



TIFA BOARD MEMBERS

Hassen Charara, Chairperson

Eric Hunter, Vice Chairperson

Susan McHugh-Cilia

Ronald Gerst

Helen Hicks

Joseph Toupin

Kabir Ahmed

Jim Hensley

A REGULAR MEETING OF THE TIFA
THURSDAY, OCTOBER 9, 2025 AT 9:00 A.M.
AT THE BURNETTE BRANCH LIBRARY:
23345 VAN DYKE
WARREN, MI 48089

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

- Motion to excuse absent members (if any)

4. ADOPTION OF AGENDA

- Motion to adopt the October 9, 2025 agenda

5. APPROVAL OF MINUTES (September 11, 2025)

- Motion to approve of the September 11, 2025 meeting minutes

6. AUDIENCE PARTICIPATION

7. OLD BUSINESS

- A. Discussion: Van Dyke Corridor Plan Scorecard Results (Hunter Manikas)**
- B. Update: Mural Project #2 - 21440 Van Dyke Ave (Tom Bommarito)**
- C. Update: Mural Project #4 – Mural on wall behind 21805 Van Dyke (Tom Bommarito)**

8. NEW BUSINESS

9. APPROVAL OF LIST OF BILLS (attached)

10. GOOD OF THE ORDER

11. Next TIFA Regular Meeting is Thursday, November 13, 2025, at 9:00 AM, in the Maybelle Burnette Library

12. ADJOURNMENT

➤ Motion to adjourn

DDA/TIFA, CED, CDBG and BROWNFIELD

CITY OF WARREN

TAX INCREMENT FINANCE AUTHORITY

MINUTES OF THE BOARD

Meeting held on September 11, 2025

A regular meeting of the City of Warren Tax Increment Finance Authority was called for 9:00 a.m. on Thursday, September 11, 2025 held at the Burnette Branch Library, located at 23345 Van Dyke, Warren, MI 48089.

Present:

Eric Hunter, Vice Chair
Jim Hensley (joined at 9:10 a.m.)
Sue McHugh-Cilia
Ronald Gerst
Joseph Toupin
Helen Hicks
Kabir Ahmed

Absent:

Hassen Charara, Chairman

1. Call to Order

The meeting was then called to order at 9:04 a.m.

2. Pledge of Allegiance

3. Roll Call

A motion was made by Mr. Hunter, supported by Ms. Hicks, to excuse absent members.

No opposition, the motion passed.

4. Adoption of Agenda

Motion:

A motion was made by Mr. Hunter, supported by Mr. Toupin, to adopt the agenda for September 11, 2025.

No opposition, the motion passed.

5. Approval of Minutes (July 17, 2025)

Before approval, Tiffany noted to the board that Mr. Ahmed had brought to her attention an error on the first page under “Present,” where the minutes list him as joining at 9:14 a.m. Mr. Ahmed clarified that he was present on time. The minutes will be amended to strike that reference.

Motion:

A motion was made by Mr. Hunter, supported by Ms. Hicks, to approve the July 17, 2025 meeting minutes, with the amendment to strike the reference indicating Mr. Ahmed joined at 9:14 a.m.

No opposition, the motion passed.

6. Audience Participation

None

7. Old Business

Members were reminded to submit their votes on the corridor plan implementation score card, prioritizing items from one (most important) to ten (least important). To date, only four score cards have been received. The plan will be placed back on the agenda for discussion at the next meeting, and a follow-up reminder will be sent to encourage participation. It was noted that there has been some movement at Council regarding the corridor plan, with a few Council members working toward getting it voted on. The results of the prioritization will help guide planning for next year’s initiatives.

8. New Business

A. Request for Funding: Mural Project #2 - 21440 Van Dyke Ave (Tom Bommarito)

A motion was presented to approve funding for the design and installation of a second mural in the amount of \$15,000. The first mural had been completed on the side of Battery Warehouse. The second mural will be located at All-Star T-Shirts building at 21440 Van Dyke Avenue, owned by Tahira Khan. The wall faces south and was identified as a suitable location due to its size and visibility.

The artist selected for the project is Chelsea Hensbergen of Earth and Ether Art LLC. The \$15,000 cost includes design, wall preparation, cleaning, sealing, and installation. TIFA noted that the cost reflects both the larger size of the wall and the industry standard for mural projects.

The motion included three components: approval of \$15,000 in funding for the artist, authorization for execution of a contract with a 50% deposit to be paid upfront, and

approval of a \$1.00 annual lease agreement with the property owner for use of the wall space, subject to review and approval by the City Attorney. TIFA members expressed support for the project, noting the value murals bring to the community.

Motion:

A motion was made by Ms. Hicks, supported by Mr. Hunter, to approve funding for artist Chelsea Hensbergen (Earth and Ether Art LLC) to design and install a mural on the exterior wall at 21440 Van Dyke Ave, Warren, MI 48089 (All Star T-Shirts) in an amount not to exceed \$15,000.00; to authorize execution of a contract with the artist, including a 50% deposit to be paid upfront; and to approve a \$1.00 lease agreement with property owner Tahira Khan for use of the wall space, all subject to review and approval by the City Attorney.

Roll Call:

Ms. Hicks	Yes
Mr. Hunter	Yes
Ms. Cilia	Yes
Mr. Gerst	Yes
Mr. Toupin	Yes
Mr. Ahmed	Yes
Mr. Hensley	Yes

No opposition, the motion passed.

B. Discussion: Mural Project #3 – DPMI Garage Mural at 23211 Van Dyke (Tom Bommarito)

The TIFA members discussed the selection of a mural for the new DPMI garage located at Civic Center South. A brand-new cinder block garage built for the blight team, faces the library. It was noted that the mural will help brighten the area and enhance the Civic Center South campus.

TIFA members reviewed artistic options and debated on themes and designs. The TIFA committee favored draft mural #5 (artist: Ani Garabedian), known for realistic work, but requested modifications to the concept. Specifically, members recommended incorporating imagery that reflects the building's use, including fire and police service elements (e.g., a fire truck, police car, or firehouse dog), as well as recognition of the Blight Busters team (e.g., their trailer).

The proposed budget for the project is approximately \$12,000, as the wall is new/smaller and requires less preparation than previous mural sites.

Motion:

A motion was made by Ms. Cilia, supported by Mr. Gerst, to approve the artist Ani Garabedian for Mural #3 at the DPMI Garage located at 23211 Van Dyke, and to

authorize staff to move forward by reaching out to the artist regarding interest and availability to complete the project, including preparation of updated renderings.

No opposition, the motion passed.

C. Discussion: Mural Project #4 – Mural on wall behind 21805 Van Dyke (Tom Bommarito)

A proposal was introduced for a mural project on a city-owned cinder block wall located behind 21805 Van Dyke, between Chalmers and Studebaker. The wall runs the entire lot between the parking lot and the neighborhood and will be cleaned and ready for painting once the parking lot work is complete.

The proposed project would involve Lincoln High School art students, working under the supervision of their teacher and professional artists (new owners of the former Habitat for Humanity Building), one of whom is a muralist. Van Dyke Schools Superintendent Piper Bogner expressed strong support for the initiative. TIFA would fund supplies, as well as provide a donation of a few thousand dollars to the school's art department. The total cost is expected to be well under \$15,000.

Committee members discussed potential concerns about the quality of a student-driven project. While some worried the mural might appear amateurish compared to other professionally commissioned works, others emphasized the professional oversight, the proven talent of the students, and the importance of community involvement. Examples of past student projects, which had been well-received, were cited as reassurance of quality.

The committee agreed that the project would not only brighten the area but also serve as a meaningful community initiative by engaging students, local artists, and neighborhood businesses. Further planning and coordination with the school and artists will take place, and updates will be provided at future meetings.

D. Discussion: Community Banner Program (Tiffany Nawrocki/Laura Sullivan)

Tiffany Nawrocki introduced the Community Showcase Banners Program, a proposed partnership between CGI Digital (Community Showcase Banners, LLC) and the City of Warren. The program would provide custom-designed vinyl banners (30" x 72") installed on approved light poles throughout the district, fully funded through sponsorships by local businesses.

The company would handle design, printing, sponsorship sales, installation, hardware, and annual replacements at no cost to the City or TIFA. Each banner would feature community-oriented artwork and messaging, with sponsor recognition on the lower portion. A minimum of 25 banners would be installed, and free banners for the Police and Fire Departments would also be included.

Tiffany noted that the City's role would be limited to identifying pole locations (minimum of 25), providing a letter of introduction supporting the program, and granting permission for the City's name/logo to be used. No financial contribution would be required.

Board discussion included questions about which poles would be used, with mention of alternating poles already used for flower baskets. Concerns were raised about pole weight capacity and wind impact, based on past issues with flower brackets. Tiffany confirmed these concerns had already been raised with staff and the City Attorney. It was also noted that Mr. Muzzarelli is working staff regarding getting support from Council and other departments for this project.

The board was asked if there was interest in pursuing the initiative further, with the understanding that additional details (such as eligible businesses, color schemes, and pole approvals) will be finalized before action is taken.

Motion:

A motion was made by Ms. Cilia, supported by Mr. Hunter, to support/move forward with this project.

No opposition, the motion passed.

E. Receive and File: Detroit Rugby Club Update – 21618 Van Dyke Avenue (Tom Bommarito)

Mr. Bommarito announced that a letter had been received from the Rugby Club regarding their ongoing facade improvement project. The Club previously received approval for funding and began the project, but they are experiencing difficulties with their contractor. The letter clarifies that the delays are not due to the Club itself, which remains committed to completing the improvements, though final completion may extend beyond the original timeline.

It was noted that the Club is active and thriving, and that members have been diligent in selecting materials and managing the project. The formal letter was sent out of concern that the board might be disappointed by the delays, and serves as official notice of the situation.

Motion:

A motion was made by Mr. Toupin, supported by Ms. Cilia, to receive and file the notice.

No opposition, the motion passed.

9. Approval of the List of Bills

None

10. Good of the Order

Grand Opening Reminder: Mr. Bommarito reminded TIFA of the grand opening for Fire Station 1 on Saturday, September 27, and encouraged attendance (ceremony, tours, refreshments).

Mural #3 Brief: Brief discussion clarified the mural location (north wall); updated renderings will be requested from the artist.

Habitat for Humanity Update: Ms. Helen Hicks (Habitat for Humanity) announced that work has begun at **2706 John B.** in southern Warren. Approximately **\$130,000** in grants have been secured to rehabilitate the two-bedroom home, which already has a committed buyer. She invited members to visit the site and noted broader efforts to stabilize nearby blighted properties.

11. Next TIFA Regular Meeting is Thursday, October 9, 2025, at 9:00 AM, in the Burnette Branch Library

12. Adjournment

Motion:

A motion was made by Ms. Hicks, supported by Mr. Hunter, to adjourn, all were in favor.

The motion passed unanimously.

Meeting adjourned at 9:50 a.m.

Minutes prepared by: Tiffany Nawrocki
DDA/TIFA Assistant
Phone: (586) 574-4676
E-mail: tnawrocki@cityofwarren.org

X

Hassen Charara
TIFA Chairperson

X

Thomas Bommarito
TIFA Director

WARREN TIFA

Item 9

10/9/2025

Required Formal Approval of the Following:

PAYEE	DATE OF INVOICE	GL Account #	AMOUNT	Invoice #	PO#	DETAILS
AMAZON	5/23/2025	495-9495-88001	\$101.26	1VQ7-17G4-RXX9	NON-PO	CRUISIN 53 SUPPLIES
EARTH AND ETHER ART LLC	9/24/2025	495-9495-80100	\$7,500.00	9042028	161123	MURAL #2- 50% DEPOSIT
CITY OF WARREN	9/5/2025	-	\$7,526.03	TIFA 0625	NON-PO	REIMBURSABLE EXPENSES: JULY THROUGH DECEMBER 2024
TOTAL:			<u>\$15,127.29</u>			

For customer support, visit www.amazon.com/contact-us.

Invoice summary

Payment due by July 07, 2025

Item subtotal before tax	\$ 101.26
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
Total before tax	\$ 101.26
Tax	\$ 0.00
Amount due	\$ 101.26 USD

Pay by

Electronic funds transfer (EFT/ACH/Wire)

Account name Amazon Capital Services, Inc
Bank name Wells Fargo Bank
ACH routing # (ABA) 121000248
Bank account # (DDA) 41630120966933341
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
PO Box 035184
Seattle, WA 98124-5184

Account # A2YD4XKIVGQY2U

Payment terms Net 45

Purchase date 19-May-2025

Purchased by Warren Civic Center Library

PO # WCV Cruisin' 2025

Registered business name

Michigan Libraries

Bill to

Warren Public Library
One City Square
Suite 100
Warren, MI 48093

Ship to

Warren Civic Center Library
1 CITY SQ STE 100
WARREN, MI 48093-5290

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or

Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

Description	Qty	Unit price	Item subtotal before tax	Tax
1 Pure Life Purified Water Bottles, 24 Pack - Still Bottled Water Enhanced with Minerals for a Crisp Taste, Plastic Bottles - 8 Fl Oz ASIN: B00091S3K4 Sold by: Amazon.com Services, Inc Order # 114-4301796-1969009	1	\$3.62	\$3.62	0.000%
2 Pure Life Purified Water Bottles, 24 Pack - Still Bottled Water Enhanced with Minerals for a Crisp Taste, Plastic Bottles - 8 Fl Oz ASIN: B00091S3K4 Sold by: Amazon.com Services, Inc Order # 114-4301796-1969009	2	\$3.62	\$7.24	0.000%

Description	Qty	Unit price	Item subtotal before tax	Tax
3 Pure Life Purified Water Bottles, 24 Pack - Still Bottled Water Enhanced with Minerals for a Crisp Taste, Plastic Bottles - 8 Fl Oz ASIN: B00091S3K4 Sold by: Amazon.com Services, Inc Order # 114-4301796-1969009	4	\$3.62	\$14.48	0.000%
4 50 Pcs Vintage Classic Car Stickers Pack for Kids Tees Adults, Cartoon Classic Car Waterproof Stickers and Decals for Laptop Computer Luggage Hydroflasks Water Bottle Scrapbook Skateboard ASIN: B001234567 Sold by: Amazon.com Services, Inc Order # 114-4301796-1969009	1	\$5.79	\$5.79	0.000%
5 100pcs JDM Racing Car Stickers - Waterproof VSCO Vinyl Stickers for Kids, Laptops, Hydro Flask, Water Bottles, Kids Helmets, Computers ASIN: B09MZG747F Sold by: Yin Lin Order # 114-4301796-1969009	1	\$6.49	\$6.49	0.000%
6 Hxezoc 50 Pack Mini Racing Car for Classroom Prizes, Party Favors for Kids Toddlers 4-8 Years Old, Bulk Pull Back Car Toys for Carnival Prizes, Treasure Box Toys, Pinata Fillers, Goodie Bag Stuffers ASIN: B08KRF55C Sold by: Amazon.com Services, Inc Order # 114-4301796-1969009	2	\$7.89	\$15.78	0.000%
7 Mott's Fruit Flavored Snacks, Assorted Fruit, Gluten Free Snack, Family Pack, 40 Ct, 32 oz ASIN: B00KRF55C Sold by: Amazon.com Services, Inc Order # 114-4301796-1969009	4	\$7.97	\$31.88	0.000%
8 Worgree 50 Pcs Mini Pull Back Cars, Small Race Car Toys Bulk Party Favors for Kids 4-8 8-12 Treasure Box Toys for Classroom Prizes Pinata Goodie Bags Stuffers Birthday Gifts for Boys Girls Toddlers ASIN: B08KRF55C Sold by: Amazon.com Services, Inc Order # 114-4301796-1969009	2	\$7.99	\$15.98	0.000%

Total before tax

\$101.26

Tax	\$0.00
Amount due	\$101.26

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeId=202074670



PO # 161123

Hi Tiffany,

Here is the invoice for the first 50% of the new floral mural.

If the payment will be sent by check, please address the check to "Earth and Ether Art" but exclude on the mailing address. I live in a condo complex and sometimes there are delivery issues when it's addressed to the business.

Correct Mailing Address:
Chelsea Hensbergen
59267 Mountain Ash Court
Washington, MI 48094

The PO is attached - let me know if you need anything else!

Chelsea Hensbergen
Earth and Ether Art
chelsea@earthandetherart.org
586-747-2567

Customer

Tiffany Nawrocki
City of Warren TIFA
tnawrocki@cityofwarren.org
(586) 574-4676
1 City Square
Warren, MI 48093

Invoice Details

PDF created September 24, 2025
\$7,500.00

Payment

Due September 24, 2025
\$7,500.00

Items	Quantity	Price	Amount
50% Deposit for Warren Floral Mural	1	\$7,500.00	\$7,500.00
Subtotal			\$7,500.00

Total Due **\$7,500.00**



Pay online

To pay your invoice go to <https://squareup.com/u/MmAQTpG5>
Or open the camera on your mobile device and place the QR code in the camera's view.

Invoice: Tifa 0625

7,526.03

Date: September 5, 2025

Invoice: DDA0625

City of Warren
Office of the Controller
One City Square, Suite 425
Warren, Michigan 48093-5289

To: Downtown Development Authority

Reimbursable expenses:
January through June 2025

January-25

Payroll - Permanent/Temp	\$ 18,721.31
Workers Comp	20.60
City VEBA Expense	1,831.00
Blue Cross	1,798.00
Delta Dental/Golden	149.96
Dearborn National Life Ins	385.90
Windstream	46.68
Gasoline-Police	-
Postage	27.72
	<u>\$ 22,981.17</u>

February-25

Payroll - Permanent/Temp	\$ 19,910.70
Workers Comp	21.92
City VEBA Expense	1,831.00
Blue Cross	1,798.00
Delta Dental/Golden	149.96
Dearborn National Life Ins	192.95
Windstream	23.48
Gasoline-Police	-
Postage	5.80
	<u>\$ 23,933.81</u>

March-25

Payroll - Permanent/Temp	\$ 19,438.30
Workers Comp	21.45
City VEBA Expense	1,831.00
Blue Cross	1,798.00
Delta Dental/Golden	149.96
Dearborn National Life Ins	192.95
Windstream	-
Gasoline-Police	-
Postage	11.04
	<u>\$ 23,442.70</u>

Allocation of TIFA expenditures

		4.60%
Payroll	117,008.69	\$ 5,382.40
Employee/Retiree insurances	26,821.01	1,233.77
Telephone	164.81	7.58
Gasoline	176.94	8.14
Postage	77.76	3.58
	<u>144,249.21</u>	<u>\$ 6,635.47</u>

The following percentages are applicable effective 7/01/24:

DDA portion 494-24101	95.40%	\$2,056,083.74
TIFA portion 495-24101	4.60%	\$ 6,635.47
		<u>\$2,062,719.21</u>

April-25

Payroll - Permanent/Temp	\$ 10,861.87
Payroll - Temp	-
Workers Comp	-
City VEBA Expense	1,831.00
Blue Cross	1,798.00
Delta Dental/Golden	-
Dearborn National Life Ins	342.91
Windstream	23.44
Gasoline-Police	-
Postage	11.01
	<u>\$ 14,868.23</u>

May-25

Payroll - Permanent/Temp	\$ 28,077.89
Workers Comp	-
City VEBA Expense	1,831.00
Blue Cross	1,798.00
Delta Dental/Golden	149.96
Dearborn National Life Ins	193.25
Windstream	23.72
Gasoline-Police	45.90
Postage	11.60
	<u>\$ 32,131.32</u>

June-25

Payroll - Permanent/Temp	\$ 19,998.62
Workers Comp	-
City VEBA Expense	1,830.00
Blue Cross	1,798.00
Delta Dental/Golden	149.96
Dearborn National Life Ins	-
Windstream	47.49
Doc U Sign	131.04
Postage	10.59
	<u>\$ 23,965.70</u>

DDA/TIFA expenditures \$ 141,322.93

FYE accruals & adjustments

Workers Comp	\$ 60.40
Blue Cross	2,865.88
	<u>\$ 2,926.28</u>

DDA/TIFA expenditures \$ 144,249.21

DDA only expenditures:

Administrative fee	222,300.00
ACT 345 Millage	<u>1,658,281.71</u>

Invoices Paid by City**** 37,888.29

Total Amount Due DDA & TIFA

~~\$ 2,062,719.21~~

DDA \$397,802.03

TIFA \$6,635.47

\$404,437.50