



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

THURSDAY, JULY 24, 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 June 26, 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

VII. PUBLIC HEARING/PRESENTATION

VIII. DISCUSSION

(A) American Legion/VFW Veterans Tribute Banner Discussion

IX. UNFINISHED BUSINESS

(A) Linden Mill Pond Sidewalk Project: Pavement Color Selection

X. NEW BUSINESS

XI. COMMUNITY ENGAGEMENT

XII. MANAGERS REPORT

XIII. BOARD MEMBER COMMENTS & REPORTS

XIV. ADJOURNMENT

NEXT REGULAR MEETING: THURSDAY, AUGUST 28, 2025 AT 8:30 A.M.

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

Thursday, June 26, 2025

8:30 A.M.

CALL TO ORDER

The regular meeting of the Linden Downtown Development Authority (DDA) Board was called to order at 8:32 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: Tod Fisher, Michelle Robins, Brandon Raudebaugh, Marta Wright, Jeanine Sapelak, Greg Jones

Absent: Keri Burns, Ryan McDonald, Denise Miller

Others Present: Ellen Glass, City Manager; Nicole Weissenborn, Deputy Clerk

- a. Excuse Absent Member(s)
Keri Burns, Ryan McDonald, Denise Miller

APPROVAL OF MINUTES

(A) Approve Minutes of the May 22, 2025 Regular Meeting

Motion by Wright, second by Jones to approve minutes of the May 22, 2025 Meeting. Motion carried 6-0.

CITIZENS' COMMENTS – Non-Agenda Items Only
None.

CORRESPONDENCE
None.

FINANCIAL REPORTS
(A) Check Register
(B) Revenue and Expenditure Report
Glass reviewed budget items.

Motion by Wright, second by Raudebaugh to approve the bills in the amount of \$ 8,830.39. Roll call. Motion carried 5-0.

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

Nays: None

Absent: MacDonald, Miller, Burns

PUBLIC HEARING/PRESENTATION
None.

UNFINISHED BUSINESS
None.

NEW BUSINESS

(A) Linden Downtown Business Marketing Campaign

Glass reviewed the documentation provided by Behind Your Design regarding the proposed marketing tool. Board members inquired whether the display boards for holding the designs were

included in the quoted price. Glass clarified that it does not include the boards. A brief discussion followed regarding potential additional cost for purchasing the boards.

Glass also informed the Board that Sweeney is currently exploring additional marketing opportunities to support businesses in the City of Linden and is in discussions with the Chamber of Commerce to potentially integrate her role with Chamber initiatives.

Motion by Sapelak, second by Jones to approve Linden Downtown Business Marketing Campaign from Behind Your Design, including additional costs for the boards to hold the design, not to exceed \$ 2,000.00. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Burns, MacDonald, Miller

Community Engagement Report

Glass discussed the following items:

- Sweeney's meeting with Evers & Ollies owner
- Ribbon Cutting Ceremony for River's Edge
- Retirement Party for Deb Brendel (Linden Community Schools)
- Linden Car Show
- Back to the Bricks
- Development of Fall Events for 2026
- Mill bids for renovations
- Linden Mill occupants

XI. MANAGER'S REPORT

Glass provided a verbal update on the following items:

- Various Road Projects
- Bids for Renovations at Loose
- Water project update
- Mill Pond Pathway approved by City Council with donor support
- Federal HUD funds for ADA viewing platforms at the Gazebo & additional ADA compliance efforts

BOARD MEMBER COMMENTS

Robins inquired about maintenance of the Gazebo and Triangle Park, and requested clarification about Sweeney's role with the Chamber. Glass provided clarification.

Sapelak announced her resignation from the Regional Thompson Dog Park Committee.

Raudebaugh asked about the River's Edge owner. Glass addressed.

Wright thanked Glass for engaging with the donor regarding the Linden Mill Pathway Project.

Jones commented on the positive energy created by the Karaoke event.

ADJOURNMENT

Sapelak shared the date and time of the next meeting is Thursday, July 24, 2025 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 9:03 a.m.

Respectfully submitted,

Nicole Weissenborn, Deputy Clerk

Approved: _____

DRAFT

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank DDASB DDA-SB (7900)						
06/20/2025	DDASB	3547	BLUE C	BLUE CARE NETWORK	EMPLOYEE HEALTH CARE JULY 2025	379.09
06/20/2025	DDASB	3548	DELTA	DELTA DENTAL	EMPLOYEE DENTAL JULY 2025	45.29
07/03/2025	DDASB	3549	0221	FENTON & LINDEN REGIONAL CHAMBER	EVERS & OLLIE CHAMBER MEMBERSHIP	197.50
07/11/2025	DDASB	3550	0025	CONSUMERS ENERGY	ELECTRIC VEHICLE CHARGING STATION	49.64
07/11/2025	DDASB	3551	0704	ALL N ONE LAWN CARE SERVICE	DDA LAWN MAINTENANCE JUNE 2025	475.00
07/18/2025	DDASB	3552	ACE HARDW	ACE HARDWARE	DDA CHARGES	40.15

DDASB TOTALS:

Total of 6 Checks:	1,186.67
Less 0 Void Checks:	0.00
Total of 6 Disbursements:	1,186.67

Different types of finishing techniques and curing methods will alter the finished appearance. A jobsite sample or test slab should be done using the specified materials and finishing and curing techniques that will be used on the project. Batch-to-batch uniformity must be maintained to produce consistent color.

The colors on this color chart are approximate, using laboratory samples of troweled concrete made from a 6-sack mix using Type II gray Portland cement, silica sand, and water to achieve a 4 inch slump. Different colors of cement, some sands, and water content will result in different colors.

Caution: Carbon Black can negate the amount of entrained air in the concrete mix. Due to the particle size of Carbon, it has the tendency to dissipate out of concrete over time. Seal the concrete with a premium sealer to protect the surface color.

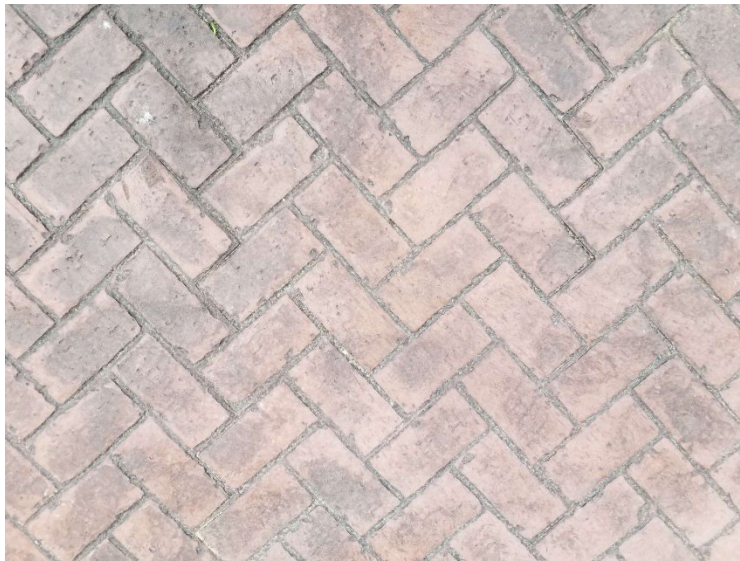
1 BAG PER 2 YARDS	1 BAG PER 1 YARD	2 BAGS PER 1 YARD	3 BAGS PER 1 YARD
			
(PC-6001) EARTHEN	RAWHIDE	BUCKSKIN	LEATHER
			
(PC-1001) SLATE	LIGHT GRAY	SHALE	STORM GRAY
			
(PC-2017) THISTLE	REDBUD	CURRANT	RUBY
			
(PC-3001) BUFF	CHAMOIS	HARVEST GOLD	GOLDENROD
			
(PC-4005) SAND	DESERT SAND	PINE CONE	MOROCCAN TAN
			
(PC-5001) CARAMEL	TAN	SIENNA	RUSTIC RED
			
(PC-8001) OATMEAL	OAK	HAZELNUT	CARIBOU
			
(PC-8051) BISCUIT	FAWN	YELLOWSTONE	BOURBON
			
(PC-9001) MUSHROOM	UTOPIA	SILT	MOCHA
			
(PC-9051) LLAMA	CROISSANT	DEER VALLEY	HONEYCOMB
1 BAG PER 2 YARDS	1 BAG PER 1 YARD	1 BAG PER 1 YARD	3 BAGS PER 1 YARD
			
(PC-0908) SHADOW*	RAVEN*	(PC-0600) FOG	ALABASTER

OPTIONAL DESIGN STYLES

Base Bid- Brushed Concrete



Alternate A- Stamped Concrete



Alternate B- Solider Course





**CITY OF LINDEN
CITY COUNCIL MEETING**

MONDAY, JUNE 23, 2025 AT 6:30 P.M.

LOCATION: LOOSE SENIOR CENTER, 707 NORTH BRIDGE STREET, LINDEN, MI 48451

CALL TO ORDER

The meeting was called to order at 6:33 p.m. by Mayor Elizabeth Armstrong. The meeting was held at The Loose Senior Center located at 707 North Bridge Street, Linden, Michigan 48451.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all present. A Moment of Silence was observed for service members.

City Council Present: Mayor Elizabeth Armstrong, Mayor Pro tem Brad Dick, Pam Howd, Denise Miller, Tom Hicks, Brenda Simons, Jerry Link

Absent: None

Others Present: Ellen Glass, City Manager; Scott Sutter, Chief of Police; Brian Will, Fire Chief; Don Grice, Director of Public Works; Brooke Card, City Treasurer; Kristyn Kanyak, City Clerk; Michael Gildner, City Attorney

a. Excuse Absent Member(s)

None.

SPECIAL PRESENTATIONS

None.

PUBLIC HEARINGS

None.

CORRESPONDENCE

None.

PUBLIC COMMENT

None.

CONSENT AGENDA

- (A) City Council Meeting Minutes from June 9, 2025
- (B) Application to Use Public Property – Linden Homecoming Parade: Friday, September 26, 2025
- (C) 2025 Tax Request L-4029
- (D) Resolution No. 13-25 Fiscal Year Budget Amendments
- (E) Financial Reports

Motion by Howd, second by Miller to approve the consent agenda. Roll call. Motion carried 7-0.

AYES: Dick, Miller, Hicks, Simons, Link, Armstrong, Howd

NAYS: None

ABSENT: None

UNFINISHED BUSINESS

(A) Linden Mill Pond Sidewalk Project

Grice reviewed memo within agenda packet. Glass briefly explained the Downtown Development Authority (DDA) Board budgeted for this project. Councilors and Staff discussed Alternate A; brick color selection; material and strength for support of emergency vehicles; and thanked the DDA Board and City Manager.

There were no public comments received.

Motion by Howd, second by Simons to approve the Linden Mill Pond Sidewalk Project, Alternate A stamped concrete, and award the contract to Great Lakes Concrete. Roll call. Motion carried 7-0.

AYES: Armstrong, Link, Simons, Howd, Dick, Miller, Hicks

NAYS: None

ABSENT: None

(B) BS&A Cloud Service

Glass reviewed item; no follow up questions received and now on agenda for consideration of approving the BS&A Cloud upgrade, explained approval to be paid out over two fiscal years. Councilors discussed how this upgrade will improve security; good move, will be mandatory and good to get ahead; server upgrade savings; talk about this at Small Cities; and thanked Glass for getting us ahead.

No comments were received from Councilor Hicks. There were no public comments received.

Motion by Miller, second by Hicks to approve. Roll call. Motion carried 7-0.

AYES: Link, Hicks, Armstrong, Miller, Howd, Dick, Simons

NAYS: None

ABSENT: None

NEW BUSINESS

(A) Resolution No. 14-25 Approval of MDOT Agreement

Glass reviewed the topic and purpose of resolution.

There were no public comments received.

Councilors commented on contract length; glad to be getting started it; and this will improve safety.

Motion by Howd, second by Armstrong to approve Resolution No. 14-25 Agreement with MDOT for performance of engineering and necessary work related to enhancement of Hyatt Lane. Roll call. Motion carried 7-0.

AYES: Miller, Simons, Howd, Dick, Link, Hicks, Armstrong

NAYS: None

ABSENT: None

CITY MANAGER'S REPORT

Glass provided a verbal update on the following items:

- Schedule coordinating between Council and Lew
- Priority Waste letter and future meeting attendance
- Annual Risk Management Meeting
- Staff working on water report, taxes, utility bills
- Fiscal Year end and Loose transition
- Follow up meeting with Historical Society regarding lease and insurance
- Moving through EGLE process for cofferdam

Councilors and Glass discussed trash container request process when calling Priority, Glass will follow up; responsive when yard waste missed; complaint process and contact; poor service compared to Republic; issue with same company in different communities; Glass confirmed we will plan having representation from Priority present at the next meeting.

There were no comments received from Councilor Hicks.

CITY ATTORNEY'S REPORT

None.

DEPARTMENT REPORTS

Armstrong acknowledged receipt of reports from the Police Department, Code Enforcement, Department of Public Works (DPW) and Fire Department.

COUNCIL COMMENTS AND REPORTS

Simons appreciated the Department and Manager's Reports.

Dick and Grice discussed Lindenwood subdivision project wrap up and punch list; and clarification of portion of sidewalk relating to the Mill Project.

Link shared comments on the Memorial Day Parade and Picnic.

Simons mentioned MML Convention registration, Glass confirmed staff will send out.

Howd shared comments on Memorial Day; the crack fill program; postponement of recent Parks and Recreation events and shared upcoming events and next meeting date.

Armstrong thanked City Departments and Beautification for hard work in the heat; commented on Karaoke; thanked everyone for Memorial Day Parade organizing; shared experience volunteering at LAFF paddle and pedal; Lindenwood punch list diligence; excited about library and museums return to Mill and mixed-use space.

Miller read two comments regarding the Linden Community Garden. Also commented on sidewalk trip hazards and correcting, and on Memorial Day Parade participation.

There were no comments received from Councilor Hicks.

CLOSED SESSION

(A) City Manager Review

Armstrong explained closed session and we will be moving to the Annex. Gildner confirmed with Staff reasoning for closed session and purpose.

Motion by Howd, second by Armstrong to go into closed session for the City Manager's review. Roll call. Motion carried 7-0.

AYES: Simons, Dick, Miller, Link, Armstrong, Howd, Hicks

NAYS: None

ABSENT: None

City Council entered into closed session at 7:04 p.m.

Motion by Miller, second by Hicks to return to open session. Roll call. Motion carried 7-0.

AYES: Howd, Link, Simons, Armstrong, Hicks, Miller, Dick

NAYS: None

ABSENT: None

City Council returned to open session at 7:28 p.m.

ADJOURNMENT

Motion by Armstrong, second by Howd to adjourn the meeting. The meeting was adjourned by Mayor Armstrong at 7:29 p.m.

Respectfully Submitted,

Kristyn Kanyak, City Clerk

Approved: _____

Happening In Linden
Presents

KARAOKE

at THE MILL POND



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JUNE 4, 18

JULY 2, 16, 30

AUGUST 13

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- * Paved and grass parking
- * Door prizes
- * DJ
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Location:

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109 N. Bridge St
Linden, MI 48451
greg@sunsetcorals.com

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