



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

Thursday, June 25, 2026

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 May 28, 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) Linden Presbyterian Church Parking Lot

(B) Kiosk / Concession Trailer

IX. UNFINISHED BUSINESS

X. NEW BUSINESS

(A) Resolution No. 01-26 Adopting the Official Event Support and Sponsorship Policy for the Downtown Development Authority (DDA) Board Sponsorship Funding Prerequisite Requirements

XI. COMMUNITY ENGAGEMENT

XII. MANAGERS REPORT

XIII. BOARD MEMBER COMMENTS & REPORTS

XIV. ADJOURNMENT

NEXT REGULAR MEETING: THURSDAY, JULY 23, 2026 AT 8:30 A.M.

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

Thursday, May 28, 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.

ROLL CALL

Present: Tod Fisher, Brandon Raudebaugh, Marta Wright, Keri Burns, Ryan McDonald, Denise Miller, Jeanine Sapelak, Greg Jones

Absent: Michelle Robins

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

Excused Absence(s):

None.

APPROVAL OF MINUTES

(A) Approve Minutes of the April 23, 2026 Regular Meeting

Motion by Wright, second by Miller to approve minutes of the April 23, 2026. Motion carried 8-0.

CITIZENS' COMMENTS – Non-Agenda Items Only

None.

CORRESPONDENCE

None.

FINANCIAL REPORTS

(A) Check Register

Sweeney reviewed budget items to board members.

Motion by Miller, second by Jones to approve the bills in the amount of \$ 695.59. Roll call. Motion carried 8-0.

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

Nays: None

Absent: Robins

PUBLIC HEARING/PRESENTATION

(A) Information Meeting – PA 57 of 2018

Sweeney reviewed the presentation in detail.

There were no comments received by the public or board members.

DISCUSSION

(A) Sponsorship Funding Prerequisite Requirements

Sweeney reviewed the correspondence with board members.

Robins entered meeting at 8:37.

Board members discussed the proposed resolution, including adoption requirements, allowable event funding amounts, applicable rules, and provisions for special approvals. Sweeney advised that the matter will be put on the next meeting for consideration and vote.

UNFINISHED BUSINESS

(A) Sunset Corals Weekly Car Cruise

Jones reported that participation in the car show continues to grow, averaging approximately 50 vehicles per week. He requested assistance with advertising, gift cards, prizes, and children's activities, noting that such support could help increase attendance and enhance the event.

Motion by Miller, second by Fisher to sponsor \$ 750.00 for the weekly Sunset Corals Car Cruise. Roll Call. Motion carried 7-1, with 1 abstention.

Ayes: Wright, Burns, Fisher, Sapelak, Raudebaugh, MacDonald, Miller

Nays: Robins

Absent: None

Abstain: Jones

NEW BUSINESS

(A) Summer Shop Hop

Sweeney reported that Mae Designs requested sponsorship assistance for the Shop Hop Event. Owners Hannah and April Rheingans explained that the requested support would be for a gift basket and promotional efforts. Board members briefly discussed.

Motion by Sapelak, second by McDonald to sponsor \$ 250.00 for the Summer Shop Hop basket and \$ 50.00 for the posters. Roll Call. Motion carried 8-1.

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

Nays: Robins

Absent: None

COMMUNITY ENGAGEMENT REPORT

Sweeney discussed the following items:

- Parks and Recreation upcoming Events
- Karaoke by the Mill
- Business Marketing Campaign at Music by the Mill
- Business signage on county right away
- America 250 Décor
- Snow removal language being reviewed with city attorney

MANAGER'S REPORT

None.

BOARD MEMBER COMMENTS

Miller commented on the success of the Parks and Recreation Kite Event, the car show, and upcoming hot dog event, and requested an update on 106 Bridge street. Sweeney responded.

Jones provided information regarding the Genesee County America 250 passbook with related events.

Raudebaugh shared an idea for a community fundraising initiative tied to a Happening in Linden Event. Board members expressed positive interest into this concept. Raudebaugh indicated that he will continue researching. Public comment suggested holding the event during spring or summer months.

Robins discussed past sponsorship issues and reviewed the roles of Grow Linden and Happening in Linden within the community. Board members discussed the establishment of sponsorship parameters for community events and the evolution of all organizations. Robins encouraged businesses to support Happening in Linden events through donations and volunteer efforts.

Miller expressed appreciation for the Memorial Day Parade and thanked City staff and all involved in organizing the event.

Robins encouraged board members to watch City Council meetings and expressed support for the City Manager and staff. Board members briefly discussed.

ADJOURNMENT

Sapelak shared the date and time of the next meeting on Thursday, June 25, 2026 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 9:16 a.m.

Respectfully submitted,

Nicole Weissenborn, Deputy Clerk

Approved: _____

CHECK REGISTER FOR CITY OF LINDEN

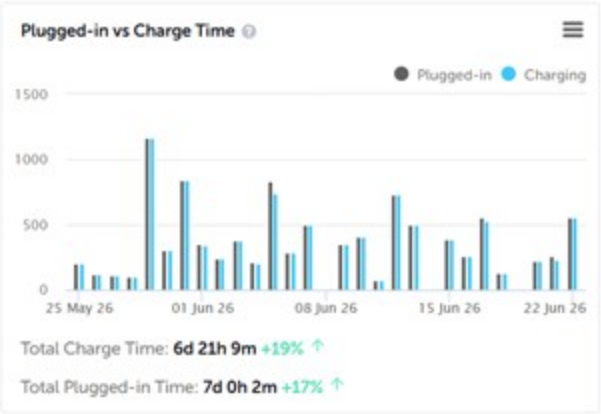
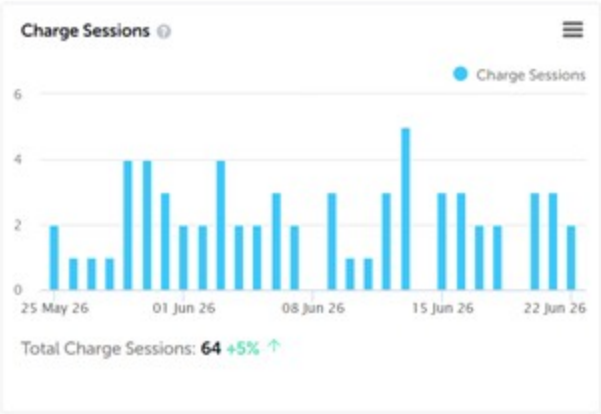
CHECK DATE 05/22/2026 - 06/22/2026

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

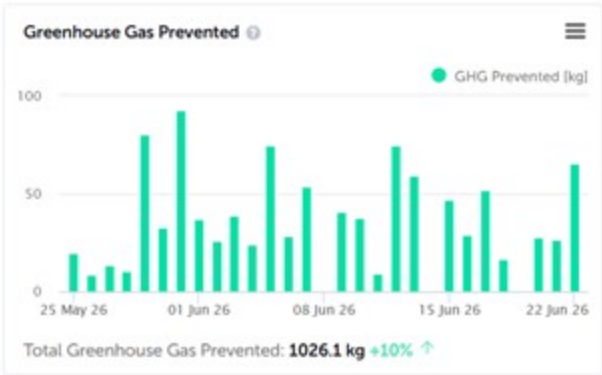
Check Date	Check	Vendor Name	Description	Amount
Bank DDASB DDA-SB (7900)				
05/22/2026	3627	BLUE CARE NETWORK	EMPLOYEE HEALTH JUNE 2026	432.50
05/22/2026	3628	DELTA DENTAL	EMPLOYEE DENTAL JUNE 2026	46.60
05/29/2026	3629	DORNBOS SIGN, INC	DOWNTOWN WAY FINDING SIGN	185.98
05/29/2026	3630	THE SHERWIN-WILLIAMS COMPANY	PAINT	56.66
06/02/2026	3631	CHASE CARD SERVICE	DDA CHARGES 4.14.26-5.13.26	2,801.19
06/05/2026	3632	ALL N ONE LAWN CARE SERVICE	DDA LAWN MAINTENANCE MAY 2026	380.00
06/05/2026	3633	MICHIGAN LANDSCAPE SUPPLY CO	BULK CEDAR MULCH	144.00
06/12/2026	3634	CONSUMERS ENERGY	ELECTRIC VEHICLE CHARGING MAY 2026	365.20
06/12/2026	3635	ACE HARDWARE	DDA CHARGES	53.96
06/19/2026	3636	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE JULY 2026	477.48
06/19/2026	3637	DELTA DENTAL	EMPLOYEE DENTAL JULY 2026	46.60
DDASB TOTALS:				
Total of 11 Checks:				4,990.17
Less 0 Void Checks:				0.00
Total of 11 Disbursements:				4,990.17

\$4,990.17

Utilization



Sustainability



Revenue

Revenue Summary ?



● Revenue [USD]



Gross Revenue

181.63 USD

+54% ↑

Revenue Per Session ?

6.73 USD

+71% ↑

Revenue Per Driver ?

30.27 USD

+207% ↑



ROWE PROFESSIONAL SERVICES COMPANY

540 S. Saginaw St., Suite 200 | Flint, MI 48502
810-341-7500

Church Parking Lot

Linden

Preliminary Opinion of Probable Construction Cost
4/30/2026

WORK DESCRIPTION	QUANT.	UNIT	UNIT PRICE	AMOUNT
Maintenance Gravel	100	Ton	\$50.00	\$5,000.00
Mobilization, Max 5%	1	LSUM	\$20,840.00	\$20,840.00
Audio-Video Construction Area Survey	1	LSUM	\$6,000.00	\$6,000.00
Curb and Gutter, Rem	55	Ft	\$10.00	\$550.00
Pavt, Rem	2,780	Syd	\$8.00	\$22,240.00
Sidewalk, Rem	300	Syd	\$15.00	\$4,500.00
Misc Structures, Rem	1	LSUM	\$50,000.00	\$50,000.00
Subgrade Undercutting, Type II	300	Cyd	\$15.00	\$4,500.00
Erosion Control	1	LSUM	\$15,000.00	\$15,000.00
Subbase, CIP, 12 inch	900	Syd	\$20.00	\$18,000.00
Aggregate Base, 6 inch	3,080	Syd	\$12.50	\$38,500.00
HMA	880	Ton	\$120.00	\$105,600.00
Curb and Gutter, Conc, Det F4	1,940	Ft	\$25.00	\$48,500.00
Driveway Opening, Conc	55	Ft	\$25.00	\$1,375.00
Sidewalk, Conc, 6 inch	300	Sft	\$9.50	\$2,850.00
Driveway, Nonreinf Conc, 6 inch	300	Syd	\$65.00	\$19,500.00
Pavt Mrkg, Waterborne, 4 inch, Yellow	1	LSUM	\$7,500.00	\$7,500.00
Sewer, ADS, 12 inch	544	Ft	\$65.00	\$35,360.00
Storm Sewer Tap, 12 inch	2	Ea	\$1,500.00	\$3,000.00
Dr Structure, 48 inch dia	8	Ea	\$3,000.00	\$24,000.00
Underdrain, Subbase, 6 inch	280	Ft	\$17.50	\$4,900.00
Sub Total				\$437,715.00
Contingency			10%	\$43,780.00
Grand Total				\$481,495.00

In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgement and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost.

Project Minus Structure Removal: \$431,495
City's Share: \$215,747.50

**CITY OF LINDEN
DOWNTOWN DEVELOPMENT AUTHORITY (DDA) BOARD**

RESOLUTION NO. 01-26

**A RESOLUTION ADOPTING THE OFFICIAL EVENT SUPPORT AND SPONSORSHIP
POLICY FOR THE DOWNTOWN DEVELOPMENT AUTHORITY (DDA) BOARD**

WHEREAS, the Linden Downtown Development Authority Board is authorized to promote economic development and revitalization within the downtown district; and

WHEREAS, community events can increase downtown visitation, support local businesses, enhance community engagement, and contribute to the vitality of the downtown district; and

WHEREAS, the DDA desires to establish consistent standards and procedures for evaluating requests for event-related support and sponsorships;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Linden Downtown Development Authority hereby adopts the following Event Support and Sponsorship Policy, attached hereto, and shall take effect immediately upon adoption by the Linden Downtown Development Authority Board of Directors.

PASSED AND APPROVED by the City of Linden, Michigan Downtown Development (DDA) Authority Board on this 25th day of June, 2026.

YEAS: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED.

ATTEST:

Jeanine Sapelak, DDA Chairperson

Kristyn Kanyak, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Downtown Development Authority (DDA) Board of the City of Linden, County of Genesee, and State of Michigan, at a regularly scheduled meeting held this 25th day of June, 2026 and that notice of said meeting was given in accordance with the Open Meetings Act, as amended.

Kristyn Kanyak, City Clerk

Event Support and Sponsorship Policy

Purpose:

The purpose of this Policy is to establish consistent criteria for DDA support of events that promote economic activity, increase foot traffic, and enhance the vitality of the downtown district.

DDA support is intended for events that provide a clear public benefit to the downtown district and are not primarily for the private benefit of a single business.

Eligible Applicants:

Applicants shall meet all of the following requirements:

- A. Be a business, nonprofit organization, or event organizer in good standing with the City and, where applicable, located within the DDA district;
- B. Propose an event occurring within the DDA district;
- C. Demonstrate that the event is free and open to the public; and
- D. Obtain, or be actively pursuing, all required City permits, licenses, and approvals.

Forms of Support:

The DDA may consider providing the following forms of support:

- A. In-Kind Support (subject to availability and coordination with City staff.)
- B. Monetary Sponsorship or Reimbursement (For eligible event-related expenses as outlined in this Policy.)

Funding Limits:

- A. Standard event support requests shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00) per event.
- B. Requests exceeding this amount may be considered only for signature or district-wide events demonstrating substantial public benefit and requiring specific Board approval.
- C. DDA funding shall not exceed fifty percent (50%) of the total event budget.
- D. An applicant may receive no more than one monetary sponsorship per fiscal year unless otherwise approved by the Board.

Eligible Expenses:

Eligible expenses may include:

- A. Event marketing and promotion;
- B. Entertainment or programming;
- C. Security, sanitation, and cleanup services;
- D. Permit-related or City service fees; and
- E. Event signage or wayfinding materials.

Ineligible Expenses:

DDA support shall not be used for:

- A. Food, alcohol, or routine hospitality expenses;
- B. Permanent equipment or capital improvements;

- C. Payroll or regular operating expenses;
- D. Private, invitation-only, or members-only events;
- E. Fundraisers where the primary purpose is charitable solicitation;
- F. Political or religious events; or
- G. Activities determined by the DDA to primarily benefit one private business rather than the downtown district as a whole.

Evaluation Criteria:

Applications shall be evaluated based on the following considerations:

- A. Benefit to the DDA district and surrounding businesses;
- B. Expected foot traffic and economic impact;
- C. Participation by multiple downtown businesses, where applicable;
- D. Public accessibility and overall community benefit;
- E. Event readiness, including permits, insurance, budget, and operational planning;
- F. Applicant financial contribution or additional sponsorship support; and
- G. Past performance, if the applicant has previously received DDA support.

Reservation of Rights:

The DDA reserves the right to approve, deny, modify, or condition any request based upon available funding, consistency with DDA goals, compliance with this policy, and the overall public benefit to the downtown district.

The DDA further reserves the right to request additional information or documentation from applicants as necessary to evaluate a request.



DOWNTOWN LINDEN

BUSINESS MARKETING CAMPAIGN

The City of Linden is launching a Shop Local marketing campaign to bring more customers to our hometown businesses.

Here's how it works:

- During community events, bright, eye-catching signs will direct visitors to local shops, restaurants, and services.
- A special online directory will showcase all participating businesses.
- You can add your business to the directory in minutes by completing the quick form at www.LindenMI.us/Directory.
- Businesses are encouraged to include a coupon or discount for the public to see.

This campaign highlights Linden's unique charm, strengthens our local economy, and reminds everyone that shopping local benefits the whole community.

HOW TO PARTICIPATE:

1

Check the Directory: Visit www.LindenMI.us/Directory to make sure your business is listed.

2

Sign Up or Update Your Info: Use the form at the bottom of the page to add your business or update your listing.

3

Submit Coupons or Discounts: You can use the same form anytime to share new offers or promotions. The City will update your listing promptly.



KARAOKE

at THE MILL POND



PREMIER PARTNER



TUESDAYS 6pm - 9pm
JUNE 9th & 23rd, JULY 7th & 21st
AUGUST 4th & 18th

Kimble Sharp Park & Gazebo, Linden

FUN FOOD TRUCK GIVEAWAYS



hilinden.com





RIVER
Roast

BAND SCHEDULE

JULY 17TH & 18TH , 2026
KIMBLE SHARP PARK AND GAZEBO



MAIN STAGE MUSIC SPONSORED BY



Symphony
LINDEN

FRIDAY



2:00 pm

3:00 pm

4:00 pm

5:00 pm

6:00 pm

7:00 pm

8:00 pm

9:00 pm

10:00 pm

BEER TENT OPENS
5:00 PM

PLAYIN' WITH JACKS
5:00 PM

SOCIAL HONEY
6:30 PM

ROOT SHAKERS
8:00 PM

BEER TENT CLOSES
9:45 PM

SATURDAY

BEER TENT OPENS 2:00 PM

BB AND THE RED RIDERS
2:00 PM

LOPSIDER
3:30 PM

DRUG OF CHOICE
5:00 PM

BLUWOOD
6:30 PM

PILLAGE PEOPLE
8:00 PM

FIREWORKS
9:45 PM

BEER TENT CLOSES
9:45 PM

MORE INFORMATION AT

WWW.HILINDEN.COM

SATURDAY FOR A FEE, TAKE PART IN ONE OF THESE GREAT ACTIVITIES



TRACK TIME SIM RACING
WILL BE HERE SATURDAY
NOON TO 10 PM
DO YOU HAVE WHAT IT
TAKES TO MAKE THE
LEADERBOARD?



SHIAWASSEE RIVER
SHUTTLE WILL BE
RENTING KAYAKS ON
SATURDAY. JUST HEAD
OVER TO THE LAUNCH
SITE ON TICKNER.



SURF INTERNET
CORNHOLE TOURNAMENT
BY ATF CORNHOLE*
USE THE QR CODE TO
REGISTER
*ATF CORNHOLE IS NOT AFFILIATED
WITH HAPPENING IN LINDEN

LINDEN PARKS & REC EVENT SCHEDULE

April 23 – Fly Tying, Loose Center

May 14 – Ben Franklin Kite Making & Flying, Linden County Park

May 25 – Memorial Day Kayaking, Mill Pond Begins at noon

June 18 – Little Explorers, Eagle's Wooden Park

July 16 – Bats in our Backyard, Eagle's Wooden Park

August 6 – Little Explorers, Eagle's Wooden Park

September 24 – Senior Kayaking, Mill Pond

NEW DATE!

Knit-a-thon, Kimble-Sharp Gazebo

Events begin at 6:00 p.m. unless otherwise noted

 **Follow City of Linden, MI Parks & Recreation for event info & updates**