

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

Thursday, November 20, 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 Jeanine 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, Jeanine Sapelak, Greg Jones

**Absent:** Michelle Robins, Denise Miller

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

Excused Absence Member(s)

**APPROVAL OF MINUTES**

(A) Approve Minutes of the October 23, 2025 Regular Meeting

Motion by Wright, second by Jones to approve minutes of the October 23, 2025 Meeting. Motion carried 7-0.

**CITIZENS' COMMENTS – Non-Agenda Items Only**

None.

**CORRESPONDENCE**

(A) Dementia Friendly Communities Program

Wright explained that it was approved by City Council and training will be conducted at the Grow Linden meeting in January.

Sapelak inquired with Sweeney about Choice One partnering with Loose in regards to Fraud Awareness training.

Robins entered meeting at 8:32.

(B) Houndstooth & Harlequin Ribbon Cutting

Sweeney explained that there is a City Sponsored Ribbon Cutting today.

(C) 2026 Meeting Schedule

Sweeney reviewed the correspondence with board members advising that it has been approved by council.

**FINANCIAL REPORTS**

(A) Check Register

Wright reviewed budget items to board members. Glass answered questions and inquiries regarding the budget to board members.

McDonald advised that he used the EV Charger when he had a rental and explained the billing information and charging process to board members.

Sweeney and Glass reviewed the Behind Your Design A-Frame to board members explaining that the QR code will show the DDA business district on the City Website.

Motion by Fisher, second by Raudebaugh to approve the bills in the amount of \$ 3,356.05. Roll call. Motion carried 8-0.

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

Nays: None

Absent: Miller

## **PUBLIC HEARING/PRESENTATION**

None.

## **UNFINISHED BUSINESS**

### **(A) Social Media**

Sweeney reviewed the social media correspondence and clarified the data with board members.

## **NEW BUSINESS**

### **(A) DDA Recognition**

Sapelak provided and presented Glass an award in regards for her hard work regarding the City's Michigan Economic Redevelopment Ready Communities Program, grants and funding opportunities, reviewing policies and procedures along with city operations.

## **Community Engagement Report**

Sweeney discussed the following items:

- Parking emails sent to businesses, parking maps updated on Google, banners displaying parking areas
- MTA Shuttle and Trolley Services
- Shop Hop
- Crosswalk Signs by City Hall
- Networking at Noon
- Holiday Window Painting
- Christmas tree decorating
- Yellow building has been sent a letter by Wade-Trim

Glass advised that police are reviewing parking trends.

## **XI. MANAGER'S REPORT**

Glass provided a verbal update on the following items:

- Safe Routes to School
- Mill Building
- LAFF Pathway and Ribbon Cutting
- Loose Center Grant Money and Annex update
- Potential concession trailer
- Housing Readiness Zoning - Redevelopment Ready Communities Certification
- Chicken and Deer ordinances
- CBG Funding for amphitheater with ADA accommodations

Robins inquired about Grants for DDA. Glass addressed.

Sapelak explained that the Evan's building is for sale.

Glass stated that she would not have been able to accomplish as much as she did in such a short period of time without the support of the DDA and City staff. She expressed her sincere gratitude and noted that the recognition is very meaningful to her.

Board members discussed their gratitude and explained that Linden has changed so much within a few years and can see the results.

#### **BOARD MEMBER COMMENTS**

Wright addressed the Mill Building renovations that she sees on a daily basis.

Raudebaugh inquired about the Christmas trees at the Mills. Sweeney addressed.

#### **ADJOURNMENT**

Sapelak shared the date and time of the next meeting is January 23, 2026 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 9:17 a.m.

Respectfully submitted,

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Nicole Weissenborn, Deputy Clerk

Approved: \_\_\_\_\_