



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

THURSDAY, November 20, 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 October 23, 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

(A) Dementia Friendly Communities Program
(B) Houndstooth & Harleyquin Ribbon Cutting
(C) 2026 Meeting Schedule

VI. FINANCIAL REPORTS

(A) Check Register

VII. PUBLIC HEARING/PRESENTATION

VIII. DISCUSSION

IX. UNFINISHED BUSINESS

(A) Social Media Update

X. NEW BUSINESS

(A) DDA Recognition

XI. COMMUNITY ENGAGEMENT

XII. MANAGERS REPORT

XIII. BOARD MEMBER COMMENTS & REPORTS

XIV. ADJOURNMENT

**NEXT REGULAR MEETING: THURSDAY, JANUARY 22, 2026 AT 8:30 A.M.
NO DECEMBER MEETING**

**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

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: _____

CITY OF LINDEN

RESOLUTION NO. 19-25

**A RESOLUTION AFFIRMING THE CITY OF LINDEN'S COMMITMENT TO
ENGAGEMENT IN THE DEMENTIA FRIENDLY COMMUNITIES PROGRAM**

At a regular meeting of the City Council of the City of Linden (the "City"), held on Monday, October 27, 2025, at 6:30 p.m., Eastern Daylight Time.

PRESENT: Armstrong, Howd, Miller, Nick, Simons, Link

ABSENT: Hicks

The following resolution was offered by Howd and supported by Armstrong:

WHEREAS, "Dementia" is a general term for loss of memory, language, thinking and other abilities and skills in which severely interferes with daily life, Alzheimer's being the most common cause, and a growing health concern affecting millions of individuals; and

WHEREAS, communities can play a vital role in ensuring people living with dementia are respected, supported and can engage meaningfully in daily tasks, activities and events within; and

WHEREAS, the Dementia Friendly Communities Program of Michigan aims to educate communities about dementia and provide resources for ways our community, businesses and organizations within can become more aware, compassionate and create a safe judgement-free space for persons with dementia;

WHEREAS, the City of Linden acknowledges the importance of fostering a community that supports inclusiveness, regardless of age or ability, and dementia friendly services; and

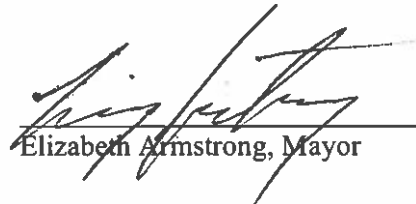
NOW THEREFORE, BE IT RESOLVED, the Linden City Council hereby affirms its commitment to engaging in the Dementia Friendly Communities Program of Michigan to identify training opportunities, implement dementia friendly practices and raise awareness.

BE IT FURTHER RESOLVED, the Linden City Council encourages all Staff Departments, businesses, community organizations and residents to participate in awareness efforts and initiatives that make Linden a dementia-friendly community.

PASSED AND APPROVED this 27th day of October, 2025, by the City Council of the City of Linden, Michigan.

YEAS: Dick, Miller, Simons, Link, Armstrong, Howell
NAYS: None
ABSTENTIONS: None

RESOLUTION DECLARED ADOPTED.


Elizabeth Armstrong, Mayor

ATTEST:


Kristyn Kanyak, City Clerk

CERTIFICATION

I, the undersigned, the duly qualified and acting Clerk of the City of Linden hereby certifies that the foregoing is a true and complete copy of the Resolution adopted by the Council of the City of Linden, Genesee County, Michigan, at a regular meeting held on the 27th day of October 2025, A.D, and that notice of said meeting was given in accordance with the Open Meetings Act, as amended.


Kristyn Kanyak, City Clerk



Please Join Us to Celebrate

RIBBON CUTTING

Thursday, November 20
11:00 a.m.



918 N Bridge- Linden



CITY OF LINDEN

RESOLUTION NO. 23-25

A RESOLUTION ESTABLISHING THE REGULAR MEETING SCHEDULE FOR 2026

WHEREAS, the Linden City Council wishes to establish its regular meeting schedule for 2026; and

WHEREAS, the Linden City Council wishes to provide proper posting for all City Boards and Commissions Meetings, in accordance with the Open Meetings Act; and

WHEREAS, meeting times may change, and special meetings may be scheduled as necessary, revisions to the regular meeting schedule below shall be posted, in accordance with the Michigan Open Meetings Act;

NOW, THEREFORE BE IT RESOLVED, the Linden City Council instructs the City Clerk to post notification of the following regular meetings:

CITY COUNCIL

Regular meetings are held on the fourth Monday of each month at 6:30 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451 unless otherwise noted:

January 26, 2026	*May 11, 2026	September 28, 2026
February 23, 2026	June 22, 2026	October 26, 2026
March 23, 2026	July 27, 2026	*November 9, 2026
April 27, 2026	August 24, 2026	*December 14, 2026

CITY COUNCIL WORK SESSIONS

Work Sessions are held on the second Monday of each month at 6:30 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451 unless otherwise noted:

January 12, 2026	No May Work Session	September 14, 2026
February 9, 2026	June 8, 2026	*October 13, 2026
March 9, 2026	July 13, 2026	No November Work Session
April 13, 2026	August 10, 2026	No December Work Session

PLANNING COMMISSION

Regular meetings are held on the first Monday of each month at 7:00 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451 unless otherwise noted:

January 5, 2026	May 4, 2026	*September 8, 2026
February 2, 2026	June 1, 2026	October 5, 2026
March 2, 2026	July 6, 2026	November 2, 2026
April 6, 2026	August 3, 2026	December 7, 2026

*If the regular meeting date falls on a holiday, the Planning Commission will reschedule the meeting to another date during the month.

ZONING BOARD OF APPEALS

Meets the second Tuesday (as needed) of January, April, July and October at 7:00 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451 unless otherwise noted:

January 13, 2026	July 14, 2026
April 14, 2026	*October 14, 2026

**Special meeting dates may be scheduled on an as-needed basis on the second Tuesday of the month.

*Meeting dates adjusted due to holidays.

Resolution No. 23-25

HISTORIC DISTRICT COMMISSION Meets the third Wednesday of each quarter at 6:30 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451 unless otherwise noted:

January 21, 2026	July 15, 2026
April 15, 2026	October 21, 2026

LIBRARY BOARD Meets the first Thursday of the months below at 6:30 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451, unless otherwise noted:

*January 8, 2026	June 4, 2026	December 3, 2026
April 2, 2026	September 3, 2026	

PARKS & RECREATION COMMISSION Meets the third Thursday of every other month at 6:00 p.m. within Loose Senior Center, 707 North Bridge Street, Linden, MI 48451 unless otherwise noted:

January 15, 2026	May 21, 2026	September 17, 2026
March 19, 2026	July 16, 2026	November 19, 2026

DOWNTOWN DEVELOPMENT AUTHORITY Meets the fourth Thursday of each month at 8:30 a.m. at the Linden Community Center, 105 Mill Street Linden, MI 48451 unless otherwise noted:

January 22, 2026	May 28, 2026	September 24, 2026
February 26, 2026	June 25, 2026	October 22, 2026
March 26, 2026	July 23, 2026	*November 19, 2026
April 23, 2026	August 27, 2026	No December Meeting

SIGN COMMITTEE Meets on Thursday at 8:30 a.m. (as needed) at City Hall, 132 East Broad Street, Linden, MI 48451 unless otherwise noted.

BOARD OF REVIEW Meets the fourth Thursday of each month at 8:30 a.m. at the Linden Community Center, 105 Mill Street Linden, MI 48451 unless otherwise noted:

March 3, 2026	Organizational meeting only 9:00 am
March 9, 2026	3:00 p.m. – 9:00 p.m.
March 10, 2026	9:00 a.m. – 3:00 p.m.
July 21, 2026	9:00 a.m.
December 8, 2026	9:00 a.m.

*Meeting dates adjusted due to holidays.

**MINUTES OF ALL MEETINGS ARE AVAILABLE FOR REVIEW UPON REQUEST MADE TO THE CITY CLERK
CHECK SUPPLEMENTAL POSTINGS TO CONFIRM MEETING TIMES AND DATES. AGENDA PACKETS ARE
POSTED ON THE CITY'S WEBSITE.**

RESOLUTION DECLARED ADOPTED by the Linden City Council at a regular meeting held November 10, 2025.

Elizabeth Armstrong, Mayor

Attest:

Kristyn Kanyak, City Clerk

CHECK REGISTER FOR CITY OF LINDEN

CHECK DATE 10/18/2025 - 11/17/2025

BANK CODE: DDASB - DDA-SB (7900) - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Description	Amount
Bank DDASB DDA-SB (7900)				
10/24/2025	3580	ROWE PROFESSIONAL SERVICES	LINDEN MILL POND WALK RECON SEPT 2025	1,602.50
10/31/2025	3581	BEHIND YOUR DESIGN	COROPLAST SIGNS X 2 DDA	80.00
10/31/2025	3582	AMERICAN LEGION AUXILIARY 119	2025 ANNUAL VETERANS DINNER	500.00
10/31/2025	3583	CHASE CARD SERVICE	DDA CHARGES 9.12.25-10.10.25	100.16
11/07/2025	3584	ALL N ONE LAWN CARE SERVICE	LAWN MAINTENANCE DDA OCT 2025	230.00
11/07/2025	3585	BEHIND YOUR DESIGN	FLYERS AND DISPLAY SIGNS	475.00
11/14/2025	3586	CONSUMERS ENERGY	ELECTRIC VEHICLE CHARGING STATIONS OCT	368.39
DDASB TOTALS:				
Total of 7 Checks:				3,356.05
Less 0 Void Checks:				0.00
Total of 7 Disbursements:				3,356.05

City of Linden, MI – Social Media Performance Summary

Overall Reach & Visibility • Jan 1 – Nov 14, 2025: 740,976 views

Post Views:

Ice Skating Rink Opening 55,151

Red's Anniversary 17,336

Mill Press Release 15,271

Road Project 12,187

Public Parking 11,898

Key Findings:

- Engagement is strongest on posts featuring major city updates and visuals (e.g., the project groundbreaking).
- Average reach per post: ~4,000–7,000 views, showing healthy visibility among residents.
- Facebook remains the city's most active and visible social platform.
- Other posts with limited visuals or event recaps show lower engagement, indicating the importance of photo/video content.

Goals for the upcoming year:

1. Continue emphasizing visual posts (photos, videos, live updates).
2. Post regularly around city events, infrastructure updates, and community stories.
3. Cross-promote content on Instagram to reach the younger generation on this platform.
4. Track quarterly analytics (views, likes, shares) to show measurable progress to the Board.
5. Post more Reels; the data shows that Reels are the ones that are gaining the net followers increase.

The City of Linden is utilizing social media effectively, particularly Facebook. With modest strategy adjustments and continued visual storytelling, engagement can continue to grow while reinforcing trust and transparency with residents.

Michigan Downtown Association Social Media Takeover Data

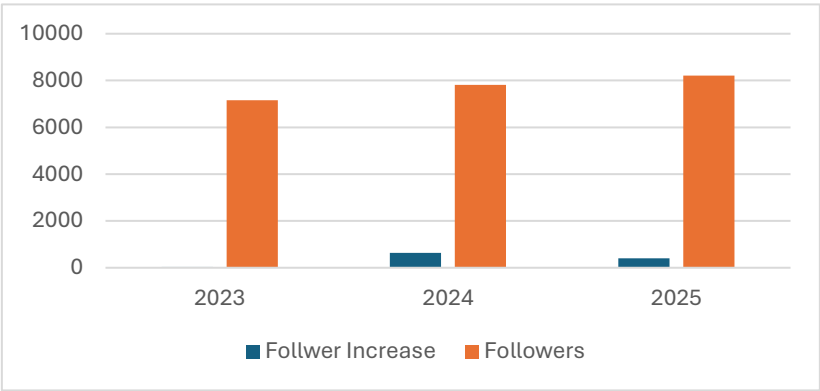
September 16, 2025

FB- 9,600 views with 527 interactions

Lets Take a Stroll video:

- IG 156 views with 30 Likes
- FB 5,754 views with 32 Shares.

Followers:



Custom: Jan 1 - Nov 14 ▾

740,976 Views ⓘ

-- from previous 318 days



5,865

3-second views ⓘ

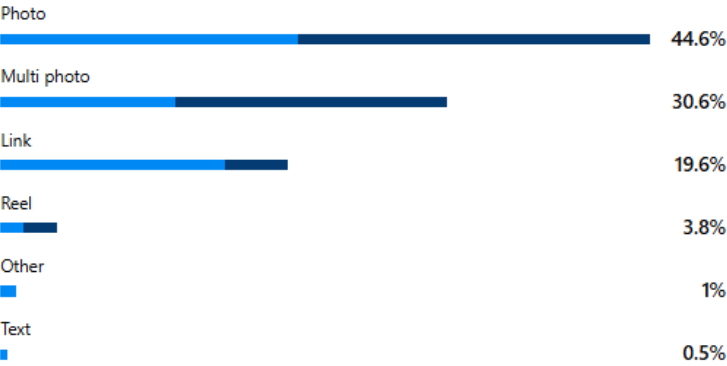


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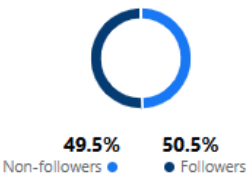
1-minute views ⓘ

By content type ⓘ

● Followers ● Non-followers



By followers vs non-followers ⓘ



Custom: Jan 1 - Nov 14 ▾

8,214 Total followers ⓘ

+5.1% from previous 318 days



401

Net follows ⓘ



230

Unfollows ⓘ

Net follows by content type ⓘ

Lifetime

Reel



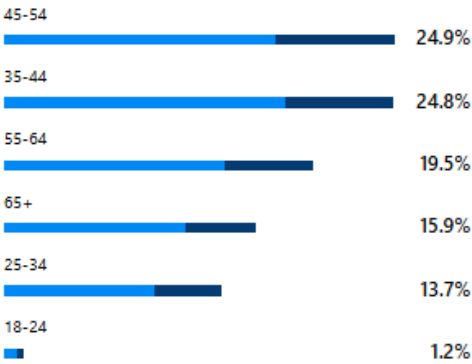
Post



Age & gender ⓘ

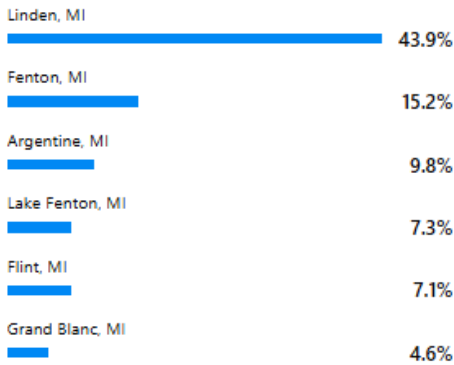
Lifetime

● Women ● Men ● Unknown



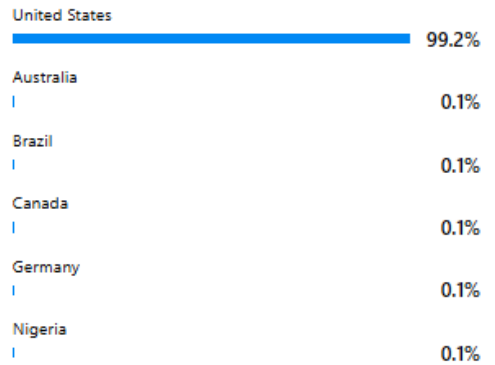
Cities ⓘ


Lifetime






























Countries ⓘ

Lifetime



<input type="checkbox"/>	Preview ↕		Views ⓘ ↓	Reach ⓘ ↕	Interactions ⓘ ↕	Net follows ⓘ ↕	Impressions ⓘ ↕	Comments ⓘ ↕	Distribution ⓘ ↕
<input type="checkbox"/>		The season may be changing, 🕒 Published • Aug 28 at 1:14 PM	7,400	2,831	48	3	3,138	0	-0.1x
<input type="checkbox"/>		Today, we broke ground on a p... ... 🕒 Published • Oct 14 at 2:46 PM	4,917	2,859	147	6	3,036	5	+0.5x

<input type="checkbox"/>	Preview 		Views  	Reach  	Interactions  	Net follows  	Impressions  	Comments  	Distribution  
<input type="checkbox"/>		During last night's City Council...  Published • Jul 29 at 9:46 AM	... 17,336	9,632	207	0	10,533	20	--
<input type="checkbox"/>		City of Linden Press Release: M...  Published • Jun 12 at 4:35 PM	... 15,271	7,810	150	0	8,931	38	--
<input type="checkbox"/>		Road Construction Project Co...  Published • May 28 at 1:50 PM	... 12,187	7,325	40	0	8,091	5	--
<input type="checkbox"/>		NOTICE! The public parking lot...  Published • Jul 31 at 2:00 PM	... 11,898	7,776	15	2	8,039	0	--
<input type="checkbox"/>		Roadway Work Coming to Lind...  Published • Jun 9 at 11:54 AM	... 9,774	6,160	16	0	6,218	1	--
<input type="checkbox"/>		The Box City Event with the 2n...  Published • May 28 at 9:16 AM	... 9,731	6,337	30	0	6,910	6	--



PREMIER PARTNER



Linden's Holiday Happening Frosty Parade & Fireworks **DECEMBER 5, 2025**

7:00 P.M. PARADE

Lighted Frosty Parade

8:30 P.M. FIREWORKS

Frosty Fireworks over the Millpond

Starting at 5:00 p.m. until 9:30 p.m.

TREE LIGHTING • SHOPPING IN THE MOONLIGHT • FOOD TRUCKS

PRE-PARADE ENTERTAINMENT • FAMILY ACTIVITY AREA

MASONIC TEMPLE PASTIES SALE

ELF HUNT (until 7pm)

Starting after the parade until 9:30 p.m.

MEET SANTA • REFRESHMENTS AT THE COMMUNITY CENTER •

TRACKLESS TRAIN RIDES • LIVE NATIVITY AT LINDEN METHODIST CHURCH

PLUS BREAKFAST WITH SANTA

December 6th 8:30 a.m. - 10:30 a.m. at Hyatt Elementary Tickets \$5.00 at the Door

COMMUNITY PARTNERS



FRIENDS OF THE COMMUNITY



TRAIN SPONSOR



www.hilinden.com [f](https://www.facebook.com/hilinden) [@hilinden](https://www.instagram.com/hilinden)

www.lindenholidayhappening.com

SHUTTLE SPONSOR

