



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

**Thursday, February 26, 2026**

**8:30 A.M.**

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- I. CALL TO ORDER**
- II. ROLL CALL**
  - (A) Excuse Absent Member(s)
- III. APPROVAL OF MINUTES**
  - (A) Approve Minutes of the January 22, 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**
- VIII. DISCUSSION**
  - (A) Snow Removal
  - (B) Budget Goals
- IX. UNFINISHED BUSINESS**
- X. NEW BUSINESS**
  - (A) Restaurant Week February 27 – March 8, 2026
  - (B) Police Grant Support Letter
  - (C) Spring Shop Hop - March 14, 2026
  - (D) America 250
- XI. COMMUNITY ENGAGEMENT**
- XII. MANAGERS REPORT**
- XIII. BOARD MEMBER COMMENTS & REPORTS**
- XIV. ADJOURNMENT**

**NEXT REGULAR MEETING: THURSDAY, MARCH 26, 2026 AT 8:30 A.M.**

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

Thursday, January 22, 2026

8:30 A.M.

**CALL TO ORDER**

The regular meeting of the Linden Downtown Development Authority (DDA) Board was called to order at 8:34 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:** Michelle Robins, Brandon Raudebaugh, Marta Wright, Keri Burns, Denise Miller, Jeanine Sapelak, Greg Jones

**Absent:** Tod Fisher, Ryan McDonald

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

**Excused Absence(s):** Tod Fisher, Ryan McDonald

**APPROVAL OF MINUTES**

(A) Approve Minutes of the November 20, 2025 Regular Meeting  
Motion by Miller, second by Wright to approve minutes of the November 20, 2025. Motion carried 7-0.

**CITIZENS' COMMENTS – Non-Agenda Items Only**  
None.

**CORRESPONDENCE**

(A) Planning Commission Annual Report  
Sweeney reviewed the correspondence with the board members. Brief discussion among board members.

Raudebaugh entered meeting at 8:33.

**FINANCIAL REPORTS**

(A) Check Register  
Sweeney reviewed budget items to board members. Board Members discussed the line items in detail.

Burns entered meeting at 8:37.

Motion by Miller, second by Wright to approve the bills in the amount of \$ 35,065.32. Roll call.  
Motion carried 7-0.

Ayes: Jones, Raudebaugh, Miller, Robins, Wright, Sapelak, Burns, Sapelak

Nays: None

Absent: MacDonald, Fisher

**PUBLIC HEARING/PRESENTATION**

None.

**DISCUSSION**

(A) Dementia-Friendly Communities Program

Weissenborn reviewed the Resolution 19-25 by Mayor and City Council explaining that presentations were completed by Dementia Friendly Services with City Council and Grow Linden, and will be available at a meeting or joint meeting in the near future for participation.

Brief discussion among board members regarding the previous presentation and when additional presentations will be available.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

### **(A) Election of Officers**

Sapelak referenced the Commission's bylaws and briefly explained annual elections for chairperson and vice chairperson. Sapelak opened Nominations for Chairperson.

Sapelak was nominated and accepted. No other nominations.

Sapelak opened nominations for Vice Chairperson.

Jones was nominated and accepted. No other nominations.

Motion made by Jones, seconded by Miller, to nominate Jeanine Sapelak as Chairperson, and motion made by Miller, seconded by Raudebaugh, to nominate Greg Jones as Vice Chairperson. Roll Call. Motion carried 7-0.

Ayes: Wright, Burns, Sapelak, Raudebaugh, Jones, Miller, Robins, Miller

Nays: None

Absent: Fisher, MacDonald

### **(B) DDA Annual Report 2025**

Sweeney reviewed the correspondence with board members. Board members briefly discussed the accomplishments achieved during the year and expressed gratitude for the progress shown throughout the city.

Motion by Wright, second by Miller to approve the DDA Annual Report 2025 to move forward to council. Motion carried 7-0.

### **(C) DDA Façade Grant Re-Application & Disbursement Request**

Sweeney reviewed the correspondence with board members. Brief discussion with board members regarding the buildings progress and clarification of fund disbursement.

Motion by Jones, second by Miller to waive the sealed drawings submission requirement and approve the disbursement of DDA Façade Grant Program funds for completed grant work scope, in the amount of \$5,000 for 106 Bridge Street. Roll Call. Motion carried 7-0.

Ayes: Burns, Miller, Sapelak, Jones, Raudebaugh, Robins, Wright

Nays: None

Absent: Fisher, MacDonald

## **COMMUNITY ENGAGEMENT REPORT**

Sweeney discussed the following items:

- Mural withdrawal from Bridge Street Brewtique

- Networking at Noon
- Community Expo
- Mae Designs ribbon cutting
- Christmas tree program
- Snow removal email to businesses
- Restaurant week
- Greenlight panelist

### **MANAGER'S REPORT**

None.

### **BOARD MEMBER COMMENTS**

Sapelak shared with board members a plaque that the American Legion presented at the Grow Linden for the DDA Donation.

Raudebaugh requested clarification regarding the Bridge Street Mural withdrawal. Sweeney responded.

Jones requested that board members provide ideas of projects or initiatives they would like to see implemented in the city.

Miller recapped the small cities meeting.

Sapelak advised that parking issues were discussed during Grow Linden meeting.

Miller clarified that the city council meeting addressed parking concerns and also included a traffic study of the main intersection to evaluate lane usage options.

Burns recommended purchasing a snow plow for the city and to hire a seasonal employee. Discussion briefly among board members and Sweeney.

Jones discussed two men in a truck mascot social media in Linden.

### **ADJOURNMENT**

Sapelak shared the date and time of the next meeting is Thursday, February 27, 2025 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 9:23 a.m.

Respectfully submitted,

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Nicole Weissenborn, Deputy Clerk

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

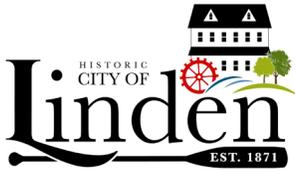
**CHECK REGISTER FOR CITY OF LINDEN**

CHECK DATE 01/21/2026 - 02/20/2026

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

Check Date	Check	Vendor Name	Description	Amount
<b>Bank DDASB DDA-SB (7900)</b>				
01/23/2026	3602	BLUE CARE NETWORK	EMPLOYEE HEALTH INS FEB 2026	432.50
01/23/2026	3603	DELTA DENTAL	EMPLOYEE DENTAL FEB 2026	46.60
01/30/2026	3604	GREAT LAKES CONCRETE & PAVING	PAY APP #2 LINDEN MILL POND SIDEWALK	3,497.44
01/30/2026	3605	ROBERT AND SARAH PAGEL	DDA AUTHORITY GRANT EXPENSE FACADE IMPR	5,000.00
02/13/2026	3606	CONSUMERS ENERGY	ELECTRIC VEHICLE CHARGING 12.30.25-1.28	409.27
02/13/2026	3607	DORNBOS SIGN, INC	SIGNS	702.40
02/20/2026	3608	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE MARCH 2026	432.50
02/20/2026	3609	DELTA DENTAL	DENTAL INSURANCE MARCH 2026	46.60
DDASB TOTALS:				
Total of 8 Checks:				10,567.31
Less 0 Void Checks:				0.00
Total of 8 Disbursements:				<u>10,567.31</u>

\$10,567.31



# CITY OF LINDEN

## DDA BOARD AGENDA MEMO

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**MEETING DATE:** February 24, 2026

**AGENDA TOPIC:** Restaurant Week 2026

**To:** DDA Board of Directors  
**From:** Tessa Sweeney, Director of Senior Services & Community Engagement  
**Submitted:** February 24, 2025  
**Subject:** **Restaurant Week 2026**

### INTRODUCTION/HISTORY/EXPLANATION OF TOPIC

In partnership with the City of Fenton Downtown Development Authority, the city will be participating in Restaurant Week. Restaurant week is February 27- March 8. The City of Fenton DDA has contributed to the event and the Linden DDA portion is \$750. These funds will be used to promote Restaurant week, by providing comprehensive marketing for the ones that are signed up. This is free for restaurants to participate and it up to the individual business on how they want to participate in the week. This is a great opportunity for businesses to be marketed across the community, boost traffic during the slow season and attract new customers, but in addition to showcase the Linden community. We currently have 5 Linden businesses participating in the event.

### STAFF RECOMMENDATION

The DDA Board should support the Restaurant Week event and provide funding to facilitate the marketing efforts of the committee \$750 to Restaurant Week 2026.

### SUPPORTING MATERIALS ATTACHED:

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



PRESENT



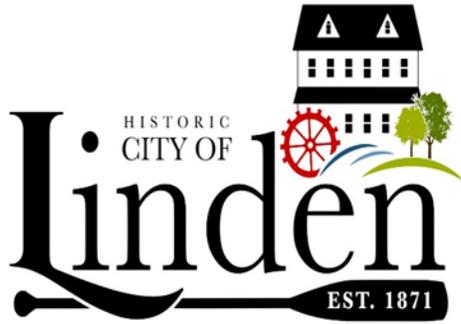
DINE IN. CARRY OUT.  
MAKE A DIFFERENCE.  
SUPPORT LOCAL!

# RESTAURANT WEEK

February 27 - March 8

Visit the website below for full list of participating locations:  
[www.LoveRestaurantWeek.com](http://www.LoveRestaurantWeek.com)





## MEMO

To: Congresswoman Kristen McDonald Rivet  
(MI-08)

Ref: CJS Community Project Funding FY27

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On behalf of Downtown Development Authority, I am writing to express my enthusiastic support for the Linden Police Department's grant application for two (2) new police cruisers. As the Chairperson, I have a direct interest in the safety and reliability of our local law enforcement fleet.

Our community relies heavily on the presence and rapid response of the Linden Police Department. Specifically, the acquisition of these vehicles would ensure that our School Resource Officer (SRO) and our patrol officers have reliable cruisers to perform their essential duties within our schools and the City of Linden. Dependable vehicles are not just a tool; they are a vital link in maintaining the safety and well-being of Linden's students, faculty and our community.

Currently, the department faces significant challenges due to an aging fleet, high maintenance costs, and frequent mechanical downtime. The acquisition of two new, reliable cruisers through this grant will significantly improve public safety by:

- **Ensuring Reliable Response:** Reducing the risk of mechanical failure during emergency calls where every second counts.
- **Increasing Visibility:** Allowing for more consistent proactive patrols in our school, residential, and business districts.
- **Demonstrating Fiscal Responsibility:** Lowering the long-term maintenance burden on the City of Linden's general budget, allowing local funds to be used more efficiently.

I fully endorse this project and urge you to favor the Linden Police Department's request. This investment is vital for the continued safety, security, and growth of the Linden community.

Sincerely,

Jeanine Sapelak  
Chairperson  
Downtown Development Authority  
City of Linden  
132 E. Broad Street  
Linden, MI 48451  
Phone: 810-735-7980

**From:** [April-Hannah Rheingans](#)  
**To:** [Tessa Sweeney](#)  
**Cc:** [Nicole Weissenborn](#)  
**Subject:** Re: Spring Shop Hop  
**Date:** Thursday, February 19, 2026 1:49:23 PM  
**Attachments:** [image002.png](#)

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Oh and the Linden Hotel is participating & the Brewery!

Mae Designs XO  
Mother & Daughter Owned Boutique  
[www.maedesignsxo.com](http://www.maedesignsxo.com)  
[maedesignsxo@gmail.com](mailto:maedesignsxo@gmail.com)

On Thu, Feb 19, 2026 at 1:48 PM April-Hannah Rheingans <[maedesignsxo@gmail.com](mailto:maedesignsxo@gmail.com)> wrote:

Hello! No worries at all!!

Sounds great thank you! We haven't heard back from Evers & Ollie or Beloved Books yet... So if you could try to reach them & anyone else that we may have missed?!

Here's the list we have so far:

PARTICIPATING IN 3/14/26 SHOP HOP

Mae Designs XO

Bridge Street Brewtique

Thimbleberry Antiques

Serendipity Spa of Linden

Houndstooth & Harlequin

Sunset Corals

Rivers Edge

Wylde Child

NOT PARTICIPATING

Jacks Record Stache

We plan to create the Facebook event this weekend since it will be 3 weeks out!

Thank you!!

Mae Designs XO  
Mother & Daughter Owned Boutique  
[www.maedesignsxo.com](http://www.maedesignsxo.com)  
[maedesignsxo@gmail.com](mailto:maedesignsxo@gmail.com)

On Thu, Feb 19, 2026 at 1:43 PM Tessa Sweeney <[tsweeney@lindenmi.us](mailto:tsweeney@lindenmi.us)> wrote:

Hi,

So sorry I missed this. Are there any business in particular you are wanting me to reach out too?

Ill take this to the DDA board meeting Thursday and will let you know what they decide.

Thank you

**Tessa Sweeney**

*Director of Senior Services & Community Engagement*

[707 N. Bridge](#)

[Linden, MI 48451](#)

[tsweeney@lindenmi.us](mailto:tsweeney@lindenmi.us)

810-735-9406

[www.lindenmi.us](http://www.lindenmi.us) / [www.loosecenter.org](http://www.loosecenter.org)





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**From:** April-Hannah Rheingans <[maedesignsxo@gmail.com](mailto:maedesignsxo@gmail.com)>

**Sent:** Monday, February 9, 2026 6:10 PM

**To:** Tessa Sweeney <[tsweeney@lindenmi.us](mailto:tsweeney@lindenmi.us)>

**Subject:** Spring Shop Hop

Hello Tessa - we hope all is well!!

We wanted to reach out to you about hosting another shop hop for the spring - we are looking at Saturday, March 14th from 12pm-4pm!

We plan to reach out to all the businesses that participated in the past, but we wanted to see if you would be able to reach out to any others?

Houndstooth and Harlequin expressed interest during the last one, do you have her email to include in the email?

We also wanted to know if the DDA would like to put together a basket again for the spring shop hop? No worries if not, we plan to ask all the businesses to do the gift card

giveaway again too!

Let us know your thoughts, and we can send over all the details if you'd like to add them to the email!

Thank you so much!!

-April & Hannah

Mae Designs XO

Mother & Daughter Owned Boutique

[www.maedesignsxo.com](http://www.maedesignsxo.com)

[maedesignsxo@gmail.com](mailto:maedesignsxo@gmail.com)



4297 Miller Road  
 Flint, MI 48507  
 (810) 230-6445

# ESTIMATE

## EST-23756

The Way to Grow Your Business

Payment Terms: Cash due at time of order

Created Date: 2/19/2026

**DESCRIPTION:** Reorder: 30 18"x42" Double Sided Pole Banners - 10 Bracket Sets

**Bill To:** City of Linden  
 132 E. Broad St  
 Linden, MI 48451  
 US

**Requested By:** Nicole Weissenborn  
 Email: deputyclerk@lindenmi.us  
 Work Phone: (810) 735-7980  
 Tax ID: 386004704

**Salesperson:** Kelsey Rawls  
 Email: kelsey@signarama-flint.com  
 Entered By: Kelsey Rawls

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	30 18"x42" Pole Banners (Double Sided, Pole Pockets)	30	\$42.57	\$1,277.00
2	12 Bracket Sets w/ 18"x42" Pole Banners (Double Sided, Pole Pockets)	12	\$116.88	\$1,402.59
3	Design/Set-Up	1	\$195.00	\$195.00

<b>Subtotal:</b>	\$2,874.59
<b>Taxes:</b>	\$0.00
<b>Grand Total:</b>	\$2,874.59

Thank you for your business! We are excited to be working with you on your project! Estimates are valid for 30 days and all custom orders require payment before production.

Please send notice of all ACH/Wire payments to AP@Signarama-novi.com.

Warranty - one-year parts and labor and an additional 2 years on parts - barring misuse, vandalism or acts of God.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**From:** [Nicole Weissenborn](#)  
**Cc:** [Ellen Glass](#); [Tessa Sweeney](#); [Kristyn Kanyak](#)  
**Bcc:** [Brandon Raudebaugh](#), [Conn Enigneering](#); [Denise Miller](#); [Greg Jones](#), [Sunset Corals](#); [Jeanine Sapelak](#); [Keri Burns](#), [Serendipity](#); [Marta Wright](#); [Michelle Robins \(michelle@lkbkitchens.com\)](#); [Ryan McDonald](#); [Tami \(Tod Fisher Secretary\)](#); [Tod Fisher](#), [Rachor Financial](#)  
**Subject:** America 250 - Linden Participation!  
**Date:** Friday, February 20, 2026 11:32:00 AM  
**Attachments:** [Adventure Lab Request Form Historical Marker.pdf](#)

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Hello DDA:

Happy Almost Birthday, America!

Across the country, Americans are planning unique and exciting ways to celebrate the 250<sup>th</sup> Anniversary of the signing of the Declaration of Independence. Genesee County has its own America 250 planning group that the City is part of coordinating efforts with. We wanted to share one of the fun initiatives they have planned...a geocaching event! There are multiple geocaching sites in the city presently, but America 250 is looking for additional historic sites to keep with the theme. Our Parks and Recreation Commission will be submitting for consideration of our gazebo/historic waterwheel/Mill building area, as well as a location on Shiawassee River within Eagle's Wooden Park, but we want to highlight our historical downtown and would LOVE for our city businesses (whether you've been around for a long time or not!) and historical buildings to be considered sites!

If you do not have a storefront, but would like to suggest a site with historical significance or marker in Linden, please fill out the form!

Please submit completed forms to City Hall or this email address by **Monday, March 2!** We will then submit all completed entries to the County's America 250 Commission prior to their deadline.

This will be just one of multiple activities/initiatives to commemorate America 250! If you have any ideas, please feel free to share with us! Reach out with any questions and thank you,

Nicole Weissenborn  
*Deputy Clerk*  
City of Linden  
132 E. Broad St., P.O. Box 507  
Linden, MI 48451  
[deputyclerk@lindenmi.us](mailto:deputyclerk@lindenmi.us)  
810.735.7980





A Commission of the Genesee County Board of Commissioners

## Adventure Lab Request Form

District: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Location Name: \_\_\_\_\_

Location Address: \_\_\_\_\_

Description of Landmark/Site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exact Location OR Coordinates of Landmark/Site: \_\_\_\_\_

\_\_\_\_\_

Significance to America250 / Genesee County: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Picture of Historical Marker Attached

Map of Historical Marker Location Attached



PROUDLY PRESENTED BY

Fenton & Linden  
Regional Chamber of Commerce

USA ★ 250 YEARS

2026  
*Community*  
**EXPO**

March 7, 2026 • 10 – 5 pm

March 8, 2026 • 11 – 4 pm

FENTON HIGH SCHOOL



ON THE THIRD WEDNESDAY OF THE MONTH  
JANUARY 21<sup>ST</sup>, FEBRUARY 18<sup>TH</sup> MARCH 18<sup>TH</sup>, APRIL 15<sup>TH</sup>, 2026  
SESSIONS AT 6:00 PM AND 7:00 PM

Join us for a night of fun and games at our  
Bingo Night! Get ready to shout "Bingo!" as we play  
for Cash prizes during three seperate sessions.

**BINGO | PULL-TABS | SNACKS**



Linden Community Center  
105 Mill St. Linden, MI 48451

[www.happeninginlinden.com](http://www.happeninginlinden.com)

