

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

Thursday, February 26, 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: Michelle Robins, Brandon Raudebaugh, Marta Wright, Keri Burns, Ryan McDonald, Denise Miller, Jeanine Sapelak, Greg Jones

Absent: Tod Fisher

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):

APPROVAL OF MINUTES

(A) Approve Minutes of the January 22, 2026 Regular Meeting
Motion by Miller, second by Jones to approve minutes of the January 22, 2026. Motion carried 7-0.

CITIZENS' COMMENTS – Non-Agenda Items Only

None.

CORRESPONDENCE

None.

FINANCIAL REPORTS

(A) Check Register
Glass reviewed budget items to board members. Board Members briefly discussed.

Motion by Jones, second by Raudebaugh to approve the bills in the amount of \$ 10,567.31. Roll call.
Motion carried 8-0.

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

Nays: None

Absent: Fisher

PUBLIC HEARING/PRESENTATION

None.

DISCUSSION

(A) Snow Removal
Grice discussed with board members the current zoning ordinance regarding snow removal and potential options for machinery for purchase and additional employee, and location for snow removal. Glass addressed police code enforcement. Board members suggested options for a potential for special assessments and split cost with DDA to fund snow removal. Board members requested additional quotes for snow removal including cost for the season or if contractor comes out as needed.

(B) Budget Goals

Sweeney discussed with board members regarding their top budget items. Board members suggested potential for training sessions for businesses and residents and suggested signage near the soccer fields.

UNFINISHED BUSINESS

None.

NEW BUSINESS

(A) Restaurant Week February 27 – March 8, 2026

Sweeney explained that Restaurant week is a way to boost traffic through Linden. Sweeney is requesting \$ 750.00 to put towards the promotional marketing material for the event and advised that there are 5 businesses in Linden participating. Board members briefly discussed.

Motion by Wright, second by Raudebaugh for \$ 750.00 to go towards Restaurant Week Advertising.

(B) Police Grant Support Letter

Sweeney and Glass discussed the correspondence with board members. Brief discussion among board members.

Motion by Sapelak, second by Miller to provide a letter for the police grant support letter. Motion Carried 8-0.

(C) Spring Shop Hop – March 14, 2026

Sweeney reviewed with Board Members the Spring Shop Hop explaining that 13 businesses are participating and looking for help with a purchase of a basket. Jones explained that Mae Designs has done great advertising on social media and are doing the cards and suggested additional funding for them for the cost.

Motion by Burns, second by Raudebaugh for 200.00 to go towards Shop Hop basket and \$ 50.00 to go towards expenses. Roll Call. Motion Carried 8-0.

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

Nays: None

Absent: Fisher

(D) America 250

Sweeney and Glass discussed America 250 Event for August 29th including banner flags, themed event ideas, projection light options, flower pots, and gazebo decorations. Board members suggested that kids provide artwork for businesses to display in the windows and highlight in the Newsletter and do a competition for house decorations.

Motion by Miller, second by McDonald for \$ 2,874.59 to go towards the banner costs and brackets. Roll Call. Motion Carried 8-0.

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

Nays: None

Absent: Fisher

COMMUNITY ENGAGEMENT REPORT

Sweeney discussed the following items:

- Christmas Tree Program

- Networking at Noon

Sapelak advised that Choice One will be conducting Fraud Training at Loose.

Miller mentioned community soup monthly event and suggested highlighting a business during the event with their donations.

Sweeney discussed the additional items:

- Geocaching
- Expo

MANAGER'S REPORT

Glass provided a verbal update on the following items:

- Budgeting for upcoming year
- Mill and the Damn
- MTA Shuttle for Library
- SLPR Events at Loose
- Winter Tax Collection

BOARD MEMBER COMMENTS

None.

ADJOURNMENT

Sapelak shared the date and time of the next meeting is Thursday, March 26, 2025 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 9:52 a.m.

Respectfully submitted,

Nicole Weissenborn, Deputy Clerk

Approved: _____