

CITY OF WARREN  
DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF THE BOARD

Meeting held on February 8, 2023

A regular meeting of the City of Warren Downtown Development Authority was called for 3:00 pm on Wednesday, February 8, 2023.

**Present:**

Mayor James R. Fouts

Hank Riberas

Oscar Zamora

Michael Wiegand (participated virtually, which was warranted under the Open Meetings Act, pursuant to a Michigan Attorney General opinion)

Nicholas Lavdas

Tom Petzold

**Absent:**

Joseph Vicari

Gregory Jackson

**1. Call to Order**

Mayor James Fouts called the meeting to order at 3:05 pm.

**2. Roll Call**

Mayor James Fouts took roll call of present members. Mr. Bommarito noted that Mr. Lavdas was on his way. He arrived during discussion of Item 7(A).

**MOTION:**

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

No opposition, the motion passed

**3. Adoption of Agenda**

**MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Petzold to adopt the February 8, 2023, agenda.

No opposition, the motion passed

#### **4. Audience Participation**

None

#### **5. Approval of Minutes (December 7, 2022)**

##### **MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Zamora to approve the minutes for the December 7, 2022 DDA meeting.

No opposition, the motion passed

#### **6. Old Business**

None

#### **7. New Business**

##### **A. Analysis for Parking Garage Repairs - AEW (Tina Gapshes/Tom Bommarito/David Muzzarelli)**

Tina Gapshes stated how there are leaks in the parking garage and in the clock tower. This is a study to determine the extent of the damage and repairs needed. Once completed, we can bid this out for repairs.

##### **MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Petzold to hire AEW for Analysis on Parking Garage Repairs in the amount of \$12,300.00

##### **ROLL CALL:**

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Petzold	Yes
Mr. Lavdas	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mayor Fouts	Yes

No opposition, the motion passed

##### **B. Police Department Issued Cell Phones (Capt. Bonett/Sgt. Campbell)**

Sergeant Campbell stated that officers commonly use cell phones while on patrol in performance of their duties. Having P.D. issued phones allows the officers to have

devices that allow them to run searches, communicate with one another and citizens, and various other duties without having to utilize their own personal cell phones. A

**MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Zamora to purchase Police Department issued cell phones from AT&T in the amount of \$157,000.00

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Lavdas	Yes
Mr. Zamora	Yes
Mr. Riberas	Yes
Mr. Wiegand	Yes
Mr. Petzold	Yes
Mayor Fouts	Yes

No opposition, the motion passed

**C. Eckstein Park Soil Testing – G2 (David Wirth/Tina Gapshes)**

Ms. Gapshes informed the board that G2 Consulting Group, LLC (G2) will perform an infiltration investigation at the proposed Eckstein skate park in Warren, Michigan. The company has been made aware that a rain garden is being considered at the west side of the development with a bottom elevation of 610 feet, approximately 4 feet deep. The purpose of the investigation will be to determine and evaluate the general subsurface conditions at the rain garden area and determine infiltration rates of the interface at the base of the structure.

**MOTION:**

A motion was made by Mr. Petzold and supported by Mr. Lavdas to perform a infiltration investigation in the amount of \$4,250.00

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Petzold	Yes
Mr. Lavdas	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Fouts	Yes

No opposition, the motion passed

**D. Update to Hotel Feasibility Study – HVS (Tom Bommarito)**

Mr. Bommarito informed the board that the objective of this feasibility study update is for the purpose of evaluating the market demand, analyzing the economics, projecting income and expense, and determining the feasibility of a Proposed Full-Service

Hotel Warren in Warren, Michigan. The original study was completed on January 7, 2019. An update of the study was completed on May 6, 2021.

**MOTION:**

A motion was made by Mr. Zamora and supported by Mr. Riberas to approve update to feasibility study from HVS for Proposed Full-Service Hotel in the total amount of \$4,995.00 with the release of retainer fee in the amount of \$3,500.00 upon approval of this motion.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Riberas	Yes
Mr. Wiegand	Yes
Mr. Lavdas	Yes
Mr. Petzold	Yes
Mayor Fouts	Yes

No opposition, the motion passed

**E. Membership Renewal – Michigan Downton Association (Tom Bommarito)**

Mr. Bommarito stated that this a request to renew our membership with the Michigan Downtown Association in the amount of \$700.00.

**MOTION:**

A motion was made by Mr. Lavdas and supported by Mr. Petzold to approve membership renewal for Michigan Downtown Association in the amount of \$700.00.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Lavdas	Yes
Mr. Petzold	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Fouts	Yes

No opposition, the motion passed

**F. Request for Mowers - Weingartz (Doug Campbell/Tom Bommarito)**

Mr. Campbell informed the board that he is looking to purchase two mowers from Weingartz to help with Property Maintenance around the city. The mowers will be purchased using the OMNIA Partner Contract #20467 with a total purchasing price of \$31,384.00

**MOTION:**

A motion was made by Mr. Zamora and supported by Mr. Petzold to approve the purchase of two Lazer X-Series 980 EFI Kohler 60" Red Mowers from Weingartz in the amount of \$31,384.00 per the OMNIA Partner Contract #20467.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Petzold	Yes
Mr. Lavdas	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Fouts	Yes

No opposition, the motion passed

**G. 2023 Sierra 3500 Rugby Dump – LaFontaine Automotive Group (Dino Turcato)**

Mr. Turcato stated that the Parks & Recreation Department is in need of a new vehicle to update their fleet. This truck will be used for snow plowing and other facility maintenance duties.

**MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Lavdas to approve the purchase of a new 2023 GMAC Sierra 3500 Regular Cab 4wd Rugby 11'7" Dump Body vehicle from LaFontaine Automotive Group in the amount of \$72,795.00.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Lavdas	Yes
Mr. Petzold	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mayor Fouts	Yes

No opposition, the motion passed

**H. Community Center Fire Alarm System – Johnson Controls (Dino Turcato)**

Mr. Turcato informed the board that this request is to have 273 new emergency and exit lights replaced at the Warren Community Center. The current fire alarm system is outdated and not up to code, causing several false alarms. Mr. Turcato also noted that in the past, there was a blackout and essential lights in the pool area were not working.

**MOTION:**

A motion was made by Mr. Zamora and supported by Mr. Riberas to approve funding for the removal of old fire alarm system at the Warren Community Center and replace with a new system in the amount of \$363,886.00 by Johnson Controls Industries per bid RFP-W-9103.

Mr. Zamora then stated that this is an overdue upgrade and completely necessary for the safety of the guests that attend the W.C.C. Additionally, it would be best to have this fixed so that we are not wasting the time and energy of our Fire Department on false alarms.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Riberas	Yes
Mr. Wiegand	Yes
Mr. Lavdas	Yes
Mr. Petzold	Yes
Mayor Fouts	Yes

No opposition, the motion passed

**I. Retail Market Research Proposal - Urban Retail Institute**

Mr. Bommarito requested funding for a retail market research proposal by Urban Retail Institute in the amount of \$4,800.00. He stated that similar to the hotel study, much has changed in the market since 2020; and to get an accurate idea of what market our area can support, an updated study is needed.

**MOTION:**

A motion was made by Mr. Petzold and supported by Mr. Lavdas to update to 2020 retail market study by Urban Retail Institute in the amount of \$4,800.00

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Petzold	Yes
Mr. Lavdas	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Fouts	Yes

No opposition, the motion passed

**J. Street Lighting at Beebe – DTE (Tom Bommarito)**

Mr. Bommarito informed the board that this is the payment for having the streetlights installed at Beebe Park. In addition to the single payment (\$13,534.36 ) for the installation of the lights, the board will also have an annual estimated charge of \$1,030.88 to power the lamps. Mr. Bommarito noted that the price might change depending on the year but for this year its \$1,030.88 for the first year.

**MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Lavdas to approve funding for street lighting at Beebe Park, installed by DTE, in the amount of \$13,534.36 with an additional annual estimated charge of \$1,030.88 for powering the lamps.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Lavdas	Yes
Mr. Petzold	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mayor Fouts	Yes

No opposition, the motion passed

**K. Urban Design Consulting Services for the City Hall Plaza – Gibbs Planning Group (Tom Bommarito)**

Mr. Bommarito said that we are looking to retain Gibbs Planning Group to help us with determining the scope of work to refresh the fountain area outside of City Hall (City Hall Plaza).

**MOTION:**

A motion was made by Mr. Zamora and supported by Mr. Petzold to approve funding to retain Gibbs Planning Group Consulting Services for the City Hall Plaza in the amount of a \$4,800.00.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Petzold	Yes
Mr. Lavdas	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Fouts	Yes

No opposition, the motion passed

**L. Tractor, Backhoe, & Post-Hole Digger - Tri County Equipment, Inc. (Dino Turcato)**

Mr. Turcato informed the board that this tractor and its attachment would suit the needs to perform maintenance work in all the city parks. This will aid the P&R department in removing/planting trees/shrubs, putting up signs, to erect bat houses, etc.

**MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Lavdas to approve funding for the purchase of a JOHN DEERE 4052R Compact Utility Tractor with attachments including a JOHN DEERE 485A Backhoe and a Frontier PHD300 post hole digger in the amount of \$56,685.50 per MIDEAL Cooperative Contract #071B7700085.

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed.

**M. Equipment Trailer – MH EBY, INC (Dino Turcato)**

Mr. Turcato indicated this equipment trailer will be used to transport the tractor and attachments mentioned under Item 7(L): Tractor, Backhoe, & Post-Hole Digger.

**MOTION:**

A motion was made by Mr. Zamora and supported by Mr. Riberas to approve funding for the purchase of an equipment trailer from MH EBY, INC in the amount of \$17,908.00 (MITN Bid # ITB-W-0868).

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Riberas	Yes
Mr. Wiegand	Yes
Mr. Petzold	Yes
Mr. Lavdas	Yes
Mayor Fouts	Yes

No opposition, the motion passed

**8. List of Bills**

**MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Lavdas to approve the February 8, 2023 list of bills.



**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Lavdas	Yes
Mr. Petzold	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mayor Fouts	Yes

No opposition, the motion passed

- 9. Next DDA Regular Meeting is scheduled for Wednesday, March 8, 2023, at 3:00 PM, in the 1st Floor Conference Room.**

**10. ADJOURMENT****MOTION:**

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

The February 8, 2023 DDA meeting adjourned at 3:33 pm.

  
X

Mayor James R. Fouts  
DDA Chairman

  
X

Thomas Bommarito  
DDA Director