

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

Thursday, June 26, 2025

8:30 A.M.

**CALL TO ORDER**

The regular meeting of the Linden Downtown Development Authority (DDA) Board was called to order at 8:32 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, Michelle Robins, Brandon Raudebaugh, Marta Wright, Jeanine Sapelak, Greg Jones

**Absent:** Keri Burns, Ryan McDonald, Denise Miller

**Others Present:** Ellen Glass, City Manager; Nicole Weissenborn, Deputy Clerk

- a. Excuse Absent Member(s)  
Keri Burns, Ryan McDonald, Denise Miller

**APPROVAL OF MINUTES**

(A) Approve Minutes of the May 22, 2025 Regular Meeting

Motion by Wright, second by Jones to approve minutes of the May 22, 2025 Meeting. Motion carried 6-0.

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

None.

**CORRESPONDENCE**

None.

**FINANCIAL REPORTS**

(A) Check Register

(B) Revenue and Expenditure Report

Glass reviewed budget items.

Motion by Wright, second by Raudebaugh to approve the bills in the amount of \$ 8,830.39. Roll call. Motion carried 5-0.

**Ayes:** Jones, Raudebaugh, Fisher, Robins, Wright, Sapelak

**Nays:** None

**Absent:** MacDonald, Miller, Burns

**PUBLIC HEARING/PRESENTATION**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

(A) Linden Downtown Business Marketing Campaign

Glass reviewed the documentation provided by Behind Your Design regarding the proposed marketing tool. Board members inquired whether the display boards for holding the designs were

included in the quoted price. Glass clarified that it does not include the boards. A brief discussion followed regarding potential additional cost for purchasing the boards.

Glass also informed the Board that Sweeney is currently exploring additional marketing opportunities to support businesses in the City of Linden and is in discussions with the Chamber of Commerce to potentially integrate her role with Chamber initiatives.

Motion by Sapelak, second by Jones to approve Linden Downtown Business Marketing Campaign from Behind Your Design, including additional costs for the boards to hold the design, not to exceed \$ 2,000.00. Roll call. Motion carried 6-0.

**Ayes:** Wright, Fisher, Sapelak, Raudebaugh, Jones, Robins,

**Nays:** None

**Absent:** Burns, MacDonald, Miller

### **Community Engagement Report**

Glass discussed the following items:

- Sweeney's meeting with Evers & Ollies owner
- Ribbon Cutting Ceremony for River's Edge
- Retirement Party for Deb Brendel (Linden Community Schools)
- Linden Car Show
- Back to the Bricks
- Development of Fall Events for 2026
- Mill bids for renovations
- Linden Mill occupants

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

Glass provided a verbal update on the following items:

- Various Road Projects
- Bids for Renovations at Loose
- Water project update
- Mill Pond Pathway approved by City Council with donor support
- Federal HUD funds for ADA viewing platforms at the Gazebo & additional ADA compliance efforts

### **BOARD MEMBER COMMENTS**

Robins inquired about maintenance of the Gazebo and Triangle Park, and requested clarification about Sweeney's role with the Chamber. Glass provided clarification.

Sapelak announced her resignation from the Regional Thompson Dog Park Committee.

Raudebaugh asked about the River's Edge owner. Glass addressed.

Wright thanked Glass for engaging with the donor regarding the Linden Mill Pathway Project.

Jones commented on the positive energy created by the Karaoke event.

### **ADJOURNMENT**

Sapelak shared the date and time of the next meeting is Thursday, July 24, 2025 at 8:30 a.m. The meeting was adjourned by Chairperson Sapelak at 9:03 a.m.

Respectfully submitted,

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

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