

**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: \_\_\_\_\_