

CITY OF WARREN
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF THE BOARD

Meeting held on June 5, 2024

A regular meeting of the City of Warren Downtown Development Authority was called for 3:00 pm on Wednesday, June 5, 2024.

Present:

Mayor Lori M. Stone
Oscar Zamora
Michael Wiegand
Hank Riberas
Nicholas Lavdas (joined the meeting at 3:12 pm)
Gregory Jackson (joined the meeting at 3:02 pm)
Tom Petzold

Absent:

Joseph Vicari

1. Call to Order

Mayor Lori Stone called the meeting to order at 3:00 pm.

2. Roll Call

Mayor Lori Stone took roll call of present members.

MOTION:

A motion was made by Mr. Zamora, supported by Mr. Petzold, to excuse the absent members.

No opposition, the motion passed

3. Adoption of Agenda

MOTION:

A motion was made by Mr. Riberas, supported by Mr. Wiegand, to adopt the June 5, 2024 agenda.

No opposition, the motion passed

4. Audience Participation

5. Approval of Minutes (May 1, 2024)

MOTION:

A motion was made by Mr. Zamora, supported by Mr. Jackson, to approve the minutes for the May 1, 2024 DDA meeting.

No opposition, the motion passed

6. Old Business

None

7. New Business

A. Dog Park Internet for Gate Access – Wow! Business (Anthony Casasanta [pg. 4])

Mr. Casasanta informed the board that this item is for the fab system used to access the park. This fab is used in coordination with Wi-Fi. This request for funding will cover the fees for the rest of the year.

MOTION:

A motion was made by Mr. Petzold, supported by Mr. Wiegand, to approve funding for dog park internet for gate access from WOW! Business with the amount not to exceed \$810.00

ROLL CALL:

The motion carried unanimously as follows:

Mr. Petzold	Yes
Mr. Wiegand	Yes
Mr. Jackson	Yes
Mr. Riberas	Yes
Mr. Zamora	Yes
Mayor Stone	Yes

No opposition, the motion passed

B. 2024 Birthday Bash Carnival Agreement – Anderson Midways, LLC (Tom Bommarito [pg. 6])

Mr. Casasanta, Acting Parks and Recreations Director, stated that nothing has changed in the agreement; it remains the same as in previous years. Mr. Jackson questioned the amount of funds received from this event annually. Mr. Casasanta estimated the revenue to be around \$3,000.00 each year. **(It was later mentioned after the DDA meeting that Mr. Casasanta meant to say \$30,000.00 each year.)** Mr. Jackson suggested that the city consider whether this event should continue annually and if any changes should be made. It was later mentioned after the meeting that Mr. Casasanta meant to say \$30,000.00 each year.

Mr. Casasanta mentioned that he would provide the board with a synopsis of this year's Birthday Bash after the event, so they can decide on future proceedings. He also noted that this year, the event would include more children's activities and a drone show.

Councilman Boike inquired about provisions for police overtime if additional security is needed. Mary Michaels replied that the carnival company would cover the cost if extra security is required. Councilman Boike then asked if the city is covered in the event of a weather-related closure. Mary Michaels confirmed that the city is protected against inclement weather and is not responsible to the carnival company in such cases.

MOTION:

A motion was made by Mr. Jackson, supported by Mr. Zamora, to approve 2024 Birthday Bash Carnival Agreement between Anderson Midways, LLC and City of Warren Downtown Development Authority.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Jackson	Yes
Mr. Zamora	Yes
Mr. Lavdas	Yes
Mr. Petzold	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

C. 2024 Fireworks Display – Zambelli (Mary Michaels [pg. 16])

Mr. Casasanta highly recommended Zambelli Fireworks Manufacturing Co., informing the board that the city has worked with them for several years.

MOTION:

A motion was made by Mr. Petzold, supported by Mr. Lavdas, to approve resolution and agreement to hire Zambelli Fireworks Manufacturing Co., to furnish, deliver, launch, and exhibit fireworks for the City of Warren Birthday Bash with the amount not to exceed \$27,000.00.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Petzold	Yes
Mr. Lavdas	Yes
Mr. Jackson	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

D. DDA City Buildings ADA Improvements – HRC (Tina Gapshes [pg. 26])

Mrs. Gapshes, City Engineer, stated that this contract pertains only to the city-owned buildings within the DDA district. In the past, the engineering department conducted an assessment of all city-owned buildings, and now the DDA buildings are being made a priority. The estimated cost for all ADA compliance updates is \$1.3 million. She explained that this company will assist in designing and creating the necessary documents to put the ADA improvements out to bid.

MOTION:

A motion was made by Mr. Riberas, supported by Mr. Wiegand, to hire HRC for DDA City Buildings ADA Improvements in the amount of \$118,002.00.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Wiegand	Yes
Mr. Zamora	Yes
Mr. Petzold	Yes
Mr. Lavdas	Yes
Mr. Jackson	Yes
Mayor Stone	Yes

No opposition, the motion passed

E. City of Warren Parks ADA Compliance Transition Plan – NFE (Tina Gapshes [pg. 35])

Mrs. Gapshes stated that this contract specifically involves assessing 25 parks, with NFE providing a cost estimate for making these parks ADA compliant. She also noted that NFE includes a parks expert on their team.

Mr. Jackson inquired about the deadline for the city to achieve compliance. Mrs. Gapshes informed the board that there is no fixed date, as long as the city continues to make progress toward compliance.

Mayor Stone then asked Mrs. Gapshes why only 25 parks are being assessed when there are 29 parks in Warren. Mrs. Gapshes was unsure why the paperwork specified 25 parks and will investigate further.

MOTION:

A motion was made by Mr. Riberas, supported by Mr. Lavdas, to hire Nowak & Fraus Engineers for accessibility consulting services for the City of Warren Parks ADA Compliance Transition Plan in the amount of \$170,000.00.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Lavdas	Yes
Mr. Wiegand	Yes
Mr. Zamora	Yes
Mr. Petzold	Yes
Mr. Jackson	Yes
Mayor Stone	Yes

No opposition, the motion passed

F. City Hall Parking Garage and Clock Tower Joint Repairs – AEW (Tina Gapshes [pg. 40])

Mrs. Gapshes informed the board that AEW is one of the consulting firms Engineering collaborates with, to ensure thorough assessments and expert recommendations. They are requesting an assessment and joint repair recommendations for the City Hall Parking Garage and Clock Tower to prepare a bid package and solicit bids. This request is based on leaking joints that have been observed during rain events on the parking deck levels and the sides along the clock tower on the municipal building.

MOTION:

A motion was made by Mr. Zamora, supported by Mr. Lavdas, to hire AEW for Professional Services regarding City Hall Parking Garage and Clock Tower Joint Repairs in the amount of \$ 42,075.00

ROLL CALL:

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Lavdas	Yes
Mr. Petzold	Yes
Mr. Jackson	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

G. Furnish & Install Exterior Lights for City Hall – Great Lakes Power & Lighting, Inc. (Jeff Reeves [pg. 44])

Mr. Reeves stated that this quote pertains to upgrading the LED lights on City Hall to new LED Color Wash Lights. He recommended utilizing our current electrical contractor, Great Lakes Power & Lighting Inc., for this project. This upgrade will enable us to illuminate the front of City Hall nightly for special occasions, if needed.

MOTION:

A motion was made by Mr. Wiegand, supported by Mr. Petzold, to hire Great Lakes Power & Lighting, Inc. to furnish & install exterior lights for City Hall in the amount of \$ 94,322.83.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Wiegand	Yes
Mr. Petzold	Yes
Mr. Jackson	Yes
Mr. Lavdas	Yes
Mr. Zamora	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

H. FY2025 Budget Resolution for DDA (Mark Knapp [pg. 51])

Mr. Fox, City Controller, informed the board that their packet includes budget documentation and a resolution for the board to accept the Council-adopted budget for Fiscal Year 2025. He highlighted a crucial aspect of this budget: the section of the resolution that allows Act 345 millage collections from DDA properties to pass through the General Fund, supporting Police and Fire pension and retiree health insurance costs.

Ms. Michaels, City Attorney, requested that the motion be made to “adopt resolution...” instead of “to approve resolution...”

MOTION:

A motion was made by Mr. Jackson, supported by Mr. Riberas, to adopt resolution and council adopted budget for fiscal year 2025.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Jackson	Yes
Mr. Riberas	Yes
Mr. Wiegand	Yes
Mr. Zamora	Yes
Mr. Petzold	Yes
Mr. Lavdas	Yes
Mayor Stone	Yes

No opposition, the motion passed

I. Purchase of 8777 Common Rd. (Tom Bommarito [pg. 59])

Mayor Stone informed the room that the building in question is also known as Brother Robert Activity Center. Mr. Bommarito noted that this property became available for sale

very quickly. It is located directly behind the new courthouse at the corner of Common Road and Kennedy Circle. Mr. Bommarito believes it would be wise to purchase this property to ensure it aligns with the community's vision and becomes a desirable business or use. While the final use can be decided after purchase, he suggested that it could make an excellent senior center, among other possibilities. After consulting with internal staff, Mr. Bommarito highly recommended that the board proceed with the purchase.

Mr. Zamora added that, given the property's proximity to the new courthouse and the high level of interest it is generating, there is no reason for the board not to purchase it. Even if the city decides not to utilize the building, he believes it would not be difficult to sell due to its prime location.

MOTION:

A motion was made by Mr. Wiegand, supported by Mr. Jackson, to purchase 8777 Common Rd. with the amount not to exceed 1.4 million plus closing cost, contingent on the attorney's negotiations of the purchase agreement and council's appropriation approval.

Mayor Stone noted that the purchase agreement and related discussions are still in draft form, with the legal language currently being refined.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Wiegand	Yes
Mr. Jackson	Yes
Mr. Lavdas	Yes
Mr. Petzold	Yes
Mr. Zamora	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

J. Fire Stations 1 & 5 - Brivar (Craig Treppa [pg. 83])

Mr. Treppa, Purchasing Agent, stated that in August 2023, the DDA board approved \$16.5 million for this project. Typically, we request about a 5% contingency allowance to cover any unforeseen items during the construction process, but we failed to bring this to the board for approval at that time. Part of this recommendation includes requesting DDA approval for \$800,000.00 to be added to the award for Brivar Construction Company. We also increased this by \$430,000.00 to cover items that were not in the original scope of the fire station project: rain gardens and permeable pavers. The total we are requesting should help cover the remainder of the construction costs.

MOTION:

A motion was made by Mr. Petzold, supported by Mr. Lavdas, to increase award to Brivar, not to exceed amount of \$1,233,517.89 for the construction of Fire Stations 1 and 5.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Petzold	Yes
Mr. Lavdas	Yes
Mr. Jackson	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

K. Standard Horticulture Service June 2024 – Planterra (Tom Bommarito [pg. 192])

Mr. Bommarito informed the board that this item pertains to the maintenance of the plants in the atrium, which Planterra manages. The current request covers services for June only, but we will likely have a request on the July agenda to cover services from July 2024 into the following year.

MOTION:

A motion was made by Mr. Petzold, supported by Mr. Lavdas, to approve funding for the June 2024 horticulture services through Planterra in the amount of \$346.81.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Petzold	Yes
Mr. Lavdas	Yes
Mr. Jackson	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

8. List of Bills

MOTION:

A motion was made by Mr. Zamora, supported by Mr. Lavdas to approve the June 5, 2024 list of bills.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Lavdas	Yes

Mr. Petzold	Yes
Mr. Jackson	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

Tiffany Nawrocki, DDA and TIFA Assistant, noted that the amount listed for Presidio is incorrect. The total of the three invoices is \$38,511.12. Invoice 6013524003880 is listed in the list of bills document but was not included in the amount provided in the packet (\$38,268.60). The list of bills given at the beginning of the meeting reflects the correct total amount.

No opposition, the motion passed

9. GOOD OF THE ORDER

Mayor Stone extended an invitation to everyone to attend the upcoming "Roads Town Hall Meeting," which is being organized in collaboration with Angela Rogensues, the President of City Council. The City Engineer, Tina Gapshes, will be present to discuss crucial topics such as road funding, jurisdictional matters, construction timelines, and more. This informative session is scheduled for June 5, 2024, at the Warren Community Center Auditorium from 6:30 pm to 8:00 pm. To ensure wider access, the meeting will be recorded and broadcasted for those unable to attend in person.

Additionally, Mr. Bommarito shared that due to the holiday in July, the meeting originally scheduled for July 3rd will now take place on the 10th.

Mayor Stone also took a moment to express gratitude for the successful Cruisin 53 Event, thanking everyone for their valuable participation.

10. Next DDA Regular Meeting is scheduled for Wednesday, July 10, 2024, at 3:00 PM, in the City Hall 1st Floor Conference Room.

11. ADJOURMENT

MOTION:

A motion was made by Mr. Riberas, supported by Mr. Petzold, to adjourn.

The June 5, 2024 DDA meeting adjourned at 3:43 pm.



Thomas Bommarito
DDA Director



Lori M. Stone
Mayor