

**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,

Nicole Weissenborn, Deputy Clerk

Approved: _____