

**CITY OF WARREN
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF THE BOARD**

Meeting held on October 12, 2022

A regular meeting of the City of Warren Downtown Development Authority was called for 3:00 pm on Wednesday, October 12, 2022.

1. Call to Order

Mayor James Fouts called the meeting to order at 3:10 pm.

2. Roll Call

Mayor James Fouts took roll call of present members.

Present:

Mayor James R. Fouts
Hank Riberas
Oscar Zamora
Michael Wiegand
Joseph Vicari
Gregory Jackson

Absent:

Nicholas Lavdas
Tom Petzold

MOTION:

A motion was made by Mr. Riberas and supported by Mr. Jackson to excuse the absent members from the meeting.

No opposition, the motion passed

3. Adoption of Agenda

MOTION:

A motion was made by Mr. Jackson and supported by Mr. Zamora to adopt the October 12, 2022, agenda.

No opposition, the motion passed

Mr. Vicari joined the meeting at this time

4. Approval of Minutes (June 8, 2022)

MOTION:

A motion was made by Mr. Riberas and supported by Mr. Wiegand to approve the minutes for the June 8, 2022 DDA meeting.

No opposition, the motion passed

5. Old Business

A. Architect for Fountain (Tom Bommarito)

Tom Bommarito stated that the fountain in front of City Hall is broken as the pipes are damaged. There are repair possibilities, but he would like to bring in a fountain architect to look at it and consider other ideas along with it, such as a covered area.

MOTION:

A motion was made by Mr. Riberas and supported by Mr. Wiegand to bid out for architectural services for the City of Warren Fountain.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mr. Wiegand	Yes
Mr. Jackson	Yes
Mayor Fouts	Yes

No opposition, the motion passed

B. Purchase of Five (5) Staff/Utility Vehicles (Commissioner McAdams)

Craig Treppa explained that they work with DPW to determine the best vehicles and that Warren prioritizes GM products due to GM's presence in Warren. Most dealerships do not have vehicles with the specifications needed. The State of Michigan and Oakland County conduct cooperative bids that the majority of Michigan use. Any dealer is open to bid, but none from Macomb County have been on the list.

Commissioner McAdams stated that they go online and spec out vehicles based on what is available, specifically option packages geared toward municipal needs that only certain dealerships provide

MOTION:

A motion was made by Mr. Zamora and supported by Mr. Riberas to approve the purchase of five (5) 2023 GMC Sierra Pick-up Trucks utilizing the Oakland County Cooperative Contract #005828 (OAK-W-0692) in the amount of \$233,401.00

ROLL CALL:

The motion carried as follows:

Mr. Riberas	Yes
Mr. Zamora	Yes
Mr. Vicari	No
Mr. Wiegand	Yes
Mr. Jackson	No
Mayor Fouts	Yes

4-2 vote, motion passed.

C. Loose & Miscellaneous Equipment (Commissioner McAdams)

Mr. Jackson questioned why this equipment was not part of the bid for the fire truck itself, and approved at the same time.

Commissioner McAdams stated that there was a separate bid because the fire truck manufacturer did not want to deal with equipment, only the truck.

Craig Treppa stated that the original motion could have included mention of the equipment, but it does not make sense to bid out the equipment at the same time as the fire truck because the lead-time on the fire truck is too long

MOTION:

A motion was made by Mr. Riberas and supported by Mr. Zamora to approve purchase of loose & miscellaneous equipment for Rosenbauer Fire Engine (ITB-W-0698) in the amount of \$86,657.10

ROLL CALL:

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mr. Wiegand	Yes
Mr. Jackson	Yes
Mayor Fouts	Yes

No opposition, the motion passed

D. Grid, Ceiling Tile, & Light Fixture Replacement (Commissioner McAdams)

Commissioner McAdams stated that the fire department would like to replace the grid, ceiling tiles, and light fixtures at fire stations: 1, 2, 3, 4, & 5. This item was put out to bid (ITB-W-9676) for these services and we received one bid, Meridian Contracting Group, LLC charging \$144,755.00. The existing stations are very old and need a lot of investment. The newest station is scheduled to be built in 2024; these modernizations will help carry the current stations over until that time.

MOTION:

A motion was made by Mr. Vicari, supported by Mr. Zamora, to hire Meridian Contracting Group LLC for the grid, ceiling tile, and light fixture replacements to fire stations 1, 2, 3, 4, & 5 in the amount of \$144,755.00.

Mr. Zamora would like to know if the buildings have secure roofs that will not leak. Commissioner McAdams stated the roofs have already been upgraded.

ROLL CALL:

The motion carried as follows:

Mr. Vicari	Yes
Mr. Zamora	Yes
Mr. Wiegand	No
Mr. Riberas	Yes
Mr. Jackson	Yes
Mayor Fouts	Yes

5-1 vote, the motion passed

E. Purchase of Land for Fire Station (Commissioner McAdams)

Tom Bommarito stated that part of the Fire Station Master Plan is moving the Hoover and Common station to Schoenherr. Warren owns a piece of land on the west side of Schoenherr, just south of 13 mile on Schoenherr. There are two homes and we have negotiated \$250,000 each in order to bring them down and create the space needed. We own about a half-acre, and the land between these two homes will create a space between two office buildings.

Commissioner McAdams stated that one of the office buildings is vacant and the homes are declining, with one vacant and one lease ending soon, so the project will also improve the block.

MOTION:

A motion was made by Mr. Jackson and supported by Mr. Riberas to approve the purchase of 30601 and 30619 Schoenherr for the fire station in the amount of \$500,000.00

ROLL CALL:

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mr. Wiegand	Yes
Mr. Jackson	Yes
Mayor Fouts	Yes

No opposition, the motion passed

F. Purchase of 3rd EMS Transport Squad Vehicle (Commissioner McAdams)

Commissioner McAdams stated that the DDA previously approved purchase of 2 squads and now a third has become available. The chip shortage has created a situation where we need to take advantage of whatever comes available.

Mr. Riberas asked if this was critically necessary and Commissioner McAdams stated that the majority of vehicles have over 100,000 emergency miles.

Mr. Knapp stated that the previously approved vehicle 2 is \$4,109 more than originally approved and the amount approved should reflect that

Commissioner McAdams stated the fleet is at 10 with 4 as backup. The lifespan is 5 years in moderate conditions, while Warren is heavy use. The number of calls and population has indicated the number of vehicles needed. At 4 years, the vehicle repair costs exceed the vehicle's worth.

MOTION:

A motion was made by Mr. Zamora and supported by Mr. Riberas to approve the purchase of the 3rd EMS Transport Squad Vehicle with a down payment, and cover the additional costs of the 2nd EMS Transport Squad Vehicle in the total amount of \$306,926.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mr. Wiegand	Yes
Mr. Jackson	Yes
Mayor Fouts	Yes

No opposition, the motion passed

G. Monitors for City Hall (David Muzzarelli)

Mr. Muzzarelli stated that they were able to get an estimate for replacing all the monitors in each conference room, aside from the 1st Floor, for under \$5,000.00 and in

addition to this upgrade he would also like to purchase new chairs. The current chairs were purchased when this building was built. The price for the monitors is \$4,991.00 and the chairs will cost \$29,232.28

MOTION:

A motion was made by Mr. Vicari, supported by Mr. Riberas, to approve the purchase of monitors and chairs for City Hall in the amount of \$35,000.00.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mr. Wiegand	Yes
Mr. Jackson	Yes
Mayor Fouts	Yes

No opposition, the motion passed

H. David Barr Sculpture (David Muzzarelli)

Tom Bommarito stated that, this winter, because the ice rink/fountain is broken, we will be renting a rink and need to move the sculpture centered in the middle of the fountain. He would like to have it permanently relocated to the corner of Stephens and Van Dyke or at the new Civic Center South. The company in question specializes in moving sculptures

David Muzzarelli stated that the company is professional and will take the sculpture apart and store it professionally. Everyone recommended this particular company, and they will help with small repairs on both statues.

MOTION:

A motion was made by Mr. Zamora and supported by Mr. Jackson to hire Flatlanders to move/relocate the David Barr Sculpture in the amount of \$9,400.00

ROLL CALL:

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mr. Wiegand	Yes
Mr. Jackson	Yes
Mayor Fouts	Yes

No opposition, the motion passed

I. Christmas Lights (David Muzzarelli)

Mr. Mazzarelli and Mr. Treppa explained to the board that this request has been put out to bid for storing, installing, maintaining, and taking down Christmas lights at City Hall, at the city park in front of City Hall, the large "W" at 13 and Van Dyke, the Warren Community Center, and at Civic Center South. Four bids were received ranging from \$43,700.00 to \$340,000.00. Landscape services was the lowest bidder at \$43,700.00, they have done this work before, and they do a great job. There is a clause that allows us to use them with preset rates if we come up with other locations where lights need to be installed.

If we wanted to add funds, Mr. Treppa recommends that the board vote not to exceed a certain amount. This would allow the work to be done with already established rates.

In addition to the request for the lights, Mr. Mazzarelli would like to request funding to purchase a used Mosca Panel Tree (30' Christmas Tree + and extra 5 ft. with the star). Wake Forest, NC upgraded to a larger model and they are selling the older one. This panel tree can have additional rings added to make the tree larger. Mr. Mazzarelli stated that this tree would be the showpiece for the holiday season. The price on this tree is \$8,600.00. Purchased new, this tree would cost over \$30,000.00.

Mark Knapp added that the check for the tree would need to be released this Friday and how this action would need to be included in the motion.

MOTION:

A motion was made by Mr. Jackson, supported by Mr. Wiegand, to approve the hiring of Landscape Services to store, install, maintain, and take down Christmas lights throughout the City of Warren, as well as the purchase of the Mosca Panel Tree from the Town of Wake Forest with the amount not to exceed \$58,600.00 & with the check for the Christmas tree in the amount of \$8,600.00 to be released immediately after approval.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Jackson	Yes
Mr. Wiegand	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mr. Riberas	Yes
Mayor Fouts	Yes

No opposition, the motion passed

8. List of Bills

Tom Bommarito reminded the board that the bond payments were refinanced a couple of years ago; saving money and that the payments will be complete soon.

Mr. Jackson asked for clarification on the \$56,000 bill which was identified as the deposit for the 2nd and 3rd EMS vehicles. He also inquired about the difference in price between the two vehicles, which Tom Bommarito will look into.

MOTION:

A motion was made by Mr. Riberas and supported by Mr. Zamora to approve the October 12, 2022 list of bills

ROLL CALL:

The motion carried unanimously.

Mr. Riberas	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mr. Wiegand	Yes
Mr. Jackson	Yes
Mayor Fouts	Yes

No opposition, the motion passed

9. **Next DDA Regular Meeting is scheduled for Wednesday, November 16, 2022, at 3:00 PM, in the 1st Floor Conference Room.**

Tom Bommarito stated that there will be a separate DDA update meeting immediately following the November 16, 2022 meeting

10. ADJOURNMENT

MOTION:

A motion was made by Mr. Vicari and supported by Mr. Riberas to adjourn.

The meeting adjourned at 4:15 pm.

X

Mayor James R. Fouts
DDA Chairman

X

Thomas Bommarito
DDA Director

UNAPPROVED