

CITY OF WARREN  
DOWNTOWN DEVELOPMENT AUTHORITY  
MINUTES OF THE BOARD

Meeting held on April 12, 2023

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

Tom Petzold

**Absent:**

Joseph Vicari

Gregory Jackson

Nicholas Lavdas

**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.

**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. Zamora to adopt the April 12, 2023, agenda.

No opposition, the motion passed

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

#### **5. Approval of Minutes (February 8, 2023)**

##### **MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Zamora to approve the minutes for the February 8, 2023 DDA meeting.

No opposition, the motion passed

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

None

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

##### **A. Cradlepoint Wireless Modems – CDW-G (Sgt. Campbell)**

Sgt. Campbell stated their current modems like all other technology are become obsolete and it's time to replace them. These modems Mr. Zamora then asked if the new modems would be "plug and play", to which Sgt. Campbell answered, yes. Sgt. Campbell then introduced Paula Crabtree (Assistant Crime MIS Specialist) to help answer any technical questions. Ms. Crabtree then informed the board that the \$88,800.00 is full service and install for the next 5 years.

##### **MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Petzold to purchase Cradlepoint wireless modems from CDW-G for Patrol cars in the amount of \$88,800.00

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

The motion carried unanimously as follows:

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

No opposition, the motion passed

##### **B. ACM Hazmat Survey - PSI (Tina Gapshes)**

Tina Gapshes stated that a ACM/HazMat survey needed to be performed at 22005 Van Dyke Ave. This is to help renovate the property so that it meets the needs of Habitat for Humanity when they move in.

**MOTION:**

A motion was made by Mr. Petzold and supported by Mr. Wiegand to hire PSI for the ACM Hazmat Survey for the Maybelle Burnette Library in the amount of \$3,400.00

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

- C. Request for Change Order: Tax Appeals for the 2022-2023 Fiscal Year - Hallahan & Associates, P.C. (Jennifer Czeiszperger)

City of Warren Assessor, Jennifer Czeiszperger, stated that we currently have two Michigan Tax Tribunal (MTT) cases within the DDA. She would like to request that we amend our current budget (9/15/2022 – 9/14/2023) from 30,000.00 to \$50,000.00. It was necessary to litigate and defend the 2020 & 2021 tax years for Windemere Real Estate property located at 31800 Van Dyke. This one case exceeded the approved amount for these expenditures. Ms. Czeiszperger then noted that Hallahan & Associates is one of the top property tax lawyers in the State of Michigan.

**MOTION:**

A motion was made by Mr. Zamora and supported by Mr. Riberas to approve change order to the Hallahan PO (2322775) by adding additional funding in the amount of \$20,000.00 (making the total budget for 2022-2023: \$50,000.00) for Michigan Tax Tribunal Appeals within the DDA

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

- D. Tax Appeals for the 2023-2024 Fiscal Year - Hallahan & Associates, P.C. (Jennifer Czeiszperger)

Jennifer Czeiszperger recommended that the board approve of a \$50,000.00 budget for Hallahan and Associates for the 2023-2024 fiscal year Michigan Tax Tribunal Appeals in anticipation of the same taxpayer appealing the 2022 value in which a hearing will be taking place in the near future.

**MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Zamora to approve funding for 2023-2024 fiscal year Michigan Tax Tribunal Appeals within the DDA by Hallahan & Associates, P.C. in the amount of \$50,000.00

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

- E.** Request for Change Order: City Phone System Upgrades - Presidio (Laura Wilson/Mark Knapp)

Mayor Fouts had asked if this would be the end of our phone problems for the city. Mr. Knapp, Assistant Controller, informed the board that this is a work in progress but this is the final stages of the project.

**MOTION:**

A motion was made by Mr. Wiegand and supported by Mr. Petzold to approve change order to the Presidio PO (2219535) by adding additional funding in the amount of \$6,727.50 (making the total budget: \$56,177.25) for city phone system upgrades

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

- F.** Discussion: 6020 Chicago Road (Tom Bommarito)

Mr. Bommarito informed the board that he would be asking for a motion to assign real estate committee (Mr. Riberas, Mr. Weigand, & Mr. Vicari) to negotiate a sale price for the

building and an estimate for the rehabilitation regarding 6020 Chicago Rd. at future meeting.

**G. Landscape Services for DDA (Craig Treppa/Dave Muzzarelli)**

Mr. Treppa, Purchasing Agent, and Mr. Muzzarelli, Building Maintenance Superintendent, both agreed that Landscape services is a reliable company with hardworking individuals that make sure to make us, the city, a top priority when we need work done. They recommend that we award contract extension bid ITB-W-0303 for landscaping to Landscape Services due to their exceptional work, customer service, and our positive history working with the company. In addition to this, Mr. Treppa stated that we have negotiated with them to keep the same pricing and we have a 30-day termination clause as well. If they mess up or we are not satisfied with their work, we are able to terminate the contract. Mr. Zamora stated that if this company is holding the price for us even with inflation, and we have the ability to opt out, this is a great deal.

**MOTION:**

A motion was made by Mr. Zamora and supported by Mr. Riberas to award extension of bid ITB-W-0303 for furnishing landscape care services for the DDA, for the 2023 through 2025 seasons, to Landscape Services, Inc. with the annual amount not to exceed \$244,692.00

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**H. Furnishing & Installing Holiday Lights – Landscape Services Inc. (Craig Treppa/Dave Muzzarelli)**

Mr. Muzzarelli and Mr. Treppa recommend that the DDA award the bid ITB-W-0777 for furnishing and installing holiday lights through the 2-25/2026 holiday season to Landscape services. They reiterated that this is a company that we share positive history working with; they prioritize Warren's needs, and have a hard working crew. Additionally, they agreed to hold the price, will help the city expand its decorations, have donated decorations to help decorate during the holidays, store our giant Christmas tree for free, and will replace any broken lights at no additional cost. These holiday lights would be at the following locations: Warren Community Center, Civic Center South/Burnette Library, and Warren City Hall.

**MOTION:**

A motion was made by Mr. Petzold and supported by Mr. Zamora to award extension of bid ITB-W-0777 for furnishing and installing holiday lights through the 2025/2026

holiday season to Landscape Services Inc., with the annual amount not to exceed \$60,000.00

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**I. Maybelle Burnette Library/New Habitat for Humanity Parking Lot - Hartwell Cement Company (Tina Gapshes)**

Mr. Bommarito informed the board that this is another item that needs to be addressed in order for Habitat to move into the building. They need to have a serviceable parking lot for staff and guests. Bids were publicly opened for Habitat for Humanity Parking Lot Reconstruction project on Wednesday March 8, 2023. The certified low bidder was Hartwell Cement Company and based on past experience & current projects, Engineering recommends the board approve of Hartwell Cement Company for this project.

**MOTION:**

A motion was made by Mr. Petzold to award the construction contract to Hartwell Cement Company with the amount not to exceed \$193,832.65

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**J. 2023 Flowers - Eckert's Greenhouse Inc. (Dino Turcato)**

Mr. Weigand commended that he would like Mr. Turcato to prioritize finding someone to water the flowers for this year. He had noticed in the past that the flowers died because they were not being watered enough. Mr. Turcato assured the board that he has found someone that is willing to tend to the flowers.

**MOTION:**

A motion was made by Mr. Petzold and supported by Mr. Wiegand to award bid #RFQ-W-PR-020123 Seasonal Planting to Eckert's Greenhouse Inc. in the amount of \$14,955.00

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**K. Paver Installation on Chicago Rd. (Oscar Zamora)**

Mr. Zamora informed the board several years ago, the city received a grant; and we paved a section of Chicago Rd, between Mound and Ryan. Consequently, the grant we had needed to be used quickly; and as a result, the money was not there to upgrade the curbs. Now, drivers in their haste to get to the light drive down the bicycle lane, onto people's lawns on both sides of Chicago at Mound. Sod and sprinkler systems are destroyed every year. In an effort to give these citizens some relief, Mr. Zamora recommends that the board make a motion for engineering to contract out paver installation along Chicago Rd.

**MOTION:**

A motion was made by Mr. Zamora and supported by Mr. Riberas to approve of the Engineering Department contracting out work for paver installation along that section of Chicago Rd near Mound, with the understanding that they will select the best option to resolve this issue.

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**L. 23158 Van Dyke (Louie's Bar) Structural Building Evaluation – Tetra Tech (Tina Gapshes)**

Mr. Bommarito informed the board that we purchased the building at 23158 Van Dyke and plan to bring it back to life. We have the architects working on a vision but the first step is to have a structural building evaluation to confirm what on the building is structurally sound and what needs to be replaced.

**MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Petzold to hire Tetra Tech for a structural building evaluation of 23158 Van Dyke, Louie's Bar, in the amount of \$6,100.00

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**M. Furnish & Install Carpet in City Hall – Villa Carpets (Dave Muzzarelli)**

Mr. Muzzarelli informed the board that Villa Carpets is by far the lowest bid. This installation for this year will be for the public areas, conference rooms, and storage rooms. After that he plans to replace carpet on level two, three, and four, over the next three years, one floor per year so that it will not be such a burden in cost all up front. Mr. Muzzarelli also stated that the current carpet is past its life and is unrepairable in certain spots. The new carpet is going to be installed in squares. In the future, instead of replacing the entire carpet, we can just replace the square(s) that is worn down.

**MOTION:**

A motion was made by Mr. Petzold and supported by Mr. Riberas to award bid ITB-W-0881 for furnishing and installation of carpet in City Hall by Villa Carpets, Inc. in the amount of \$91,918.00

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed.

**N. Fitness Center Equipment – Fitness Things Inc. (Dino Turcato))**

Mr. Turcato indicated that they had 6 companies come out and give estimates for the equipment that is needed for the Fitness Center. They ended up going with the two top companies recommended to them by LA Fitness: Fitness Things & Direct Fitness Solutions. The fitness center is now going to have an additional room with the GPX system and kickboxing area to help attract more youth to the Community Center.



**MOTION:**

A motion was made by Mr. Zamora and supported by Mr. Petzold to award bid #081120-TRU for fitness center equipment to Fitness Things Inc., in the amount of \$57,941.38

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**O. Fitness Center Equipment – Direct Fitness Solutions (Dino Turcato)**

Mr. Turcato stated that this is the other company they want to purchase equipment from. Mr. Zamora asked if the cardio equipment would need to be replaced too. He noticed that most/all of the equipment Mr. Turcato is asking for today is for strength training/lifting. Mr. Turcato stated that all the cardio equipment is regularly inspected and replaced as needed; as of now, it is operational.

**MOTION:**

A motion was made by Mr. Zamora and supported by Mr. Petzold to award bid #081120-PCR for fitness center equipment to Direct Fitness Solutions, in the amount of \$61,461.98

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**P. City Hall Egress Stair – HRC (Tina Gapshes)**

Mr. Bommarito stated that this request is to have a rear exit to increase the safety of the employees within City Hall. Mayor Fouts then stated that when this building was erected, the plan didn't include an emergency escape on any of the floors. If the employees of City Hall were faced with an active shooter or fire, their only exit would be the stairwells outside of the offices or to remain trapped inside their department office. Mr. Riberas requested clarification on what the "figure" included. Ms. Gapshes then informed the

board that this estimate is for initial planning, design, and construction administration through HRC.

**MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Petzold to hire HRC for initial planning, design, and construction administration of City Hall Egress Stair with the amount not to exceed \$ 45,750.00

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**Q. Masonry at 5959 Beebe Street - Meridian Contracting Group, LLC (Dave Muzzarelli)**

Mr. Bommarito clarified that this item is a request for change order to the contractor for additional work that needs to be done. Mr. Muzzarelli stated that while the windows were being replaced there was structural damage that was found.

**MOTION:**

A motion was made by Mr. Zamora and supported by Mr. Riberas to approve the change order to Meridian Contracting Group, LLC for additional masonry at 5959 Beebe Street in the amount of \$3,500.00

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**R. ADA Compliance Capital Improvements (Mark Knapp)**

Mr. Knapp directed the board to speak with Mr. Muzzarelli for this item. Mr. Muzzarelli stated that this is just over a 3.7 million dollar project. A list was created to show what ADA items need to be bid out, need more clarification from HRC, or can be done in-house with more direction/ may need to be bid out. Mr. Muzzarelli is requesting that the board

authorize the establishment of a committee to review projects, prioritize items from the ADA Compliance list, and develop documents for the solicitation of bids

**MOTION:**

A motion was made by Mr. Riberas and supported by Mr. Petzold to authorize the establishment of a committee to review projects on the ADA Compliance list and develop documents for the solicitation of bids

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**S. Authorized Bank Signers (Mark Knapp)**

Mr. Knapp stated with the selling of the DDA Bonds for the construction of 2 fire stations we have to establish a new Huntington Bank account for the DDA Construction Fund to track expenditures related to the projects. In conjunction with the establishment of the account, we need to renew the bank signature cards by removing Lori Finnigan as an authorized signer, since she has retired. This would make the following people the authorized signers for DDA: James R. Fouts, Richard Fox, and Mark Knapp.

**MOTION:**

A motion was made by Mr. Petzold and supported by Mr. Riberas to approve the opening of the DDA Construction Fund account at Huntington Bank and authorize the change in the new signature cards (Signers: Richard Fox, Mark Knapp, & James R. Fouts)

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Petzold	Yes
Mr. Riberas	Yes
Mr. Wiegand	Yes
Mr. Zamora	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. Zamora to approve the April 12, 2023 list of bills.

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

- 9. Next DDA Regular Meeting is scheduled for Wednesday, May 10, 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. Zamora to adjourn.

The April 12, 2023 DDA meeting adjourned at 3:50 pm.

**X**

---

Mayor James R. Fouts  
DDA Chairman

**X**

---

Thomas Bommarito  
DDA Director