



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

**THURSDAY, JUNE 26, 2025**

**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 May 22, 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**

**VI. FINANCIAL REPORTS**

(A) Check Register

(B) Revenue/Expenditure Report

**VII. PUBLIC HEARING/PRESENTATION**

**VIII. DISCUSSION**

**IX. UNFINISHED BUSINESS**

**X. NEW BUSINESS**

(A) Linden Downtown Business Marketing Campaign

**XI. COMMUNITY ENGAGEMENT**

**XII. MANAGERS REPORT**

**XIII. BOARD MEMBER COMMENTS & REPORTS**

**XIV. ADJOURNMENT**

**NEXT REGULAR MEETING: THURSDAY, JULY 24, 2025 AT 8:30 A.M.**

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

**Thursday, May 22, 2025**

**8:30 A.M.**

**CALL TO ORDER**

The regular meeting of the Linden Downtown Development Authority (DDA) Board was called to order at 8:31 a.m. by Chairperson Sapelak. The meeting was held within the Linden Community Center, located at 105 Mill Street Linden, Michigan 48451.

**ROLL CALL**

**Present:** Brandon Raudebaugh, Marta Wright, Keri Burns, Ryan McDonald, Denise Miller, Jeanine Sapelak, Greg Jones

**Absent:** Tod Fisher, Michele Robins

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

a. Excuse Absent Member(s)  
Tod Fisher.

**APPROVAL OF MINUTES**

(A) Approve Minutes of the April 24, 2025 Regular Meeting  
Motion by Miller, second by Wright to approve minutes of the April 24, 2025 Meeting. Motion carried 7-0.

**CITIZENS' COMMENTS – Non-Agenda Items Only**  
None.

**CORRESPONDENCE**  
None.

**FINANCIAL REPORTS**  
(A) Check Register  
Sapelak reviewed budget items.

Motion by Sapelak, second by Raudebaugh to approve the bills in the amount of \$193.06. Roll call.  
Motion carried 7-0.

**AYES:** Jones, Raudebaugh, MacDonald, Miller, Wright, Burns, Sapelak

**NAYS:** None

**ABSENT:** Fisher, Robins

**PUBLIC HEARING/PRESENTATION**  
None.

**UNFINISHED BUSINESS**  
None.

**NEW BUSINESS**

#### (A) Mill Paver Project

Grice explained City Council will be assisting with the Engineering costs involved. Grice reviewed: Mill Project area and paver project; bids received; and requested Board members make a decision on the appearance with the three options provided and the costs associated.

Board members and Staff discussed the different concrete options; price options; potential time frame; available funding; and future maintenance and additional landscape involved.

Robins entered the meeting at 8:53 a.m.

Board members and Glass discussed potential donors and deciding on the amount the DDA is willing to put forward towards the project first. Grice explained next steps and approval process by City Council. Wright discussed the need for this to be operational for fire and police to cross the bridge for emergency issues.

Motion by MacDonald, second by Radebaugh to approve the \$55,000 for the “Base Bid – Brushed Concrete” option but if there is the possibility of any donors the DDA will have a cap contribution of \$75,000 which will be placed towards the “Alternate A – Stamped Concrete” option. Roll call. Motion carried 7-0, with 1 abstention.

**AYES:** Burns, Sapelak, Raudebaugh, MacDonald, Jones, Robins, Miller

**NAYS:** None

**ABSTAIN:** Wright

**ABSENT:** Fisher

#### **COMMUNITY ENGAGEMENT REPORT**

Sweeney discussed the following items:

- Council approved budget
- Community Karaoke events
- Memorial Day Parade
- Cornhole Tournament
- Behind your Design QR Code for businesses
- New Businesses: Butch’s Barbershop, Evers and Ollie, Houndstooth & Harlequin Store, home business

Miller asked about the distressed sign for Sisters of the Moon and if we can enforce mowing at Dollar General.

#### **MANAGER'S REPORT**

Glass provided a verbal update on the following items:

- County water connection and increasing pressure
- Lindenwood project
- Rolston Road project and informational meeting
- Linden Mill proposals and City Council approval
- Council approved PUD Development
- Stan Eaton property has a potential developer
- Engagement with Symphony about theater and vacant properties
- Alpine expansion

#### **BOARD MEMBER COMMENTS**

Miller discussed the tour of the Mill with Grice. Board members and Staff discussed the Linden Mill project regarding: engineering costs; reinforcement; load bearing; floor business usage; stabilization of the lean; and lease information.

Wright explained Linden has historically not been proactive on preventative maintenance. Glass discussed how the city is correcting this.

Miller asked about possibility of working with Fenton DPW. Grice and Glass discussed past conversations and will continue to engage.

**ADJOURNMENT**

Sapelak shared the date and time of the next meeting is Thursday, June 26, 2025 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 9:34 a.m.

Respectfully submitted,

\_\_\_\_\_  
Nicole Weissenborn, Deputy Clerk

Approved: \_\_\_\_\_

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank DDASB DDA-SB (7900)						
05/22/2025	DDASB	3539	0704	ALL N ONE LAWN CARE SERVICE	LAWN MAINTENANCE APRIL 2025	200.00
05/22/2025	DDASB	3540	ALPINE	ALPINE FOOD CENTER	NETWORKING AT NOON	206.72
05/22/2025	DDASB	3541	BLUE C	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE JUNE 2025-DDA	379.09
05/22/2025	DDASB	3542	DELTA	DELTA DENTAL	EMPLOYEE DENTAL INSURANCE JUNE 2025	45.29
06/06/2025	DDASB	3543	0704	ALL N ONE LAWN CARE SERVICE	LAWN CARE MAY 2025	380.00
06/13/2025	DDASB	3544	0025	CONSUMERS ENERGY	ELECTRIC VEHICLE CHARGING STATION MAY 20	34.30
06/13/2025	DDASB	3545	ACE HARDW	ACE HARDWARE	DDA-WEED PULLER	39.99
06/17/2025	DDASB	3546	0909	CITY OF LINDEN	ADMIN FEES TO GENERAL FUND FY 24/25	7,545.00
DDASB TOTALS:						
Total of 8 Checks:						8,830.39
Less 0 Void Checks:						0.00
Total of 8 Disbursements:						8,830.39

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25		YTD BALANCE
		06/30/2024	ORIGINAL	2024-25	06/30/2025
		NORMAL (ABNORMAL)	BUDGET AMENDED	BUDGET	NORMAL (ABNORMAL)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 000					
248-000-402.000	CURRENT REAL PROPERTY TAXES	178,338.46	180,000.00	180,000.00	188,176.09
248-000-654.000	GENERAL REVENUE	0.00	0.00	0.00	30.00
248-000-665.000	INTEREST ON INVESTMENTS	4,567.97	2,500.00	2,500.00	7,070.44
248-000-675.000	DONATIONS & SPONSORSHIPS	0.00	0.00	0.00	150.00
Total Dept 000		182,906.43	182,500.00	182,500.00	195,426.53
TOTAL REVENUES		182,906.43	182,500.00	182,500.00	195,426.53
Expenditures					
Dept 000					
248-000-706.000	GENERAL WAGES	11,978.78	25,000.00	25,000.00	10,104.22
248-000-715.000	PAYROLL TAXES	910.98	2,000.00	2,000.00	763.11
248-000-718.000	RETIREMENT EXPENSES	423.37	1,000.00	1,000.00	808.32
248-000-720.000	EMPLOYEE INSURANCE	74.55	2,500.00	2,500.00	1,800.10
248-000-721.000	WORKMANS COMPENSATION	104.47	500.00	500.00	12.95
248-000-817.000	CONSULTANTS FEES	1,200.00	2,500.00	2,500.00	0.00
248-000-881.003	EVENTS	11,700.00	15,000.00	15,000.00	16,517.82
248-000-881.009	MARKETING	718.00	2,500.00	2,500.00	4,750.20
248-000-956.000	GENERAL EXPENSES	22,142.76	11,968.00	11,968.00	31,089.45
248-000-974.003	CAPITAL PROJECT	0.00	100,000.00	100,000.00	0.00
248-000-991.000	PRINCIPAL PAYMENTS ON DEBT	23,215.51	11,847.00	11,847.00	5,952.48
248-000-993.000	INTEREST ON PAYMENT	736.49	140.00	140.00	46.73
248-000-995.101	ADMIN. FEES TO GENERAL FUND	25,000.00	7,545.00	7,545.00	7,545.00
Total Dept 000		98,204.91	182,500.00	182,500.00	79,390.38
TOTAL EXPENDITURES		98,204.91	182,500.00	182,500.00	79,390.38
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		182,906.43	182,500.00	182,500.00	195,426.53
TOTAL EXPENDITURES		98,204.91	182,500.00	182,500.00	79,390.38
NET OF REVENUES & EXPENDITURES		84,701.52	0.00	0.00	116,036.15



# CITY OF LINDEN

## DDA BOARD AGENDA MEMO

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**MEETING DATE:** June 19, 2025

**AGENDA TOPIC:**

**To:** DDA Board of Directors; Ellen Glass City Manager  
**From:** Tessa Sweeney, Director of Senior Services & Community Engagement  
**Submitted:** June 19, 2025  
**Subject:**

### INTRODUCTION/HISTORY/EXPLANATION OF TOPIC

As part of our ongoing effort to support and strengthen the visibility of our DDA district businesses of Linden, with help of the designing from Behind Your Design. We are proposing a targeted Downtown Business Marketing Campaign to support and increase awareness for local businesses during community events and seasonal promotions. The goal of this is to drive increased foot traffic to the downtown area, highlight our small business community, and provide an easy, engaging way for residents and visitors to discover what Linden has to offer.

This campaign/signage will deliver both physical and digital marketing assets that are affordable, scalable, and easily updateable by businesses. The intent of the design is to create a cohesive visual identity for downtown promotions while making it simple for businesses to participate and be discovered.

By combining printed signage, an online directory, and interactive digital tools, we can help shoppers and event-goers navigate the area and connect with businesses in real time. The landing page will serve as a central hub for promotions and updates, and an interactive map widget will allow users to visually explore downtown Linden businesses. Businesses will also be able to submit forms to update their specials and promotional content, ensuring the page remains current and community-driven.

### PROJECT OVERVIEW:

The proposed Downtown Business Marketing Campaign includes the design and development of the following promotional materials:

### MOTION

Motion to (approve/deny) the proposed scope of work for the Linden Downtown Business Marketing Campaign not to exceed the amount of \$1,100.

### SUPPORTING MATERIALS ATTACHED:

Proposed Design idea (physical sign magnets)  
Costs associated for scope of work with Behind Your Design

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

# LOVE LOCAL. SHOP LINDEN.

Support the heart of our community—  
explore downtown!



SCAN THE MAP  
TO DISCOVER  
LOCAL SHOPS,  
DINING, AND  
SERVICES

## FOOD

Main Street Deli  
Corner Cafe

## SALON

Rose Hay Studio  
City Mails

## BAR

Junction Tavern  
O Conner's Pub

## SERVICES

Miller Photography  
Ace Cleaners



SCAN ME

SCAN ME FOR THE  
DOWNTOWN BUSINESS MAP

## FOOD

Main Street Deli  
Corner Cafe

## SALON

Smiths Hardware  
City Mails

## WELLNESS

Linderr Yoga  
Sunset Chiropractic

**From:** [Chelsea Mills](#)  
**To:** [Tessa Sweeney](#)  
**Subject:** Downtown Linden Business Campaign  
**Date:** Saturday, May 31, 2025 6:43:03 PM

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Hi Tessa,

Here is the scope of work for the Downtown Business Marketing Campaign - let me know if I missed anything!

## Scope of Work: Linden Downtown Business Marketing Campaign

### Project Overview:

Design and develop marketing assets to promote downtown Linden businesses during local events. This includes a magnetic sign for sandwich boards, a digital landing page on the city's website featuring a business directory, and a flyer for distribution to local businesses explaining the program.

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### Deliverables:

#### 1 48"x20" Magnetic Sign Design

- **Design Fee:** \$150
  - Includes a map and category sections showcasing Linden businesses
  - Optional dynamic QR code directing visitors to the business directory page
  - **Printing Cost:** \$100 per sign (retail) — includes free shipping with Super Saver (x4 (\$400))
- 

#### 2 Dynamic QR Code

- Annual Fee: \$60
  - Allows for updates to the QR code and tracking
- 

#### 3 Landing Page Development on the City Website

- **Design & Build One Time Fee:** \$400
- Features:
  - Business directory with links to individual business websites and social media

- Dedicated sections for coupons/promotions
  - Submission form for businesses to upload new artwork for their promotions
  - Mobile-friendly and easy to update
- 

#### 4 Flyer Design for Local Businesses

- **Design Fee: \$75**
- Includes explanation of the campaign, steps for participation, and contact information

Total: \$1,085

Let me know if you have any questions on this one - if it looks good - we would be able to get this started mid June with a completion of beginning of July. We would start with the magnet and then work on the page while the magnet is in production.

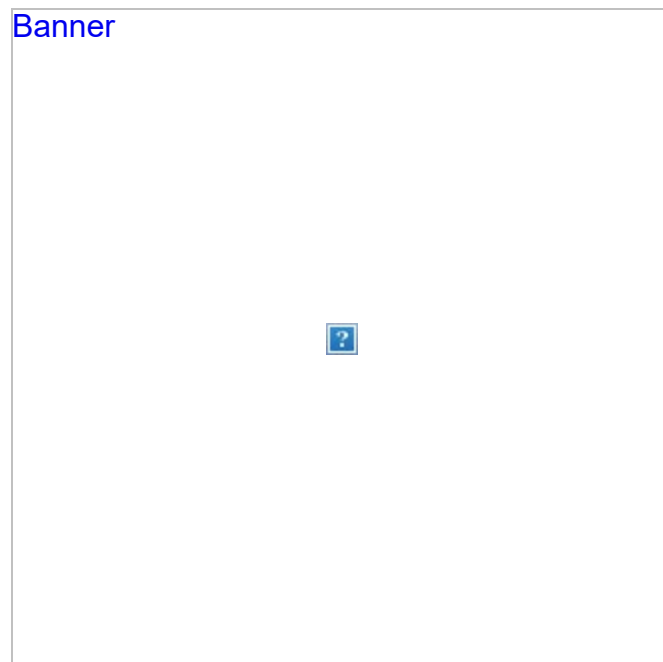
Thank you!  
Chelsea



## Chelsea Mills

Owner | Behind Your Design

- ☐ (810) 373-9293      ☐ (810) 513-0929
- ☐ chelsea@behindyourdesign.com
- ☐ 100 S. Adelaide St., Fenton, MI 48430
- ☐ **www.behindyourdesign.com**



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# Ribbon Cutting - Barbs At the Rivers Edge Salon

**Name:** Ribbon Cutting - Barbs At the Rivers Edge Salon



**Date:** June 27, 2025

**Time:** 11:00 AM - 12:00 PM EDT

**Event Description:**

**Location:**  
211 N Bridge St,  
Linden

**Date/Time Information:**  
**Friday, January 27, 2025**  
11:00am

**Contact Information:**  
Fenton & Linden Regional  
Chamber of Commerce  
[Send an Email](#)  
[\[info@fentonchamber.com\]](mailto:info@fentonchamber.com)

## Set a Reminder:

Enter your email address  
below to receive a  
reminder message.





**PLEASE JOIN US TO CELEBRATE**



**GRAND OPENING & RIBBON CUTTING**

**JUNE 27, 2025**

# 11:00 AM

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211 N Bridge St, Linden

Linden Regional Chamber of Commerce for more information.  
104 S. Adelaide St, Fenton, MI 48430 – (810) 629-5447 –  
[info@fentonchamber.com](mailto:info@fentonchamber.com)

S

on &

Happening In Linden  
Presents

# KARAOKE

at THE MILL POND



**Tuesday 6 - 9 PM**

JUNE 4, 18

JULY 2, 16, 30

AUGUST 13

FUN ★ FOOD TRUCK  
FREE GIVEAWAYS ★ 50/50  
AND MUCH MORE

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PREMIER  
PARTNER



Community Partners



Friend of the  
Community





Happening In Linden  
**Presents**

**JULY 18<sup>TH</sup>**

**5 - 10 PM**

**JULY 19<sup>TH</sup>**

**12 - 10 PM**



**PREMIER  
PARTNER**



**2 DAYS, 8 BANDS,**



**BEER TENT FEATURING LINDEN  
BREWING COMPANY, FOOD  
TRUCKS, AND A PANCAKE  
BREAKFAST, KIDS ZONE,  
CORNHOLE TOURNAMENT AND  
FIREWORKS ON SATURDAY.**

**COMMUNITY PARTNERS**



**FRIENDS OF THE  
COMMUNITY**



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[HTTPS://WWW.FACEBOOK.COM/EVENTS/979903](https://www.facebook.com/events/979903107466407/979903114133073)

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