



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

Thursday, July 23, 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 June 25, 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**
- IX. UNFINISHED BUSINESS**
- X. NEW BUSINESS**
(A) Downtown Day Basket – September 26, 2026
- XI. COMMUNITY ENGAGEMENT**
- XII. MANAGERS REPORT**
- XIII. BOARD MEMBER COMMENTS & REPORTS**
- XIV. ADJOURNMENT**

NEXT REGULAR MEETING: THURSDAY, AUGUST 27, 2026 AT 8:30 A.M.

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

Thursday, June 25, 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: Brandon Raudebaugh, Marta Wright, Keri Burns, Liz Armstrong, Jeanine Sapelak, Greg Jones

Absent: Tod Fisher, Michelle Robins, Ryan McDonald

Others Present: Ellen Glass, City Manager; Tessa Sweeney, Director of Senior Services and Community Engagement; Don Grice, Director of Public Works; Nicole Weissenborn, Deputy Clerk

Excused Absence(s):

Todd Fisher, Michelle Robins, Ryan McDonald

APPROVAL OF MINUTES

(A) Approve Minutes of the May 28, 2026 Regular Meeting

Motion by Wright, second by Burns to approve minutes of the May 28, 2026. Motion carried 6-0.

CITIZENS' COMMENTS – Non-Agenda Items Only

None.

CORRESPONDENCE

None.

FINANCIAL REPORTS

(A) Check Register

Sapelak reviewed budget items to board members.

Motion by Jones, second by Burns to approve the bills in the amount of \$ 4,990.17. Roll call.
Motion carried 6-0.

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

Nays: None

Absent: MacDonald, Fisher, Robins

PUBLIC HEARING/PRESENTATION

None.

DISCUSSION

(A) Linden Presbyterian Church Parking Lot

Grice reviewed the correspondence with board members regarding anticipated cost-sharing with the project to provide additional parking to the downtown area. Board members discussed with Grice and Glass, and pastor regarding the costs, budget, number of parking spots, lease agreement, approximate timeline of completion, and potential for any additional costs. Board members requested to keep on agenda for further discussion.

(B) Kiosk / Concession Trailer

Grice reviewed with board members the anticipated sharing cost to be used for the option for small business rental and the city to use for events, Board members discussed costs, location, excitement for the trailer bringing additional people into the town, and the display of the trailer. Board members requested additional continuing the process.

Grice also requested input to replace the benches along the Mill and provided different styles for review. Board members and Grice briefly discussed costs, quantity, color, plaques, replacement options and costs for damaged parts, and potential for vandalism. Board members suggested Grice move forward with the plastic/recycle bench.

UNFINISHED BUSINESS

None.

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

Sweeney reviewed the resolution with board members including the prerequisites. Board members and Glass briefly discussed.

Motion by Wright, second by Raudebaugh to adopt the Resolution No. 01-26 Adopting the Official Event Support and Sponsorship Policy for the Downtown Development Authority (DDA) Board Sponsorship Funding Prerequisite Requirements. Roll Call. Motion carried 6-0.

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

Nays: None

Absent: Fisher, MacDonald, Robins

COMMUNITY ENGAGEMENT REPORT

Sweeney discussed the following items:

- Business Marketing Campaign A Frame Sign
- Bridge Street Brewtique inquiry regarding facade grant for windows
- Small businesses administration
- Karaoke
- River Roast
- Parks and Recreation upcoming events
- Owen and Linden signage location installed by the county

MANAGER'S REPORT

Glass provided a verbal update on the following items:

- Marketing and demographics
- Projects within the city
- Pathway project
- Mill building project
- Fiscal year end office

BOARD MEMBER COMMENTS

Wright advised that parking and traffic appears to be running smoothly on Silver Lake.

Burns had no comment.

Jones advised that shop hop was last weekend and beneficial to the city businesses, car show and attendance and types of cars, and Karaoke was a great time.

Raudebaugh researched more regarding monthly fundraiser and shared additional ideas. Board members and Glass reviewed additional options to get further involvement for the fundraiser.

Armstrong had no comment.

Sapelak had no comment.

ADJOURNMENT

Sapelak shared the date and time of the next meeting is Thursday, July 23, 2025 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 9:21 a.m.

Respectfully submitted,

Nicole Weissenborn, Deputy Clerk

Approved: _____

CHECK REGISTER FOR CITY OF LINDEN

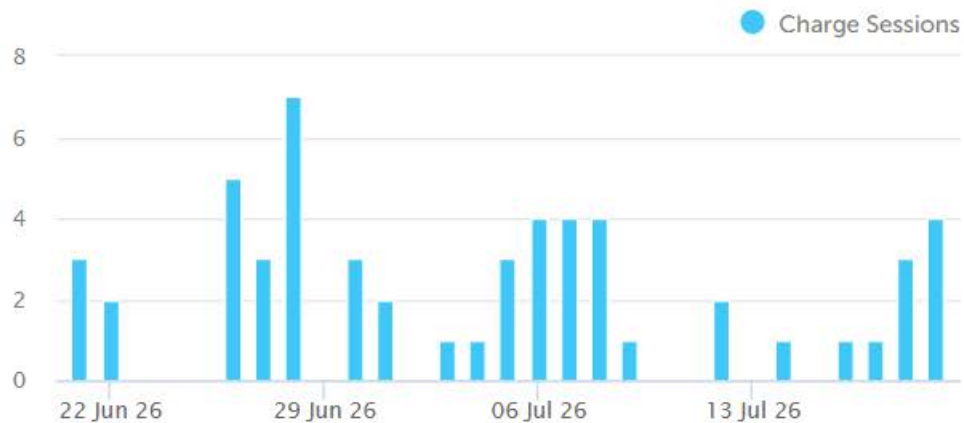
CHECK DATE 06/23/2026 - 07/20/2026

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

Check Date	Check	Vendor Name	Description	Amount
Bank DDASB DDA-SB (7900)				
06/26/2026	3638	SUNSET CORALS	SPONSORSHIP SUNSET CORALS CAR CRUISE	750.00
06/26/2026	3639	CHASE CARD SERVICE	DDA CHARGES	162.83
07/10/2026	3640	CONSUMERS ENERGY	ELECTRIC VEHICLE CHARGING STATION	339.02
07/10/2026	3641	ACE HARDWARE	DDA CHARGES-JUNE GFCI	22.99
07/17/2026	3642	GENESEE CO ROAD COMMISSION	WAYFINDING SIGN LINDEN JUNE 2026	379.00
07/17/2026	3643	BLUE CARE NETWORK	EMPLOYEE HEALTH INSURANCE AUG 2026	477.48
07/17/2026	3644	DELTA DENTAL	EMPLOYEE DENTAL AUGUST 2026	46.60
DDASB TOTALS:				
Total of 7 Checks:				2,177.92
Less 0 Void Checks:				0.00
Total of 7 Disbursements:				2,177.92

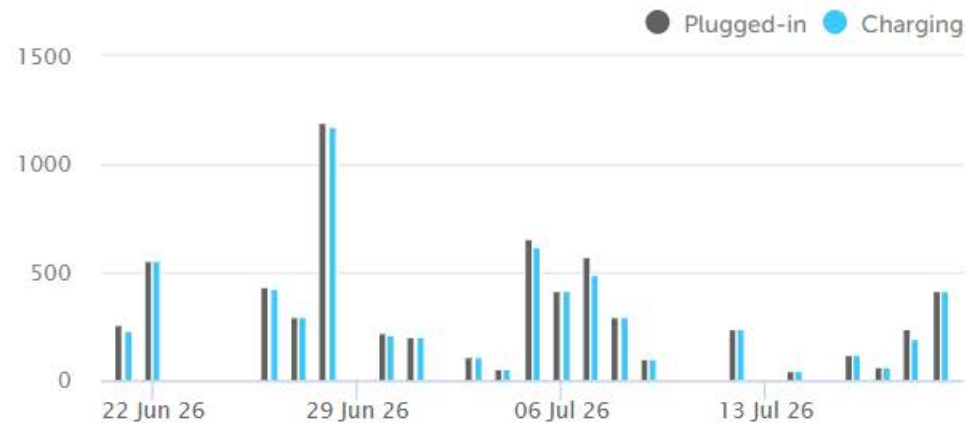
Utilization

Charge Sessions ?



Total Charge Sessions: **55** -17% ↓

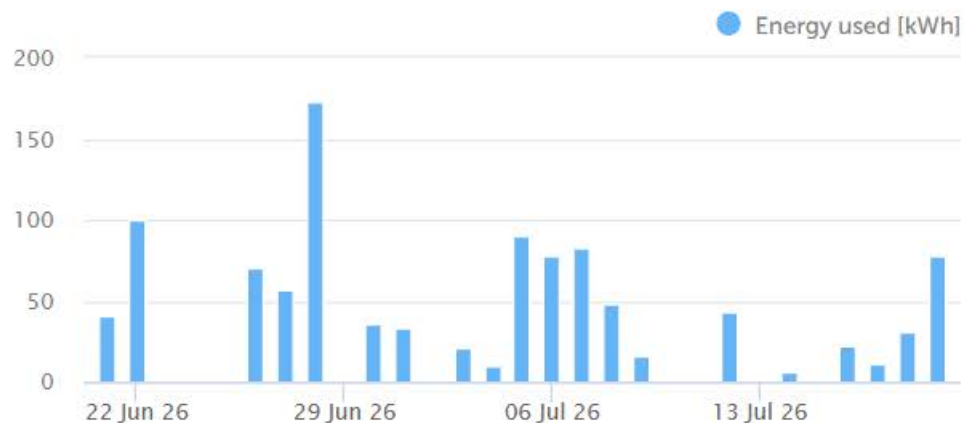
Plugged-in vs Charge Time ?



Total Charge Time: **4d 8h 22m** -43% ↓

Total Plugged-in Time: **4d 12h 21m** -41% ↓

Energy Used



Total Energy Used ?

1,047.521 kWh

-39% ↓

Average Plugged-in Ti... ?

1h 58m

-29% ↓

Average Energy Used ?

19.046 kWh

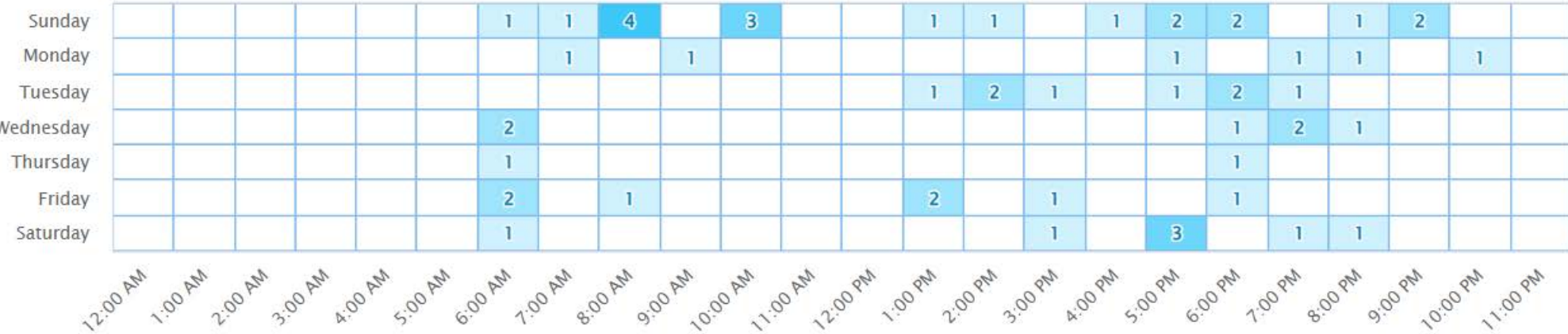
-27% ↓

Average Charge Time ?

1h 53m

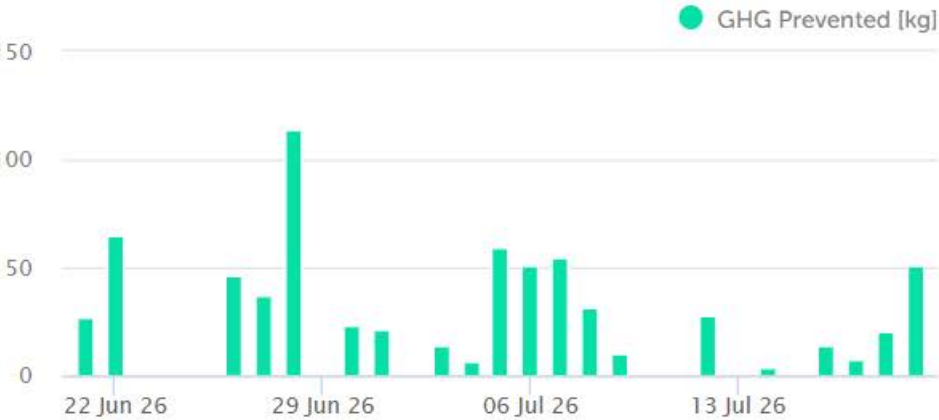
-31% ↓

Average Peak Times To Start a Session ?



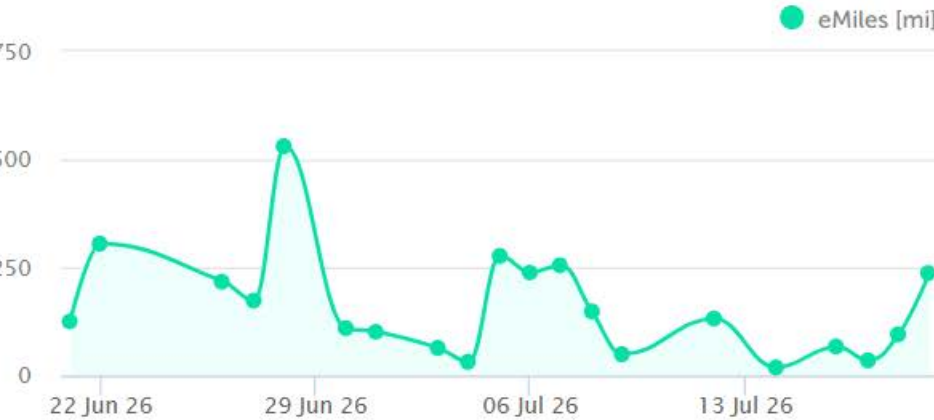
Sustainability

Greenhouse Gas Prevented ?



Total Greenhouse Gas Prevented: 685.5 kg -39% ↓

eMiles ?



Total eMiles Provided: 3205.41 mi -39% ↓

Gasoline Saved ?

77.08 gal

-39% ↓

Carbon Offsets ?

0.77

-39% ↓

Trees ?

19.06

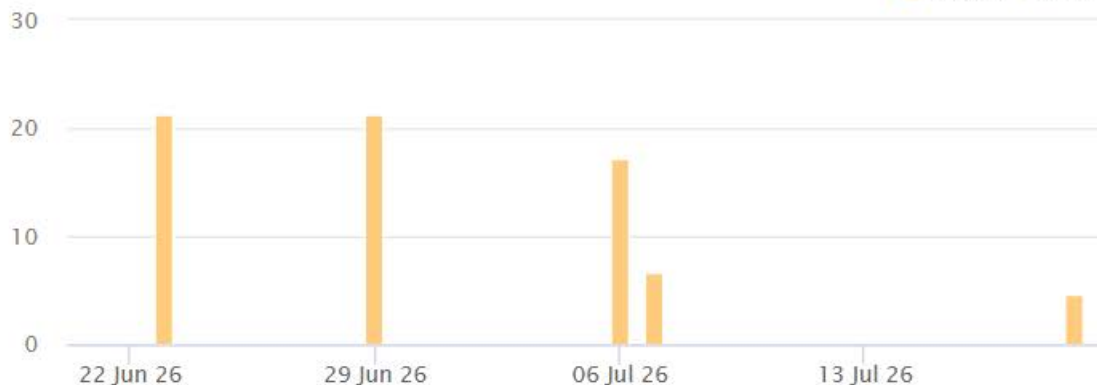
-39% ↓

Revenue

Revenue Summary ?



● Revenue [USD]



Gross Revenue

70.97 USD

-64% ↓

Revenue Per Session ?

3.38 USD

-57% ↓

Revenue Per Driver ?

11.83 USD

-58% ↓

LINDEN DOWNTOWN DEVELOPMENT AUTHORITY
EVENT SUPPORT & SPONSORSHIP APPLICATION

Application Deadline: August 6th, 2026 Date
Submitted: July 21st, 2026

SECTION 1 – APPLICANT INFORMATION

Organization/Business

Name: Mae Designs XO

Contact

Person: April or Hannah Rheingans

Mailing

Address: [REDACTED]

4184151

Phone: [REDACTED]

Email: maedesignsxo@gmail.com

Applicant Type (check one):

- ☒ Downtown Business
☐ Nonprofit Organization
☒ Event Organizer
☐ Other: _____

SECTION 2 – EVENT INFORMATION

Event

Name: Downtown Linden Shop Hop
(collab with Downtown Day)

Event Date(s): Saturday, September 26th, 2026

Event

Location: Downtown Linden

Event Hours:

12pm - 4pm

Expected Attendance:

Is the event free and open to the public?

- ☒ Yes
☐ No

Describe the event and its purpose:

Complete your punch card & enter to win
a gift basket from the DDIA & gift cards from
the participating shops!

How will the event benefit the downtown district and local businesses?

This is a chance to get new & existing customers in all the shops downtown. A nice way to learn what we all have to offer shopping small!

Will multiple downtown businesses participate?

☒ Yes

☐ No

If yes, please describe: In the past, we have had up to 13 shops participate. We hope to invite more too!

SECTION 3 – REQUESTED SUPPORT

Type of Support Requested (check all that apply):

☒ Monetary Sponsorship/Reimbursement

Amount Requested: \$ 200-300

SECTION 4 – EVENT BUDGET

Total Event Budget: \$ 250 - we put in

Amount Requested from DDA: \$ 200 - 300

Other Funding Sources:

Source Amount

for gift basket
flyers

_____	\$	_____
_____	\$	_____
_____	\$	_____

Attach a detailed event budget if available.

SECTION 5 – EVENT READINESS

Have all required permits been obtained?

☒ Yes

☐ No

☐ In Process

If in process, explain:

Will liability insurance be obtained if required?

☐ Yes

☐ No

☒ Not Applicable

SECTION 6 – MARKETING & PROMOTION

How will the event be promoted?

(Check all that apply)

- ☒ Social Media
- ☐ Print Advertising
- ☒ Flyers/Posters
- ☒ Website
- ☒ Email Marketing
- ☐ Other: _____

Please describe:

SECTION 7 – PREVIOUS DDA SUPPORT

Have you previously received DDA event support?

- ☒ Yes
- ☐ No

If yes, list the event and year:

Spring Shop hop 2026
Summer Shop hop 2026

Small business
Saturday 2025

SECTION 8 – CERTIFICATION

I certify that the information contained in this application is true and accurate to the best of my knowledge. I understand that any monetary sponsorship approved by the Linden DDA may be paid on a reimbursement basis and may require submission of receipts, proof of payment, attendance information, and other post-event documentation.

Applicant Signature: _____

Printed Name: _____

Title: _____

Date: _____

FOR DDA USE ONLY

Date Received: _____

Amount Requested: \$ _____

Amount Approved: \$ _____

Board Action:

- ☐ Approved
- ☐ Approved with Conditions
- ☐ Denied

Conditions/Notes:

Board Approval Date: _____

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

Thursday, August 28, 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 Jones. The meeting was held within the Linden Community Center, located at 105 Mill Street Linden, Michigan 48451.

ROLL CALL

Present: Tod Fisher, Marta Wright, Ryan McDonald, Denise Miller, Greg Jones

Absent: Michelle Robins, Brandon Raudebaugh, Keri Burns, Jeanine Sapelak

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

- a. Excuse Absent Member(s)
Brandon Raudebaugh

APPROVAL OF MINUTES

(A) Approve Minutes of the July 24, 2025 Regular Meeting

Motion by Miller, second by Wright to approve minutes of the July 24, 2025 Meeting. Motion carried 5-0.

CITIZENS' COMMENTS – Non-Agenda Items Only

None.

CORRESPONDENCE

None.

FINANCIAL REPORTS

(A) Check Register

Sweeney reviewed budget items with Board Members and there was brief discussion amongst Board Members.

Burns entered the meeting at 8:33 a.m.

Motion by Wright, second by Miller to approve the bills in the amount of \$ 2,341.47. Roll call. Motion carried 6-0.

AYES: Jones, MacDonald, Fisher, Miller, Wright, Burns

NAYS: None

ABSENT: Raudebaugh, Robins, Sapelak

PUBLIC HEARING/PRESENTATION

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

(A) Downtown Day Basket

Sweeney reviewed with Board Members the request for funding of up to \$ 200 for the Downtown Day Giveaway contest basket and contest details. There was brief discussion between Board Members and Sweeney.

Motion by Miller, second by Jones to approve funding up to \$200. Roll call. Motion carried 6-0.

AYES: Wright, Burns, Fisher, MacDonald, Jones, Miller

NAYS: None

ABSENT: Sapelak, Raudebaugh, Robins

Discussion regarding Downtown Day and Shop Hop events.

Robins entered meeting at 8:36 a.m.

Sweeney discussed with Board Members the use of the bags previously approved by the Board.

(B) 2026 Meeting Schedule

Weissenborn reviewed the 2026 meeting schedule and confirmed with Board members to maintain the same schedule as 2025.

Community Engagement Report

Sweeney discussed the following items, including the Manager's Report:

- Dam sidewalk repairs
- Grice working on fencing estimates
- Michigan Downtown Association (MDA) Social Media Takeover: September 16
- Business Spotlight form
- Chamber Open House
- Grow Linden
- Parking reminder email sent to businesses
- Road Projects wrapping up
- Mill approved by Council and estimated timeline

MANAGER'S REPORT

Sweeney referenced the Manager's Report under the Community Engagement Report.

BOARD MEMBER COMMENTS

Miller thanked the Board for approval with the walkway over the dam and apologized for not attending the last few meetings, due to vacations.

MacDonald advised that bands have brought business into Linden.

Jones discussed the variety of bands and audience level.

Miller inquired about Movies by the Mill. Sweeney updated Parks and Recreation are reviewing as an option.

Jones inquired about ways to draw people to the City.

Wright advised there will be a City sign.

Board Members discussed Music by the Mill and Karaoke events do draw people to the businesses.

Miller reminded about the Hot Dog event at Loose.

Wright enjoyed watching the renovation of the Mill sidewalk and excited about the Mill renovation.

Jones advised that Evers & Ollie had a great turnout for their Ribbon Cutting Ceremony.

Robins advised of the Mrs. Roper's Romp event on November 8.

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 Vice Chairperson Jones at 8:51 a.m.

Respectfully submitted,

Nicole Weissenborn, Deputy Clerk

Approved: _____

KARAOKE

at THE MILL POND


Happening in Linden
Presents

PREMIER PARTNER



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

Kimble Sharp Park & Gazebo, Linden

FUN FOOD TRUCK GIVEAWAYS



RACHOR FINANCIAL
WEALTH MANAGEMENT SOLUTIONS



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**