

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

Thursday, April 23, 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:** Tod Fisher, Marta Wright, Keri Burns, Jeanine Sapelak, Greg Jones

**Absent:** Michelle Robins, Brandon Raudebaugh, Ryan McDonald, Denise Miller

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

**Excuse Absence(s):** Brandon Raudebaugh, Denise Miller

**APPROVAL OF MINUTES**

(A) Approve Minutes of the March 26, 2026 Regular Meeting

Motion by Wright, second by Jones to approve minutes of the March 26, 2026. Motion carried 5-0.

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

Public comment on behalf of American Legion requesting America 250 décor. Sweeney responded.

**CORRESPONDENCE**

None.

**FINANCIAL REPORTS**

(A) Check Register

Sweeney reviewed budget items to board members.

Motion by Jones, second by Wright to approve the bills in the amount of \$ 15,756.28. Roll call.

Motion carried 5-0.

Ayes: Jones, Fisher, Wright, Burns, Sapelak

Nays: None

Absent: Raudebaugh, MacDonald, Miller, Robins

**PUBLIC HEARING/PRESENTATION**

None.

**DISCUSSION**

None.

**UNFINISHED BUSINESS**

(A) Snow Removal

Sweeney recapped snow removal information for the board and noted that the attorney was present, at the board's request, to address related questions.

Attorney Gildner and board members discussed liability, snow removal boundaries, potential shared funding through the DDA (including special assessment), ordinance enforcement and fines, business

hours versus consistent snow removal time, equipment cost, and the possibility of hiring a dedicated employee coordinated with the City.

Glass suggested further discussion with the DPW regarding snow removal operations of a hired employee, equipment, boundaries, and recommended reviewing relevant ordinance language and fines. Glass and board members confirmed that a special assessment is no longer under consideration.

(B) 2026/2027 Fiscal Year Draft Budget

Sweeney reviewed with board members the Fiscal Year Draft Budget and TIF goals correspondence. Glass advised that budget amendment would need to be amended for snow removal of hiring an employee.

Motion by Burns, second by Fisher to make a recommendation for approval for the budget to go forward to City Council. Roll call. Motion carried

Ayes: Wright, Burns, Fisher, Sapelak, Jones

Nays: None

Absent: Raudebaugh, MacDonald, Miller, Robins

(C) Sunset Corals Weekly Car Cruise Sponsorship

Jones explained that the Car Cruise is getting ready to start and attempting to grow the car show for potential of sponsorship. He reviewed that sponsorship would help with costs for prizes, and signage.

Sweeney advised that Robins requested the report for donations events and explained that she is currently not present to discuss further.

Sapelak requested clarification and consistency from board members regarding sponsorship. Burns advised that it would be great for DDA to be involved in some capacity to bring in business to the downtown area.

Burns explained that this is a great community event and suggests to support it.

Sapelak inquired about parameters need to be established with attracting business to the downtown as opposed to just one event.

Glass advised that events and real estate were a topic of discussion. DDA advised that other entities were doing events in the city and focused on capitol projects.

Glass advised that they will review further and bring back. Sapelak requested from Jones to table. Jones agreed.

**NEW BUSINESS**

None.

**COMMUNITY ENGAGEMENT REPORT**

Sweeney provided a verbal update on the following items:

- Certified tourism and ambassador certification
- Business panelist will be at Loose for a business free event May 21, 2026

- Chamber is hosting at Spring Meadows a chamber matters presentation & marketing event
- DPW has provided a temporary parking lot by the Bridge Street Brewtique due to the bridge project
- Box City event for downtown May 25, 2026
- Parks and Recreation have monthly events
- Loose is hosting an informal commissioner meet and greet on May 27, 2026

### **MANAGER'S REPORT**

Glass provided a verbal update on the following items:

- Construction projects: Bridge Street, Safe Routes to School, Linden Mills, Broad Street
- Council meeting approved ADA amphitheater bidding project
- PFM Water analysis presentation upcoming at City Council meeting
- America 250, beautification flowers, geocaching
- Happening in Linden Memorial Day band & River Roast event

### **BOARD MEMBER COMMENTS**

Wright advised that the fence over the damn looks wonderful and is much safer. Mill project appears to have mostly work predominantly on the inside.

Jones advised that he went to the American Legion Military Child ceremony and that it was phenomenal.

Burns explained that Serendipity is having the upcoming Derby Day party and partnership is still being accepted.

Sapelak advised that Mae Designs is having an upcoming birthday bash.

### **ADJOURNMENT**

Sapelak shared the date and time of the next meeting is Thursday, May 28, 2025 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 9:22 a.m.

Respectfully submitted,

\_\_\_\_\_  
Nicole Weissenborn, Deputy Clerk

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