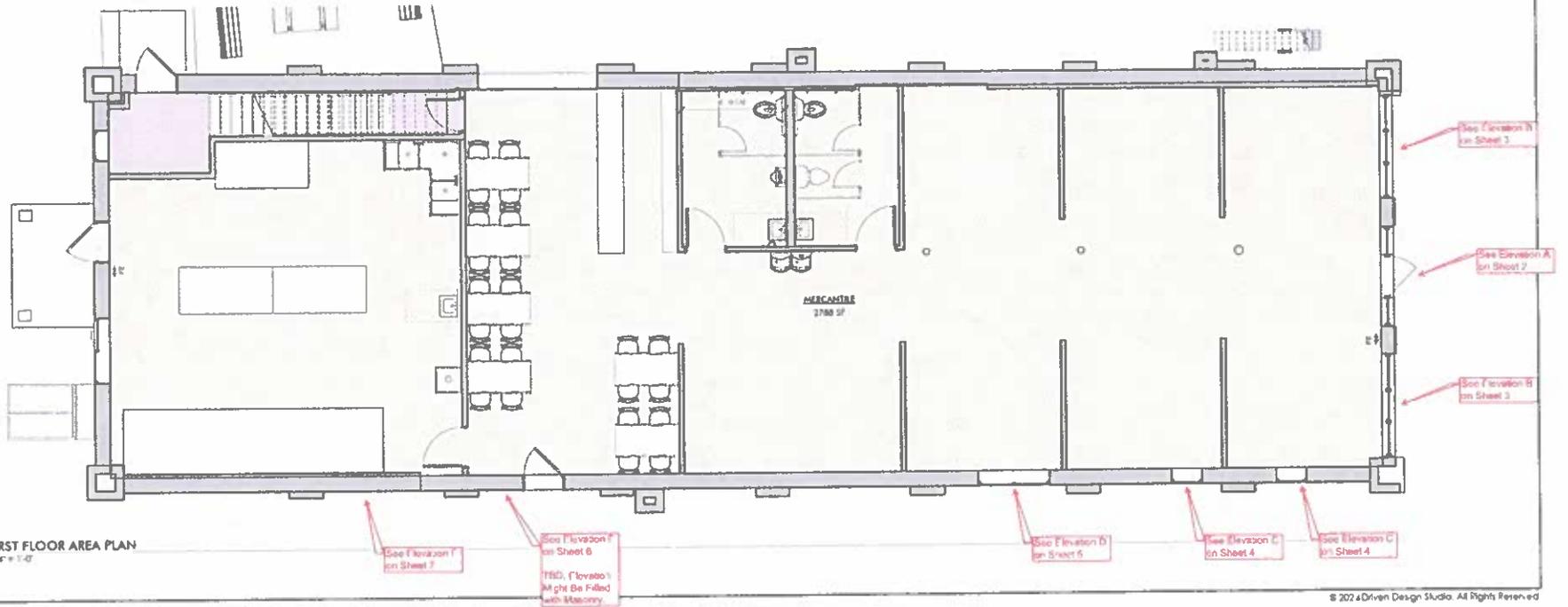
A ITEM NO	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)		
1	Aluminum Framing/ Glass	17,000.00	0.00	8,500.00	0.00	8,500.00	50	8,500.00	0.00
2	Labor	7,000.00	0.00	0.00	0.00	0.00	0	7,000.00	0.00
	GRAND TOTALS	24,000.00	0.00	8,500.00	0.00	8,500.00	35	15,500.00	0.00

Job Name: 106 S. Bridge St. (Pagel)

Address:
106 S. Bridge St.
Linden, MI 48451

Site Contact:
Robert Pagel
Ph: (248) 431-8191
Email: robertbpagel@gmail.com

NOTE: ALL DEMOLITION &
REWORKING OF OPENINGS
AS REQUIRED, BY OTHERS.

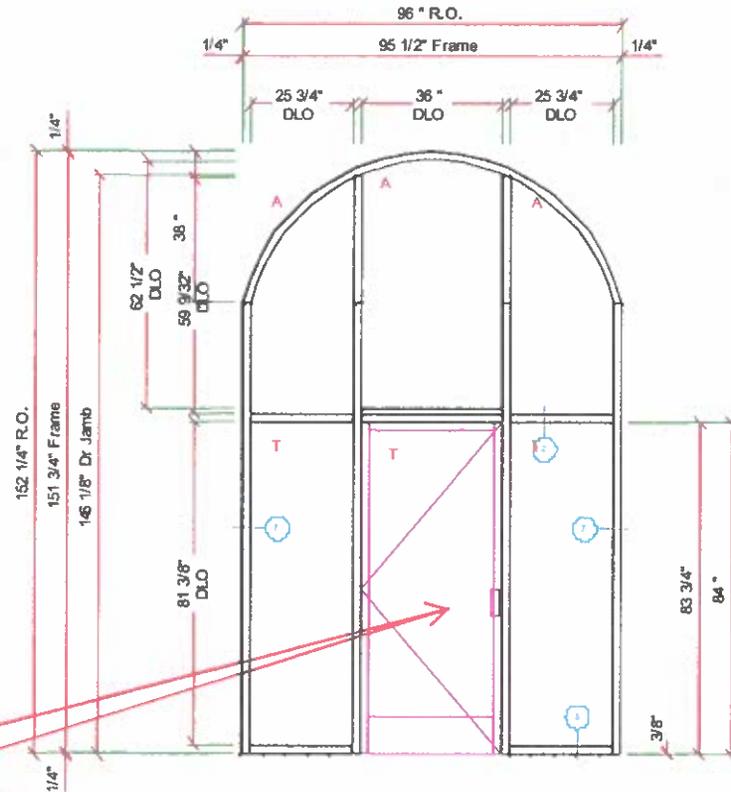


FIRST FLOOR AREA PLAN
1/4" = 1'-0"



Existing Picture for Reference.

NOTE: ALL DEMOLITION & REWORKING OF OPENINGS AS REQUIRED, BY OTHERS.



Final Door Hardware TBD. Door to be Used from CGI Stock.

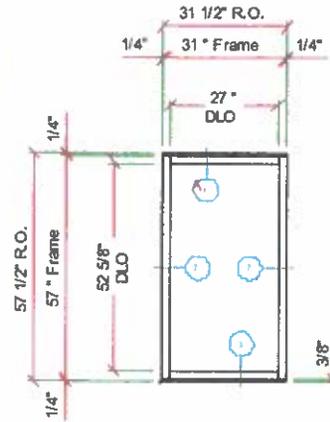
Final Door Size TBD. Door to be Used from CGI Stock.

106 S. Bridge St (Pagel) - 1 - 001 - A (1 Thus)
 Frame: (C1/DB/1P) T14000 I/O - Storefront : 2 x 4-1/2 : Flush Glazed : Screw Spline : Front Set :
 OP : Outside Glazed : T14259 subsl

JOBNAME	106 S. Bridge St (Pagel)
ARCHITECT	Jason Szalma
GENERAL CONTRACTOR	
JOBNUMBER	
DRAWN BY	Jason Szalma
DATE	9/4/2024



Existing Picture for Reference.



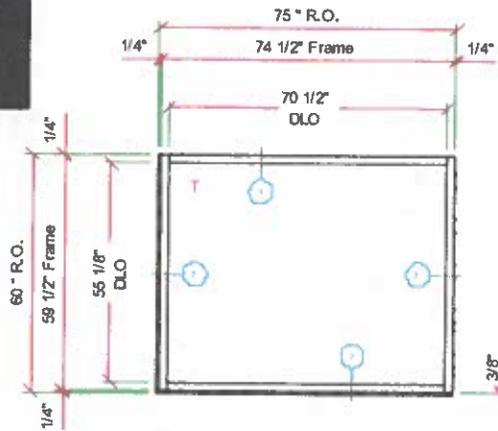
106 S. Bridge St (Page) - 3 - 003 - C (2 Thus)
 Frame: (C1/DB/1P) T14000 I/O : Storefront : 2 x
 4-1/2 : Flush Glazed : Screw Spine : Front Set : OP :
 Outside Glazed : T14259 sub||

NOTE: ALL DEMOLITION &
 REWORKING OF OPENINGS
 AS REQUIRED, BY OTHERS.

JOB NUMBER		JOB NAME	
		106 S. Bridge St (Page)	
DRAWN BY		ARCHITECT	
Jason Szalma			
DATE		GENERAL CONTRACTOR	
9/4/2024			
		3 of 7	



Existing Picture for Reference.



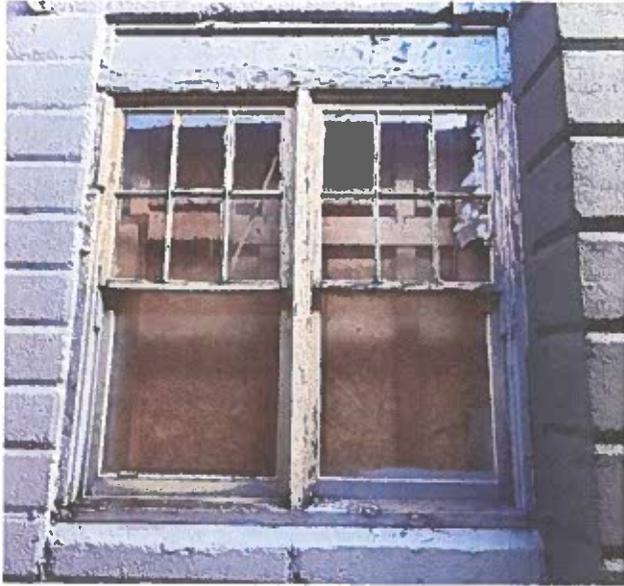
106 S. Bridge St (Pagel) - 5 - 005 - E (1 Thus)
 Frame: (C1/DB/1P) T14000 I/O : Storefront : 2 x 4-1/2 : Flush
 Glazed : Screw Spine : Front Set : OP : Outside Glazed : T14259
 subs#

T.B.D.
 Opening possibly
 to be filled in with
 masonry.

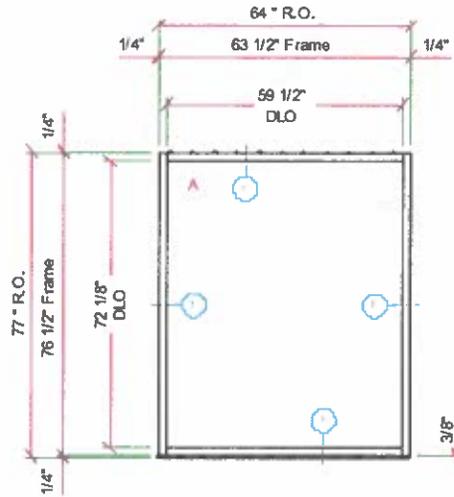
**NOTE: ALL DEMOLITION &
 REWORKING OF OPENINGS
 AS REQUIRED, BY OTHERS.**

JOB NUMBER	JOB NAME
DRAWN BY	106 S. Bridge St (Pagel)
DATE	ARCHITECT
	GENERAL CONTRACTOR

NOTE: ALL DEMOLITION & REWORKING OF OPENINGS AS REQUIRED, BY OTHERS.



Existing Picture for Reference.



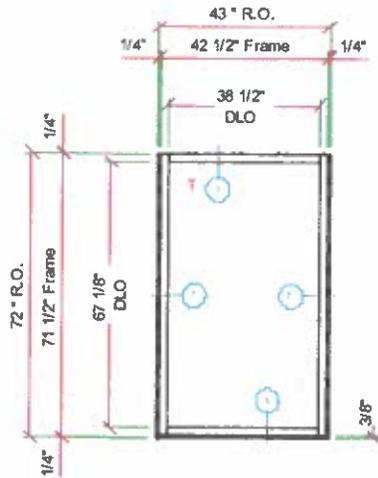
106 S. Bridge St (Pagel) - 6 - 006 - F (1 Thus)
 Frame: (C1/DB/1P) T14000 I/O : Storefront : 2 x 4-1/2 : Flush
 Glazed : Screw Spline : Front Set : OP : Outside Glazed :
 T14259 subs III

JOB NUMBER	JOB NAME
DRAWN BY	106 S. Bridge St (Pagel)
DATE	ARCHITECT
	GENERAL CONTRACTOR

Jason Szalma
 9/4/2024



Existing Picture for Reference.

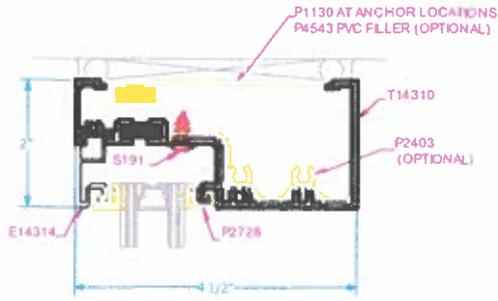


106 S. Bridge St (Pagel) - 7 - 007 - Upper Front (2 Thus)
 Frame: (C1/DB/1P) T14000 I/O : Storefront : 2 x 4-1/2 : Flush Glazed : Screw Spine : Front Set : OP : Outside Glazed : T14259 subsl

NOTE: ALL DEMOLITION & REWORKING OF OPENINGS AS REQUIRED, BY OTHERS.

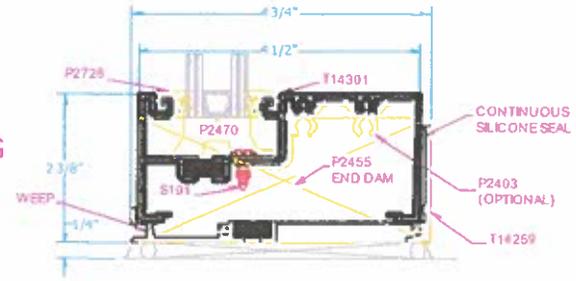
JOB NUMBER	JOB NAME
DRAWN BY	106 S. Bridge St (Pagel)
DATE	ARCHITECT
	GENERAL CONTRACTOR

1
STANDARD
HEAD



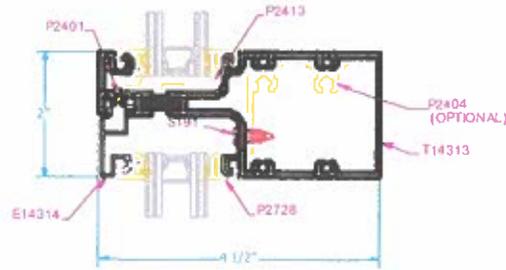
①

3
STANDARD
SILL W/ FLASHING



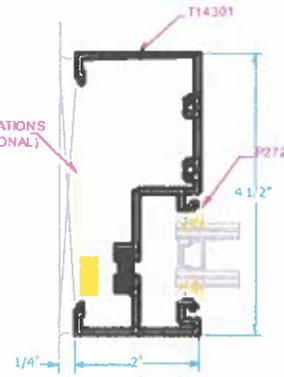
③

2
STANDARD
INT. HORIZONTAL



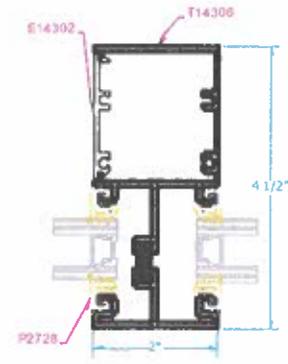
②

P1130 AT ANCHOR LOCATIONS
P4543 PVC FILLER (OPTIONAL)



7
STANDARD
JAMB

⑦



6
STANDARD
VERTICAL

⑥

Collection Report
Crystal Glass Inc
11/18/2025

<u>Job Number & Name</u>	<u>Contract Amount</u>	<u>Billed to Date</u>	<u>Unbilled Retention</u>	<u>Unbilled Contract</u>
24-106 106 S Bridge St Linden	27,500.00	27,500.00	0.00	0.00
Customer: Miscellaneous Customer				
Phone:				
Fax:				

Current Invoices

----- Invoice -----						----- Applications -----				Invoice
<u>Number</u>	<u>Date</u>	<u>Amount</u>	<u>Age</u>	<u>Open</u>	<u>Description</u>	<u>Type</u>	<u>Date</u>	<u>Amount</u>	<u>Description</u>	<u>Balance</u>
14971	10/31/24	8,500.00	383	-3	App 1:106 S Bridge St Li	Payment	10/28/24	-8,500.00	Check 1013	0.00
16009	5/31/25	13,100.00	171	132	App 2:106 S Bridge St Li	Payment	9/8/25	-2,400.00	Check 1028	10,700.00
						Payment	10/6/25	-3,500.00	Check 1029	7,200.00
						Payment	10/10/25	-7,200.00	Check 1032	0.00
16418	8/31/25	2,400.00	79	40	App 3:106 S Bridge St Li	Payment	10/10/25	-2,400.00	Check 1032	0.00
16557	9/30/25	3,500.00	49	10	App 4:106 S Bridge St Li	Payment	10/10/25	-3,500.00	Check 1032	0.00
		<u>27,500.00</u>						<u>-27,500.00</u>		<u>0.00</u>

Paid in full. Zero balance.

FINAL UNCONDITIONAL WAIVER OF LIEN

Project: 106 S Bridge St, Linden, MI

Owner: Robert Pagel

Contractor: Crystal Glass

The undersigned contractor hereby acknowledges receipt of full and final payment for all labor, materials, and services furnished for the facade and window improvements at the above-referenced property. In consideration of said payment, the undersigned waives and releases any and all lien rights, claims, or causes of action against the property located at 106 S Bridge St, Linden, Michigan, arising from work performed in connection with this project.

Signature: 

Name: James Solomon

Title: President

Date: 1-12-26

FENTON GLASS SERVICE, INC.
327 NORTH LEROY ST.
FENTON MI 48430
(810)629-5231 Fax:(810)629-5502
Tax# 38-2197095

Quote #2
\$61,330.00

Quote: 10461

Date: 09/13/2024

Customer

ROBERT PAGEL
106 S. BRIDGE ST.
LINDEN MI 48451

H (248)431-8191

Csr: TODD

Tech: UNF

PO

Terms: C.O.D

interior trim. We cannot know what is existing behind the wood base of the arched openings any repairs or modification are responsibility of building owner. Any steel / block header repairs are responsibility of building owner. No break metal is included in this price and may not be needed but if any interior or exterior break metal finish details are need they will be quoted and add on as needed.

Signature _____

<u>Tax</u>	<u>Total</u>	<u>Payments</u>	<u>Balance</u>
2,580.00	61,330.00	0.00	61,330.00

FENTON GLASS SERVICE, INC.
327 NORTH LEROY ST.
FENTON MI 48430
(810)629-5231 Fax:(810)629-5502
Tax# 38-2197095

Quote: 10461

Date: 09/13/2024

Customer

ROBERT PAGEL
106 S. BRIDGE ST.
LINDEN MI 48451

H (248)431-8191

Csr: TODD

Tech: UNF

PO

Terms: C.O.D

Qty Part / Description

- 1 Provide and Install Commercial Windows and Door
Remove Existing Windows and Install New
All Frames Dark Bronze Aluminum
1" Insulated LowE Glass

1st Floor Front Windows Facing Street with Arches

3 - Arched Openings

(1) Single Door/Transom Frame/Sidelites DO: 36" x 84" FS: 96" x 152"

- Sidelites, Transom and Arched Top to Pattern

-Right Hand Out-Swing

-Medium Stiles

- Standard Push Pull Handle and Keyed Locking Thumb Turn

(2) Frame Size 96" x 152"

- 3 Lites Below and Arched 1 Lite Top to Pattern

Square Windows

2 - 48" x 72"

2 - 32" x 58"

- 1 Lite Frames

1 - 64" x 64"

1 - 60" x 72"

1 - 64" x 39"

- 2 Lite Frames

Clear Glass Option Deduct (-\$3340.00) Off Total

Notes: Removing and Disposing of Windows and Frames Included. Does not include any repair to any brick or

STEVENS GLASS (DBA)
AKA SANNS PORTFOLIO
8340 SILVER LAKE ROAD
LINDEN MI 48451
(810)735-2882 Fax:(810)735-0997
Tax# 99-3677480

Quote # 3
\$ 48,786.44

Quote: 613

Date: 10/21/2024

Scheduled: 10/22/2024 08:00

Customer

ROBERT PAGEL
106 S BRIDGE ST
LINDEN MI 48451

H (248)431-8191

Csr: Tech:l PO Terms:C.O.D

Sched Pref: 10/22/2024 Pref Time: 8:00

Qty	Part / Description	Item Total
1.00	RAMCO - Store Front Entry Door/Window/Frame Dark Bronze Anodized First choice 3700 Rim Panic Bar Side Lites/Transom Tempered 1" OA Low E glass 3 ground level Arched Topped units (2 windows only, 1 with commercial door) 2 second story windows Demo existing store front and 2 second story windows Panel 15 bottoms on all 3 store front units	46,514.00

Your flat invoice message here.

Signature _____

Tax	Total	Payments	Balance
2,272.44	48,786.44	0.00	48,786.44



ON THE THIRD WEDNESDAY OF THE MONTH
JANUARY 21ST, FEBRUARY 18TH MARCH 18TH, APRIL 15TH, 2026
SESSIONS AT 6:00 PM AND 7:00 PM

Join us for a night of fun and games at our
Bingo Night! Get ready to shout "Bingo!" as we play
for Cash prizes during three seperate sessions.

BINGO | PULL-TABS | SNACKS



Linden Community Center
105 Mill St. Linden, MI 48451

www.happeninginlinden.com





Happening In Linden
Presents

FEBRUARY 15th, 2026

**ICE
FISHING
TOURNAMENT**



10TH ANNUAL

**PANCAKE BREAKFAST,
CHILI COOK-OFF,
RAFFLES, FAMILY FUN**
hilinden.com