



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

**THURSDAY, OCTOBER 23, 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 September 25, 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**

(A) Informational Meeting - PA 57 of 2018

**VIII. DISCUSSION**

**IX. UNFINISHED BUSINESS**

**X. NEW BUSINESS**

(A) Small Business Saturday – November 29, 2025

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

**XI. COMMUNITY ENGAGEMENT**

**XII. MANAGERS REPORT**

**XIII. BOARD MEMBER COMMENTS & REPORTS**

**XIV. ADJOURNMENT**

**NEXT REGULAR MEETING: THURSDAY, NOVEMBER 20, 2025 AT 8:30 A.M.**

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

Thursday, September 25, 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 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, Jeanine Sapelak, Greg Jones

**Absent:** Tod Fisher, Michelle Robins, Ryan McDonald, Denise Miller

**Others Present:** Ellen Glass, City Manager; Scott Sutter, Police Chief; Don Grice, Director of Public Works; Nicole Weissenborn, Deputy Clerk

**Excused absence(s)**

Tod Fisher, Denise Miller

**APPROVAL OF MINUTES**

(A) Approve Minutes of the August 28, 2025 Regular Meeting  
Motion by Wright, second by Jones to approve minutes of the August 28, 2025 meeting. Motion carried 5-0.

**CITIZENS' COMMENTS – Non-Agenda Items Only**

None.

**CORRESPONDENCE**

None.

**FINANCIAL REPORTS**

(A) Check Register

Sapelak reviewed budget items to board members. Brief discussion among board members regarding the electric charging station sign and two-hour limit.

MacDonald entered meeting at 8:32.

Motion by Jones, second by Radebaugh, to approve the bills in the amount of \$ 13,844.50. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Fisher, Miller, Robins

**PUBLIC HEARING/PRESENTATION**

None.

**DISCUSSION**

(A) Parking Discussion

Sutter engaged in discussions with board members regarding parking concerns, parking availability, and amount of police staff for enforcement.

Glass advised that Sweeney sent out and will continue to send out reminders to businesses regarding parking options throughout the city.

Grice noted that the Mill building will be under renovations and some parking spaces will be used for construction equipment.

Board members discussed a possibility of organizing a meeting with business owners to improve awareness of available parking options.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

### **(A) Fence Estimates**

Grice discussed with board members the fencing options and maintenance.

Motion by Wright, second by Raudebaugh to approve the fence estimate in the amount of \$ 10,326.00. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Fisher, Robins, Miller

Grice reviewed with Board Members the new Parking Signs and locations.

### **(B) Bridge Street Mural Proposal**

Applicants Heather and Adam Johnston presented the proposed mural project to the Board, noting that City Council and the Historic District Commission (HDC) have reviewed the application. Johnson stated that the artist will transfer ownership rights of the artwork to the property owner and that maintenance materials and costs are being evaluated, with details to be provided soon. The project is anticipated to begin in the fall of 2026.

Board members reviewed the design and agreed that artwork would be a unique asset to the downtown area.

Motion by Sapelak, second by Raudebaugh to approve the Bridge Street Mural in the amount of \$ 3,000.00. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Fisher, Miller, Robins

Johnston advised that she would like to bring the artist to a meeting to meet the board members and discuss her artwork further.

### **(C) Holiday Decorations**

Weissenborn advised that Suzy has requested \$ 600.00 for Christmas and flower decorations. Grice reviewed with board members the potential options for Christmas decorations including a big tree, multiple trees by the mill area, and electrical improvements at the Mill.

Board members also discussed with Grice the electrical renovations for the Mill area and would also like to approve the renovations. Grice provided the proposal for review.

Motion by Wright, second by MacDonald to approve the electrical renovations for the Mill in the amount of \$ 16,522.50. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Miller, Fisher, Robins,

Board members discussed briefly the additional costs for holiday decorations, trees, and décor.

Motion by Sapelak, second by MacDonald to approve holiday decorations in the amount of \$ 3,000.00. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Fisher, Robins, Miller

#### (D) 2026 Chamber Networking Sponsorship

Glass reviewed with board members the open dates and wanted to see if there was interest in hosting again.

Board members discussed briefly.

Motion by Sapelak, second by MacDonald to approve hosting a Chamber Networking Event in either March or April in the amount of the sponsorship fee for \$ 500.00. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Fisher, Miller, Robins

#### **Community Engagement Report**

Glass discussed the following items:

- Bonk Golf Business Walk-through
- HDC approval for improvements with Michigan Beauty and Masonic Temple
- Social Media takeover
- Downtown Day Bags for businesses
- Shop Hop

#### **XI. MANAGER'S REPORT**

Glass provided a verbal update on the following items:

- Mill Project
- Road Projects
- Safe Routes to School
- LAFF Pathway

- Homecoming Parade
- LAFF Pathway Breakfast
- Car Show
- Community Food

Glass introduced Pam Howd to board members to discuss the upcoming presentation on October 27, 2025 regarding Radon awareness. Howd reviewed with board members briefly and encouraged all to come.

### **BOARD MEMBER COMMENTS**

Raudebaugh explained that he went to Trivia at the brewery and will continue to go moving forward.

MacDonald said that Homecoming brought a lot of kids to the brewery and October 10, 2025 is their Oktoberfest.

Jones explained that he is glad to see the patio of the brewery being used during car shows.

Burns advised about the LAFF Pancake brunch and silent auction items along with sponsors.

Wright discussed Fire Prevention Day at the Linden Fire Department on October 4, 2025.

### **ADJOURNMENT**

Sapelak shared the date and time of the next meeting is Thursday, October 23, 2025 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 9:56 a.m.

Respectfully submitted,

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

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

## CHECK REGISTER FOR CITY OF LINDEN

CHECK DATE 09/16/2025 - 10/17/2025

BANK CODE: DDASB - DDA-SB (7900)

Check Date	Check	Vendor Name	Description	Amount
<b>Bank DDASB DDA-SB (7900)</b>				
09/19/2025	3568	BLUE CARE NETWORK	EMPLOYEE HEALTH INS OCT 2025-COMM COORD	379.09
09/19/2025	3569	DELTA DENTAL	EMPLOYEE DENTAL OCTOBER 2025	45.29
09/26/2025	3570	ALL N ONE LAWN CARE SERVICE	LAWN MAINTENANCE AUGUST 2025	380.00
09/26/2025	3571	DORNBOS SIGN, INC	SIGNS	1,510.00
10/10/2025	3572	CONSUMERS ENERGY	ELECTRIC VEHICLE CHARGING SEPT 2025	386.15
10/10/2025	3573	FENTON & LINDEN REGIONAL CHAM	2026 NETWORKING AT NOON SPONSOR 3.19.26	500.00
			2026 DUES DISCOUNTED	69.60
				<hr/> 569.60
10/10/2025	3574	GREAT LAKES CONCRETE & PAVING	PAY APP #1 LINDEN MILL POND SIDEWALK	96,186.83
10/10/2025	3575	MICHIGAN DOWNTOWN ASSOCIATION	CITY OF LINDEN DDA MEMBERSHIP	350.00
10/10/2025	3576	HALLS TENOVEUS FARM GREENHOUS	SPRING FLOWERS	2,222.66
				<hr/>
DDASB TOTALS:				
Total of 9 Checks:				102,029.62
Less 0 Void Checks:				0.00
Total of 9 Disbursements:				<hr/> 102,029.62

Total: \$102,029.62

# REVENUE AND EXPENDITURE REPORT FOR CITY OF LINDEN

Balance As of 10/31/2025

GL Number	Description	25-26 Amended Budget	YTD Balance 10/31/2025 (Normal) (Abnormal)	Available Balance 10/31/2025 Normal (Abnormal)	Activity For 10/31/2025 Increase (Decrease)	% Bdgt Used
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY</b>						
<b>Account Category: Revenues</b>						
<b>Department: 000</b>						
248-000-402.000	CURRENT REAL PROPERTY TAXES	190,000.00	140,058.32	49,941.68	0.00	73.71
248-000-665.000	INTEREST ON INVESTMENTS	3,000.00	2,018.35	981.65	0.00	67.28
248-000-675.000	DONATIONS & SPONSORSHIPS	0.00	10,000.00	(10,000.00)	21,000.00	100.00
Total Dept 000		193,000.00	152,076.67	40,923.33	21,000.00	78.80
Revenues		193,000.00	152,076.67	40,923.33	21,000.00	78.80
<b>Account Category: Expenditures</b>						
<b>Department: 000</b>						
248-000-703.012	DIRECTOR/COMMUNITY ENGAGE WAGES	17,252.00	5,406.69	11,845.31	5,406.69	31.34
248-000-706.000	GENERAL WAGES	0.00	0.00	0.00	(4,017.02)	0.00
248-000-715.000	PAYROLL TAXES	1,330.00	103.69	1,226.31	104.65	7.80
248-000-718.000	RETIREMENT EXPENSES	1,380.00	432.56	947.44	111.18	31.34
248-000-720.000	EMPLOYEE INSURANCE	1,500.00	2,209.53	(709.53)	446.29	147.30
248-000-721.000	WORKMANS COMPENSATION	500.00	4.41	495.59	1.16	0.88
248-000-817.000	CONSULTANTS FEES	2,500.00	0.00	2,500.00	0.00	0.00
248-000-881.003	EVENTS	27,658.00	11,500.00	16,158.00	11,500.00	41.58
248-000-881.009	MARKETING	8,800.00	464.60	8,335.40	69.60	5.28
248-000-956.000	GENERAL EXPENSES	9,958.00	6,020.86	3,937.14	1,211.15	60.46
248-000-959.000	GRANT EXPENSE-DOWNTOWN FACADE	10,000.00	0.00	10,000.00	0.00	0.00
248-000-974.003	CAPITAL PROJECT	100,000.00	97,209.33	2,790.67	96,186.83	97.21
248-000-995.101	ADMIN. FEES TO GENERAL FUND	12,122.00	0.00	12,122.00	0.00	0.00
Total Dept 000		193,000.00	123,351.67	69,648.33	111,020.53	63.91
Expenditures		193,000.00	123,351.67	69,648.33	111,020.53	63.91
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:</b>						
TOTAL REVENUES		193,000.00	152,076.67	40,923.33	21,000.00	78.80
TOTAL EXPENDITURES		193,000.00	123,351.67	69,648.33	111,020.53	63.91
NET OF REVENUES & EXPENDITURES:		0.00	28,725.00	(28,725.00)	(90,020.53)	



**PUBLIC NOTICE OF THE CITY OF LINDEN'S  
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) BOARD  
INTENT TO HOLD A SEMI-ANNUAL INFORMATIONAL MEETING  
THURSDAY, OCTOBER 23, 2025**

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 23, 2025 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 22, 2025, and should be addressed to:

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

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Post: 10/1/2025





# CITY OF LINDEN

## DDA BOARD AGENDA MEMO

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**MEETING DATE: October 21, 2025**

**AGENDA TOPIC: Small Business Saturday**

**To:** DDA Board of Directors  
**From:** Ellen Glass, City Manager; Tessa Sweeney, Director of Senior Services & Community Engagement  
**Submitted:** October 21, 2025  
**Subject:** Small Business Saturday 2025

### INTRODUCTION/HISTORY/EXPLANATION OF TOPIC

Small Business Saturday, is November 29 a day -a day to celebrate and support small businesses and all they do for their communities. This day was originally founded by American Express in 2010 and in 2011 the Small Business Association officially cosponsored. After, the recent Downtown day basket giveaway, at this time we hoping to do the same type of thing for Small Business giveaway. 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 customers to tag us in their photos of supporting from our local our businesses and we will enter them into a drawing for a basket full of goodies! They must use "#LindenSmallBusinessSaturday25" and tag "@CityofLinden,Michigan- Administrative Offices" to be entered. The drawing will take place on Monday, December 1. The number of photos from different businesses is the number of entries they will be allowed. Posts must be made only on Saturday, November 29, 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 Small Business Saturday giveaway contest.

SUPPORTING MATERIALS ATTACHED:

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



# CITY OF LINDEN

## DDA BOARD AGENDA MEMO

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**MEETING DATE: October 21, 2025**

**AGENDA TOPIC: Donation to the American  
Legions Annual Veterans Dinner Event**

**To:** DDA Board of Directors  
**From:** Tessa Sweeney, Director of Senior Services & Community Engagement  
**Submitted:** October 24, 2025  
**Subject:** **Consideration of Donation to the American Legions Annual Veterans Dinner Event**

INTRODUCTION/HISTORY/EXPLANATION OF TOPIC

In the past the DDA has considered a donation towards the annual American Legion Family 119 Veterans Dinner, in support of the organization's fundraising efforts; for door prizes for their upcoming Annual Veterans Dinner Event in November. The DDA has contributed funds in the past for this event: \$200 in 2021, \$250 in 2022; \$300 in 2023, \$400 in 2024.

STAFF RECOMMENDATION

The DDA shall consider a donation to the American Legion's 2025 Annual Veterans Dinner Event.

SUPPORTING MATERIALS ATTACHED:

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

Happening In Linden  
**Presents**  
**MuuMuus & Margaritas**

November 8<sup>th</sup> 4:30 - 9 pm

**Linden Ladies Night**



**Shopping Downtown: 4:30PM-8PM**

Additional vendors @ Community Center (VFW)



**Basket Giveaways @ 8:30 PM**

@Community Center (VFW) - The more you shop the more entries you earn!



**Regal Beagle**

Enjoy margaritas in your muumuul  
Hors d'oeuvres by Alpine Marketplace.



**Food Trucks**

Grand Traverse Pie Company & Twisted Burger



**Gift Bags while supplies last**  
Handed out at the Masonic Lodge

Premier Partner:



Friend of the Community:



Regal Beagle Sponsor:



Visit us:



Community Partners Sponsors:

