CITY OF LINDEN
MEETING MINUTES
DOWNTOWN DEVELOPMENT AUTHORITY MEETING

Thursday, June 25, 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: Brandon Raudebaugh, Marta Wright, Keri Burns, Liz Armstrong, Jeanine Sapelak, Greg Jones
Absent: Tod Fisher, Michelle Robins, Ryan McDonald
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):
Todd Fisher, Michelle Robins, Ryan McDonald

APPROVAL OF MINUTES

(A) Approve Minutes of the May 28, 2026 Regular Meeting

Motion by Wright, second by Burns to approve minutes of the May 28, 2026. Motion carried 6-0.

CITIZENS' COMMENTS – Non-Agenda Items Only

None.

CORRESPONDENCE

None.

FINANCIAL REPORTS

(A) Check Register

Sapelak reviewed budget items to board members.

Motion by Jones, second by Burns to approve the bills in the amount of $ 4,990.17. Roll call. Motion carried 6-0.

Ayes: Jones, Raudebaugh, Armstrong, Wright, Burns, Sapelak
Nays: None
Absent: MacDonald, Fisher, Robins

PUBLIC HEARING/PRESENTATION

None.

DISCUSSION

(A) Linden Presbyterian Church Parking Lot

Grice reviewed the correspondence with board members regarding anticipated cost-sharing with the project to provide additional parking to the downtown area. Board members discussed with Grice and Glass, and pastor regarding the costs, budget, number of parking spots, lease agreement, approximate timeline of completion, and potential for any additional costs. Board members requested to keep on agenda for further discussion.

(B) Kiosk / Concession Trailer

Grice reviewed with board members the anticipated sharing cost to be used for the option for small business rental and the city to use for events, Board members discussed costs, location, excitement for the trailer bringing additional people into the town, and the display of the trailer. Board members requested additional continuing the process.

Grice also requested input to replace the benches along the Mill and provided different styles for review. Board members and Grice briefly discussed costs, quantity, color, plaques, replacement options and costs for damaged parts, and potential for vandalism. Board members suggested Grice move forward with the plastic/recycle bench.

UNFINISHED BUSINESS

None.

NEW BUSINESS

(A) Resolution No. 01-26 Adopting the Official Event Support and Sponsorship Policy for the Downtown Development Authority (DDA) Board Sponsorship Funding Prerequisite Requirements

Sweeney reviewed the resolution with board members including the prerequisites. Board members and Glass briefly discussed.

Motion by Wright, second by Raudebaugh to adopt the Resolution No. 01-26 Adopting the Official Event Support and Sponsorship Policy for the Downtown Development Authority (DDA) Board Sponsorship Funding Prerequisite Requirements. Roll Call. Motion carried 6-0.

Ayes: Wright, Burns, Sapelak, Raudebaugh, Jones, Armstrong
Nays: None
Absent: Fisher, MacDonald, Robins

COMMUNITY ENGAGEMENT REPORT

Sweeney discussed the following items:

- Business Marketing Campaign A Frame Sign
- Bridge Street Brewtique inquiry regarding facade grant for windows
- Small businesses administration
- Karaoke
- River Roast
- Parks and Recreation upcoming events
- Owen and Linden signage location installed by the county

MANAGER'S REPORT

Glass provided a verbal update on the following items:

- Marketing and demographics
- Projects within the city
- Pathway project
- Mill building project
- Fiscal year end office

BOARD MEMBER COMMENTS

Wright advised that parking and traffic appears to be running smoothly on Silver Lake.

Burns had no comment.

Jones advised that shop hop was last weekend and beneficial to the city businesses, car show and attendance and types of cars, and Karaoke was a great time.

Raudebaugh researched more regarding monthly fundraiser and shared additional ideas. Board members and Glass reviewed additional options to get further involvement for the fundraiser.

Armstrong had no comment.

Sapelak had no comment.

ADJOURNMENT
Sapelak shared the date and time of the next meeting is Thursday, July 23, 2025 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 9:21 a.m.

Respectfully submitted,

________________________________ Approved: _____________
Nicole Weissenborn, Deputy Clerk