

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

Thursday, September 25, 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 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, Jeanine Sapelak, Greg Jones

Absent: Tod Fisher, Michelle Robins, Ryan McDonald, Denise Miller

Others Present: Ellen Glass, City Manager; Scott Sutter, Police Chief; Don Grice, Director of Public Works; Nicole Weissenborn, Deputy Clerk

Excused absence(s)

Tod Fisher, Denise Miller

APPROVAL OF MINUTES

(A) Approve Minutes of the August 28, 2025 Regular Meeting
Motion by Wright, second by Jones to approve minutes of the August 28, 2025 meeting. Motion carried 5-0.

CITIZENS' COMMENTS – Non-Agenda Items Only

None.

CORRESPONDENCE

None.

FINANCIAL REPORTS

(A) Check Register

Sapelak reviewed budget items to board members. Brief discussion among board members regarding the electric charging station sign and two-hour limit.

MacDonald entered meeting at 8:32.

Motion by Jones, second by Radebaugh, to approve the bills in the amount of \$ 13,844.50. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Fisher, Miller, Robins

PUBLIC HEARING/PRESENTATION

None.

DISCUSSION

(A) Parking Discussion

Sutter engaged in discussions with board members regarding parking concerns, parking availability, and amount of police staff for enforcement.

Glass advised that Sweeney sent out and will continue to send out reminders to businesses regarding parking options throughout the city.

Grice noted that the Mill building will be under renovations and some parking spaces will be used for construction equipment.

Board members discussed a possibility of organizing a meeting with business owners to improve awareness of available parking options.

UNFINISHED BUSINESS

None.

NEW BUSINESS

(A) Fence Estimates

Grice discussed with board members the fencing options and maintenance.

Motion by Wright, second by Raudebaugh to approve the fence estimate in the amount of \$ 10,326.00. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Fisher, Robins, Miller

Grice reviewed with Board Members the new Parking Signs and locations.

(B) Bridge Street Mural Proposal

Applicants Heather and Adam Johnston presented the proposed mural project to the Board, noting that City Council and the Historic District Commission (HDC) have reviewed the application. Johnson stated that the artist will transfer ownership rights of the artwork to the property owner and that maintenance materials and costs are being evaluated, with details to be provided soon. The project is anticipated to begin in the fall of 2026.

Board members reviewed the design and agreed that artwork would be a unique asset to the downtown area.

Motion by Sapelak, second by Raudebaugh to approve the Bridge Street Mural in the amount of \$ 3,000.00. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Fisher, Miller, Robins

Johnston advised that she would like to bring the artist to a meeting to meet the board members and discuss her artwork further.

(C) Holiday Decorations

Weissenborn advised that Suzy has requested \$ 600.00 for Christmas and flower decorations. Grice reviewed with board members the potential options for Christmas decorations including a big tree, multiple trees by the mill area, and electrical improvements at the Mill.

Board members also discussed with Grice the electrical renovations for the Mill area and would also like to approve the renovations. Grice provided the proposal for review.

Motion by Wright, second by MacDonald to approve the electrical renovations for the Mill in the amount of \$ 16,522.50. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Miller, Fisher, Robins,

Board members discussed briefly the additional costs for holiday decorations, trees, and décor.

Motion by Sapelak, second by MacDonald to approve holiday decorations in the amount of \$ 3,000.00. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Fisher, Robins, Miller

(D) 2026 Chamber Networking Sponsorship

Glass reviewed with board members the open dates and wanted to see if there was interest in hosting again.

Board members discussed briefly.

Motion by Sapelak, second by MacDonald to approve hosting a Chamber Networking Event in either March or April in the amount of the sponsorship fee for \$ 500.00. Roll call. Motion carried 6-0.

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

Nays: None

Absent: Fisher, Miller, Robins

Community Engagement Report

Glass discussed the following items:

- Bonk Golf Business Walk-through
- HDC approval for improvements with Michigan Beauty and Masonic Temple
- Social Media takeover
- Downtown Day Bags for businesses
- Shop Hop

XI. MANAGER'S REPORT

Glass provided a verbal update on the following items:

- Mill Project
- Road Projects
- Safe Routes to School
- LAFF Pathway
- Homecoming Parade
- LAFF Pathway Breakfast
- Car Show
- Community Food

Glass introduced Pam Howd to board members to discuss the upcoming presentation on October 27, 2025 regarding Radon awareness. Howd reviewed with board members briefly and encouraged all to come.

BOARD MEMBER COMMENTS

Raudebaugh explained that he went to Trivia at the brewery and will continue to go moving forward.

MacDonald said that Homecoming brought a lot of kids to the brewery and October 10, 2025 is their Oktoberfest.

Jones explained that he is glad to see the patio of the brewery being used during car shows.

Burns advised about the LAFF Pancake brunch and silent auction items along with sponsors.

Wright discussed Fire Prevention Day at the Linden Fire Department on October 4, 2025.

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 Chairperson Sapelak at 9:56 a.m.

Respectfully submitted,

Nicole Weissenborn, Deputy Clerk

Approved: _____