



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

THURSDAY, AUGUST 28, 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 July 24, 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

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

(A) Downtown Day Basket
(B) 2026 Meeting Schedule

XI. COMMUNITY ENGAGEMENT

XII. MANAGERS REPORT

XIII. BOARD MEMBER COMMENTS & REPORTS

XIV. ADJOURNMENT

NEXT REGULAR MEETING: THURSDAY, SEPTEMBER 25, 2025 AT 8:30 A.M.

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

Thursday, August 28, 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 Vice Chairperson Jones. 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, Greg Jones

Absent: Keri Burns, Ryan McDonald, Denise Miller, Jeanine Sapelak

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

APPROVAL OF MINUTES

(A) Approve Minutes of the July 26, 2025 Regular Meeting

Motion by Wright, second by Fisher to approve minutes of the July 26, 2025 Meeting. Motion carried 5-0.

McDonald entered at 8:31.

CITIZENS' COMMENTS – Non-Agenda Items Only

Robins requested to read a letter from the eye doctor regarding parking on Broad Street. Discussion among Sweeney, Grice and Board Members regarding parking and signage options.

CORRESPONDENCE

None.

FINANCIAL REPORTS

(A) Check Register

Sweeney reviewed budget items to Board members.

Motion by Fisher, second by Wright to approve the bills in the amount of \$ 1,186.67. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Miller, Burns, Sapelak

PUBLIC HEARING/PRESENTATION

None.

DISCUSSION

(A) American Legion/VFW Veterans Tribute Banner Discussion

Sweeney informed the Board members that the Mayor requested this item be brought forward for discussion. Sweeney explained that DDA would need to purchase banner brackets compatible with the dual bracket system that is currently used by the City. A brief discussion followed among Board members and Sweeney. It was ultimately agreed that further discussion should be postponed until a representative is present to provide additional information and clarification.

UNFINISHED BUSINESS

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

Grice advised Board members that the sidewalk project is underway and they will need to pick a color. DDA reviewed the color options. Board members went outside to the area to discuss the color options from 9:09 and returned at 9:18.

Motion by Wright, second by Jones to approve the color of currant for the Linden Mill Pond Sidewalk Project. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Burns, Sapelak, Miller

Jones requested that the railing be repaired as part of the project. Grice stated that he would bring the matter forward as an agenda item.

NEW BUSINESS

None.

Community Engagement Report

Sweeney discussed the following items:

- New businesses Houndstooth & Harlequinn & Mae Designs XO
- Business spotlights on social media
- Mural on Bridge cost sharing
- App options for small businesses
- Evers & Ollies Ribbon cutting August 24, 2025

XI. MANAGER'S REPORT

None.

BOARD MEMBER COMMENTS

Board members discussed options to provide recognition to Glass for all of her accomplishments.

Jones suggested a drone show, car show canceled tonight, approximately 60 cars each show with various organization booths, and river roast being fun.

ADJOURNMENT

Sapelak shared the date and time of the next meeting at Thursday, August 28, 2025 at 8:30 a.m. The meeting was adjourned by Vice Chairperson Jones at 9:42 a.m.

Respectfully submitted,

Nicole Weissenborn, Deputy Clerk

Approved: _____

08/20/2025 10:09 AM
User: JEN
DB: Linden

CHECK REGISTER FOR CITY OF LINDEN
CHECK DATE FROM 07/22/2025 - 08/20/2025

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank DDASB DDA-SB (7900)						
07/25/2025	DDASB	3553	BLUE C	BLUE CARE NETWORK	EMPLOYEE HEALTH INS AUG 2025	379.09
07/25/2025	DDASB	3554	DELTA	DELTA DENTAL	EMPLOYEE DENTAL AUG 2025	45.29
07/31/2025	DDASB	3555	0221	FENTON & LINDEN REGIONAL CHAMBER	MAE DESIGNS XO CHAMBER MEMBERSHIP 1ST YE	395.00
07/31/2025	DDASB	3556	1125	DORNBOS SIGN, INC	DDA ELECTRIC VEHICLE CHARGING SIGN	41.89
08/08/2025	DDASB	3557	0025	CONSUMERS ENERGY	ELECTRIC VEHICLE CHARGING STATION JULY 2	234.05
08/08/2025	DDASB	3558	HALLS	HALLS TENOVEUS FARM GREENHOUSE	PLANTS	753.22
08/14/2025	DDASB	3559	0704	ALL N ONE LAWN CARE SERVICE	LAWN MAINTENANCE DDA JULY 2025	380.00
08/14/2025	DDASB	3560	ACE HARDW	ACE HARDWARE	DDA SUPPLIES JULY 2025	112.93

DDASB TOTALS:

Total of 8 Checks:	2,341.47
Less 0 Void Checks:	0.00
Total of 8 Disbursements:	2,341.47



CITY OF LINDEN

DDA BOARD AGENDA MEMO

MEETING DATE: August 25, 2025

AGENDA TOPIC: Downtown Day

To: DDA Board of Directors
From: Ellen Glass, City Manager; Tessa Sweeney, Director of Senior Services & Community Engagement
Submitted: August 25, 2025
Subject: **Downtown Day**

INTRODUCTION/HISTORY/EXPLANATION OF TOPIC

Downtown Day is Saturday, September 27 a day which is celebrated across Michigan on the fourth Saturday of September to honor and appreciate the unique charm and vitality of our Downtown areas. This initiative, proposed by the Michigan Downtown Association (MDA), is aimed at promoting local businesses and community engagement. This year for Linden's Downtown Day with the intention to promote and support our local business and to increase the foot traffic and attract more visitors, we will be hosting a giveaway contest. This initiative will not only engage the community but also encourage foot traffic to local businesses. At this time we are requesting the DDA to approve the purchase of up to \$200 for the purchase of prizes for the giveaway contest (e.g., gift cards to local businesses and other merchandise).

The contest will be promoted through social media, local flyers, and collaboration with downtown businesses to maximize outreach. We are asking the people to Tag us their photos supporting on of our local our businesses and we will enter them into a drawing for a basket full of goodies! They must use "#LindenDowntownDay2025" and tag "@CityofLinden,Michigan- Administrative Offices" to be entered. The drawing will take place on Monday, September 29. The number of receipts from different businesses is the number of entries they will be allowed. Purchases must be made only on Saturday, September 27, 2025, will be allowed to enter the drawing.

MOTION

Motion to (approve/deny) that the DDA Board approve the funding of up to \$200 for the Downtown Day giveaway contest.

SUPPORTING MATERIALS ATTACHED:

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



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premises and to prevent minors from entering
LCCA is an equal opportunity employer. Any person who
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processing. It is strongly recommended
A completed Special License application
and admini

LCC-110a (01-23)
for Lease Senior Citizen Center Linden, MI Newsletter Renewal Off
Center Linden, MI Newsletter Renewal Off





DOWNTOWN DAY GIVEAWAY



**SATURDAY,
SEPTEMBER 27**

1 WINNER!

Support Local & Win!

Tag us in your photo supporting a local Linden business and you'll be entered into a drawing for a basket full of goodies!

To enter:

Use the hashtag #LindenDowntownDay2025

Tag @CityofLinden, Michigan - Administrative Offices

Each tag from a different business = one entry.

Entries must be posted only on Saturday, September 27, 2025.

The drawing will take place on Monday, September 29, 2025!