



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

THURSDAY, OCTOBER 22, 2026

8:30 A.M.

-
- I. CALL TO ORDER**
 - II. ROLL CALL & INTRODUCTION**
(A) Excuse Absent Member(s)
 - III. APPROVAL OF MINUTES**
(A) Approve Minutes of the September 24, 2026 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**
(A) Informational Meeting - PA 57 of 2018
 - VIII. DISCUSSION**
(A) Snow Removal
 - IX. UNFINISHED BUSINESS**
 - X. NEW BUSINESS**
(A) American Legion's Annual Veteran's Dinner Event
 - XI. COMMUNITY ENGAGEMENT**
 - XII. MANAGERS REPORT**
 - XIII. BOARD MEMBER COMMENTS & REPORTS**
 - XIV. ADJOURNMENT**

NEXT REGULAR MEETING: THURSDAY, NOVEMBER 19, 2026 AT 8:30 A.M.

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

Thursday, September 24, 2026

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 Sapelak. The meeting was held within the Linden Community Center, located at 105 Mill Street Linden, Michigan 48451. (1:02)

ROLL CALL

Present: Brandon Raudebaugh, Marta Wright, Ryan McDonald, Jeanine Sapelak, Greg Jones

Absent: Tod Fisher, Michelle Robbins, Keri Burns, Liz Armstrong

Others Present: Tessa Sweeney, Director of Senior Services and Community Engagement; Patrick McNully, Kristyn Kanyak, City Clerk

Excused Absence(s): Tod Fisher, Liz Armstrong

Sweeney introduced Patrick McNully, Director of Public Works, to the Board members.

Burns entered meeting at 8:31 a.m.

APPROVAL OF MINUTES

(A) Approve Minutes of the July 23, 2026 Regular Meeting
Motion by Wright, second by Jones to approve minutes of the July 23, 2026. Motion carried 6-0.

CITIZENS' COMMENTS – Non-Agenda Items Only
None.

CORRESPONDENCE
None.

FINANCIAL REPORTS

(A) Check Register
Sweeney reviewed budget items with Board Members. There was brief discussion amongst Board Members with Sweeney and McNally.

Motion by Wright, second by Raudebaugh to approve the bills in the amount of \$ 669.75 and \$ 56,854.38. Roll call. Motion carried 6-0.

Ayes: Wright, Burns, Sapelak, Raudebaugh, MacDonald, Jones, Robins
Nays: None
Absent: Fisher, Armstrong

PUBLIC HEARING/PRESENTATION
None.

DISCUSSION

(A) Linden Presbyterian Church Parking Lot
(B) Kiosk / Concession Trailer
Sweeney requested that item be postponed to next meeting as Glass was unable to attend meeting unexpectedly to discuss further.

UNFINISHED BUSINESS

None.

NEW BUSINESS

(A) Small Business Saturday– November 28, 2026

Sweeney reviewed with Board Members the request for funding for basket and posters for up to \$ 250.00 for the Small Business Saturday contest basket and contest details. There was brief discussion between Board Members and Sweeney.

Robbins entered meeting at 8:35 a.m.

Motion by Raudebaugh, second by Wright request for the DDA Board to approve funding of up to \$200 for prizes for the Small Business Saturday giveaway basket and \$50 for the purchase of promotional posters, punch cards, and advertising materials for the Shop Hop, for a total expenditure of up to \$250. Motion carried 7-0.

AYES: Burns, MacDonald, Sapelak, Jones, Raudebaugh, Robins, Wright

NAYS: None

ABSENT: Fisher, Armstrong

(B) Holiday Decorations

Sweeney reviewed the Christmas tree decorating contest and proposed downtown tree decorations, with a budget of up to \$3,500. Board members discussed the proposals and offered additional suggestions for lighting and decorations near the Mill Pond.

Motion by Jones, second by McDonald, to the 2026 Downtown Holiday Decorating Program, including the downtown Christmas tree, holiday decorations and lighting, and the DDA Christmas Tree Program and authorize expenditures of up to \$4,000.00 for Christmas trees, lights, holiday decorations, and related program expenses. Roll call. Motion carried 7-0.

AYES: MacDonald, Raudebaugh, Robins, Wright, Burns, Sapelak, Jones

NAYS: None

ABSENT: Armstrong, Fisher

Sweeney discussed with board members the timeline for the Holiday tree decoration, voting for the contest, and advertising. Board members briefly discussed additional tree decorating contest ideas.

COMMUNITY ENGAGEMENT REPORT

Sweeney discussed the following items:

- MDA social media takeover
- Downtown Day
- Shop Hop
- Ladies Night
- Zombies, Scarecrows, & Monsters
- Environmental Fair
- Community engagement survey
- Parks and Recreation Kayaking event
- Choice One LAFF pathway Ceremony

MANAGER'S REPORT

None.

BOARD MEMBER COMMENTS

Burns requested snow removal be brought forward to the next meeting. Sweeney responded.

Jones advised that there are two more car shows and broke his attendance record this year.

Burns inquired with board members if Back to the Bricks reached out to their business for donations.

Robbins advised that Ladies Night is November 7th and is in need of raffle baskets or additional giveaways.

Jones requested to change lighting by the Gazebo and possibly extend concerts to later in the season.

ADJOURNMENT

Sapelak shared the date and time of the next meeting is Thursday, October 22, 2026 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 8:50 a.m.

Respectfully submitted,

Nicole Weissenborn, Deputy Clerk

Approved: _____

CHECK REGISTER FOR CITY OF LINDEN

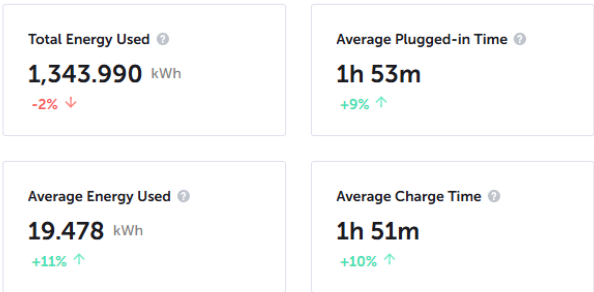
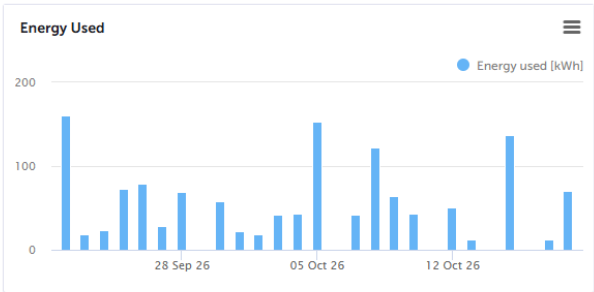
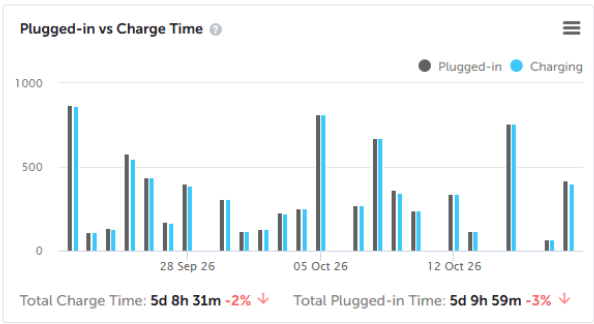
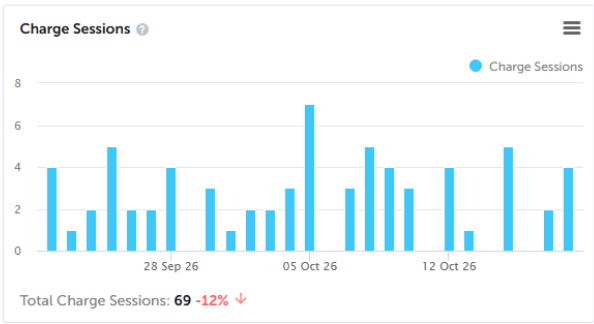
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BANK CODE: DDASB - DDA-SB (7900) - CHECK TYPE: PAPER CHECK

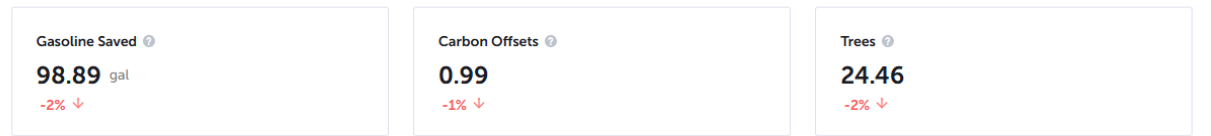
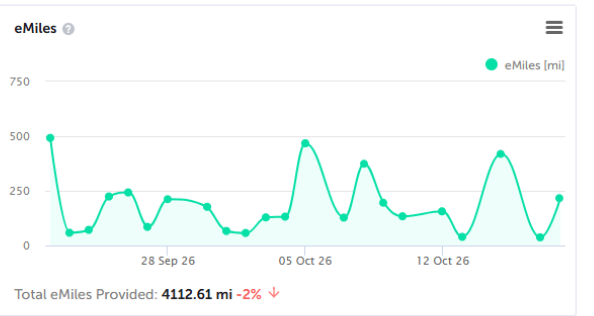
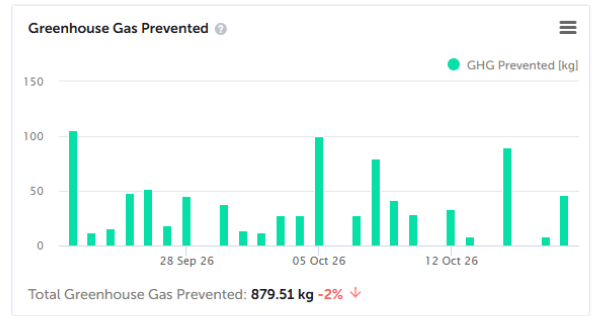
Check Date	Check	Vendor Name	Description	Amount
Bank DDASB DDA-SB (7900)				
09/25/2026	3659	BLUE CARE NETWORK	EMPLOYEE INS DDA OCT 2026	477.48
09/25/2026	3660	DELTA DENTAL	DDA EMPLOYEE INSURANCE OCT 2026	46.60
10/02/2026	3661	CHASE CARD SERVICE	DDA CHARGES 8.14.26-9.13.26	3,707.08
10/13/2026	3662	BS&A SOFTWARE	BSA CLOUD 9.1.26-9.1.27	704.50
10/16/2026	3663	CONSUMERS ENERGY	ELECTRIC VEHICLE CHARGING STATION SEPT	299.21
10/16/2026	3664	ALL N ONE LAWN CARE SERVICE	LAWN MAINTENANCE DDA LOTS	380.00
10/16/2026	3665	ACE HARDWARE		68.98
DDASB TOTALS:				
Total of 7 Checks:				5,683.85
Less 0 Void Checks:				0.00
Total of 7 Disbursements:				5,683.85

\$5,683.85

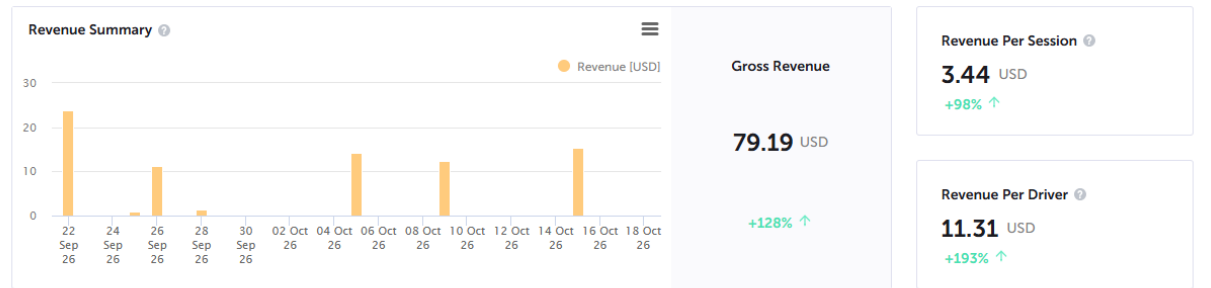
Utilization

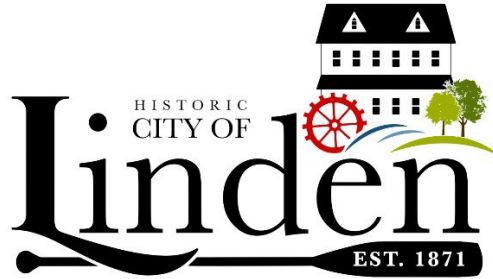


Sustainability



Revenue





**PUBLIC NOTICE OF THE CITY OF LINDEN'S
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) BOARD
INTENT TO HOLD A SEMI-ANNUAL INFORMATIONAL MEETING
THURSDAY, OCTOBER 22, 2026**

PLEASE TAKE NOTICE that Pursuant to P.A. 57 of 2018, which took effect January 1, 2019, the City of Linden's Downtown Development Authority will hold the second of two Informational Meetings required annually. The second Informational Meeting will take place at the regular meeting of the DDA Board on Thursday, October 22, 2026 at 8:30 a.m. The meeting will be held within The Linden Community Center located at 105 Mill Street, Linden, Michigan 48451.

Persons wishing to comment may do so during the meeting. Written comments may also be submitted prior to 4:00 p.m. on October 21, 2026, and should be addressed to:

City Clerk's Office
132 East Broad Street
P.O. Box 507
Linden, MI 48451

§ 151.26 SIDEWALKS TO BE CLEARED.

(A) The occupant of any premises, or the owner of any unoccupied premises, is required to keep the sidewalks in front of, or adjacent to, such premises, so far as is practicable and reasonable, clear from snow, ice, rubbish, excessive dirt, or any encumbrance to facilitate pedestrian use. Whenever any snow or ice has fallen or accumulated, it shall be cleared within 24 hours after it has fallen or accumulated.

(B) No person shall place, store, or exhibit any goods, wares, merchandise, or material upon any public sidewalk in the city.

(C) No person owning, building, or repairing any house or other building shall permit any lumber, brick, plaster, mortar, earth, clay, sand, stone, or other material to remain on the sidewalk after sunset of the day in which it was placed there, without permission, in writing, from the Chief of Police, subject to any safeguards he or she may prescribe.

(2011 Code, § 12.08.020) (Ord. 79, passed - -1976) Penalty, see § 10.99

§ 151.27 FAILURE TO CLEAR.

If any occupant or owner neglects or fails to clear ice, snow, debris, or other obstructions from the sidewalk adjoining his or her premises within the time limited, or otherwise permits such obstructions to accumulate on such sidewalk, he or she is guilty of a violation of this subchapter and, in addition, the city may cause the same to be cleared and the expenses of removal shall become a debt to the city from the occupant or owner of such premises, and shall be collected as any other debt to the city.

(2011 Code, § 12.08.030) (Ord. 79, passed - -1976) Penalty, see § 10.99



MILL

N BRIDGE ST

HAMRICK ST

N BRIDGE ST

UNKNOWN

E BROAD ST

WALMAR ST

W BROAD ST

S BRIDGE ST

S MAIN ST

HICKORY ST

S MAIN ST

All N One Lawn Care Service
P.O.Box 218
Linden, MI 48451-9774 US
allnonelawncare13@gmail.com

Estimate

ADDRESS

City Of Linden
Linden, MI 48451

ESTIMATE # 1164

DATE 10/23/2023

DATE	ACTIVITY	QTY	RATE	AMOUNT
03/20/2026	Sidewalks 1-2 Inches	1	580.00	580.00 x 15
03/20/2026	Sidewalks 2.1- 4 Inches	1	780.00	780.00
03/20/2026	Sidewalks 4.1-6 Inches	1	960.00	960.00
03/20/2026	Sidewalks 6.1 plus Inches	1	1,150.00	1,150.00
03/20/2026	Sidewalk Salt Per Salting	1	410.00	410.00 x 40
03/20/2026	Machine Machine and Dump truck hourly rate to move piles when needed	1	250.00	250.00

Broad St South side Linden hotel to church
Broad St North side Sarendipity to Walmar St
Bridge St west side Symphony care to dpw drive
Bridge St east side hickory st to bridge over river
Around the back and side of 100 building
N/w of main to library drive
Shoveled up to each of main st front doors
Will be shoveled to roadside then plowed into designated pile areas.

SUBTOTAL	~~4,130.00~~
TAX	0.00
TOTAL	~~\$4,130.00~~
	\$24,250.00

Salt prices are as of now March 20 2026 could change as we get
closer to next snow season

Accepted By

Accepted Date

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

Thursday, October 23, 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, Greg Jones. The meeting was held within the Linden Community Center, located at 105 Mill Street Linden, Michigan 48451.

ROLL CALL

Present: Michelle Robins, Brandon Raudebaugh, Marta Wright, Ryan McDonald, Denise Miller, Greg Jones

Absent: Tod Fisher, Keri Burns, Jeanine Sapelak

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

a. Excused Absent Member(s)

Tod Fisher, Keri Burns, Jeanine Sapelak

APPROVAL OF MINUTES

(A) Approve Minutes of the September 25, 2025 Regular Meeting

Motion by Miller, second by Wright to approve minutes of the September 25, 2025 Meeting. Motion carried 6-0.

CITIZENS' COMMENTS – Non-Agenda Items Only

Public Comment who represents American Legion discussing an option for businesses to come to a workshop to make organizations dementia friendly. Discussion among board members about the potential interest and information that was previously provided at the City Council meeting. Board members suggested to do a joint meeting with Grow Linden's schedule.

CORRESPONDENCE

None.

FINANCIAL REPORTS

(A) Check Register

(B) Revenue and Expenditure Report

Sweeney reviewed budget items to board members. There was a brief discussion with Robins and Sweeney regarding additional information for clarification.

Motion by Wright, second by Miller to approve the bills in the amount of \$ 102,029.62. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Fisher, Sapelak, Burns

PUBLIC HEARING/PRESENTATION

(A) Informational Meeting - PA 57 of 2018

Jones reviewed the Informational Meeting Notice provided and opened the public hearing at 8:51 a.m.

Sweeney reviewed the presentation in detail.

There were no comments received by the public.

Jones closed the public hearing at 8:58 a.m.

Robins discussed the last chamber meeting and was inquiring to do an event in Linden and requested more social media posts for businesses.

UNFINISHED BUSINESS

None

NEW BUSINESS

(A) Small Business Saturday – November 29, 2025

Sweeney reviewed Small Business Saturday memo with Board members. Brief Discussion among board members and Sweeney.

Motion by Wright, second by Miller to approve the funding of up to \$ 200.00 for small business Saturday. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Burns, Fisher, Sapelak

(B) American Legion's Annual Veteran's Dinner Event – November 7, 2025

Sweeney reviewed with Board Members the previous donations provided to the Annual Veterans Dinner.

Public comment from American Legion representative explaining the use of the donation amount to provide gifts to each veteran and raffle prizes. Discussion among board members regarding the number of veterans and guests that come to the event.

Motion by Miller, second by MacDonald to approve the donation for American Legion's 2025 Annual Veterans Dinner Event for \$ 500.00. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Burns, Fisher, Sapelak

COMMUNITY ENGAGEMENT REPORT

Sweeney discussed the following items:

- MTA Trolley
- Houndstooth & Harleyquinn Ribbon Cutting
- Dementia Friendly opportunity with Grow Linden meeting
- Ed Koledo resigning
- Holiday Happening

MANAGER'S REPORT

Sweeney provided a verbal update on the following items:

- Parking lot closure
- Mill Ground Breaking Ceremony

BOARD MEMBER COMMENTS

Miller is concerned about parking options and people with walking issues attempting to get to businesses. Sweeney explained that she does send emails to businesses about the parking options available and that parking was discussed with Chief of Police last meeting.

Miller inquired about the vacant building. Sweeney clarified.

Jones inquired about crosswalk blinkers for pedestrians; Happening in Linden's Zombies, Scarecrows, and Monsters being a successful weekend; car show and trunk or treat coming up.

ADJOURNMENT

Jones shared the date and time of the next meeting is Thursday, November 20, 2025 at 8:30 a.m. The meeting was adjourned by Vice Chairperson Jones at 9:34 a.m.

Respectfully submitted,

Nicole Weissenborn, Deputy Clerk

Approved: _____

Happening In Linden
Presents

ZOMBIES, SCARECROWS, & MONSTERS OCTOBER 23RD & 24TH

EAGLES WOODEN PARK - LINDEN

FOOD TRUCKS • TRICK-OR-TREAT • ZOMBIE WALK
BOUNCE HOUSES • THRILLER FLASHMOB & MORE!



SCHEDULE OF EVENTS OCTOBER 23RD & OCTOBER 24TH

 5:30 PM - 10 PM FOOD TRUCKS
(Twisted Burger & Grand Traverse Pie Company)

 6:00 PM - 8:00 PM TRICK-OR-TREAT
TRAIL OPEN

 6:00 PM BOUNCE HOUSES
AT EAGLES WOODEN PARK

 6:30 PM ZOMBIE WALK BEGINS*
ZOMBIES START GATHERING NEAR THE LIBRARY @ 5:30 PM

 7:15 PM THRILLER FLASHMOB
DANCE PERFORMANCE*

 8:15 PM - 10:30 PM SCARE TRAIL OPEN

*ZOMBIE WALK, BOUNCE HOUSES, AND FLASH MOB ON FRIDAY ONLY.
VENDORS AND OTHER ACTIVITIES IN THE PAVILION BOTH NIGHTS;
AND SURPRISES AROUND EVERY TURN ON THE TRAILS.
THIS EVENT IS FAMILY-FRIENDLY, BUT THE SCARE TRAIL IS NOT FOR
THOSE WHO ARE EASILY SCARED.

COMMUNITY PARTNER SPONSORS



happeninginlinden.com

SCAN FOR
MORE INFORMATION



Ladies Night Out

Ugly

SWEATER EDITION



November 7th, 2026 4:30 PM - 9:00 PM

Bring your friends and family, and let's make this holiday season a bit more absurd and a lot more entertaining. We can't wait to see your terrible sweater taste. Enjoy shopping our downtown shops, plus pop-up vendors in the Masonic Temple, The Wax Building, and the Community Center. Join us for our famous tote bag giveaway at the Masonic Temple before the event, plus our Gift Basket drawings, music, and adult beverages at the H2O She Shed Sweater Bar.



RACHOR FINANCIAL



She Shed Sweater Bar
105 Mill St. Linden, MI 48451

www.hillinden.com

