

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

Thursday, May 22, 2025

8:30 A.M.

CALL TO ORDER

The regular meeting of the Linden Downtown Development Authority (DDA) Board was called to order at 8:31 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, Ryan McDonald, Denise Miller, Jeanine Sapelak, Greg Jones

Absent: Tod Fisher, Michele Robins

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

a. Excuse Absent Member(s)
Tod Fisher.

APPROVAL OF MINUTES

(A) Approve Minutes of the April 24, 2025 Regular Meeting
Motion by Miller, second by Wright to approve minutes of the April 24, 2025 Meeting. Motion carried 7-0.

CITIZENS' COMMENTS – Non-Agenda Items Only
None.

CORRESPONDENCE
None.

FINANCIAL REPORTS
(A) Check Register
Sapelak reviewed budget items.

Motion by Sapelak, second by Raudebaugh to approve the bills in the amount of \$193.06. Roll call.
Motion carried 7-0.

AYES: Jones, Raudebaugh, MacDonald, Miller, Wright, Burns, Sapelak

NAYS: None

ABSENT: Fisher, Robins

PUBLIC HEARING/PRESENTATION
None.

UNFINISHED BUSINESS
None.

NEW BUSINESS

(A) Mill Paver Project

Grice explained City Council will be assisting with the Engineering costs involved. Grice reviewed: Mill Project area and paver project; bids received; and requested Board members make a decision on the appearance with the three options provided and the costs associated.

Board members and Staff discussed the different concrete options; price options; potential time frame; available funding; and future maintenance and additional landscape involved.

Robins entered the meeting at 8:53 a.m.

Board members and Glass discussed potential donors and deciding on the amount the DDA is willing to put forward towards the project first. Grice explained next steps and approval process by City Council. Wright discussed the need for this to be operational for fire and police to cross the bridge for emergency issues.

Motion by MacDonald, second by Radebaugh to approve the \$55,000 for the “Base Bid – Brushed Concrete” option but if there is the possibility of any donors the DDA will have a cap contribution of \$75,000 which will be placed towards the “Alternate A – Stamped Concrete” option. Roll call. Motion carried 7-0, with 1 abstention.

AYES: Burns, Sapelak, Raudebaugh, MacDonald, Jones, Robins, Miller

NAYS: None

ABSTAIN: Wright

ABSENT: Fisher

COMMUNITY ENGAGEMENT REPORT

Sweeney discussed the following items:

- Council approved budget
- Community Karaoke events
- Memorial Day Parade
- Cornhole Tournament
- Behind your Design QR Code for businesses
- New Businesses: Butch’s Barbershop, Evers and Ollie, Houndstooth & Harlequin Store, home business

Miller asked about the distressed sign for Sisters of the Moon and if we can enforce mowing at Dollar General.

MANAGER'S REPORT

Glass provided a verbal update on the following items:

- County water connection and increasing pressure
- Lindenwood project
- Rolston Road project and informational meeting
- Linden Mill proposals and City Council approval
- Council approved PUD Development
- Stan Eaton property has a potential developer
- Engagement with Symphony about theater and vacant properties
- Alpine expansion

BOARD MEMBER COMMENTS

Miller discussed the tour of the Mill with Grice. Board members and Staff discussed the Linden Mill project regarding: engineering costs; reinforcement; load bearing; floor business usage; stabilization of the lean; and lease information.

Wright explained Linden has historically not been proactive on preventative maintenance. Glass discussed how the city is correcting this.

Miller asked about possibility of working with Fenton DPW. Grice and Glass discussed past conversations and will continue to engage.

ADJOURNMENT

Sapelak shared the date and time of the next meeting is Thursday, June 26, 2025 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 9:34 a.m.

Respectfully submitted,

Nicole Weissenborn, Deputy Clerk

Approved: _____