

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

Meeting held on August 14, 2024

A regular meeting of the City of Warren Downtown Development Authority was called for 3:00 pm on Wednesday, August 14, 2024.

**Present:**

Mayor Lori M. Stone  
Oscar Zamora  
Michael Wiegand  
Hank Riberas  
Joseph Vicari

**Absent:**

Nicholas Lavdas  
Gregory Jackson  
Tom Petzold

**1. Call to Order**

Mayor Lori Stone called the meeting to order at 3:10 pm.

**2. Roll Call**

Mayor Lori Stone took roll call of present members.

**MOTION:**

A motion was made by Mr. Riberas, supported by Mr. Zamora, to excuse the absent members: Nicholas Lavdas, Gregory Jackson, and Tom Petzold.

No opposition, the motion passed

**3. Adoption of Agenda**

**MOTION:**

A motion was made by Mr. Zamora, supported by Mr. Vicari, to adopt the August 14, 2024 agenda.

No opposition, the motion passed

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

#### **5. Approval of Minutes (July 10, 2024)**

##### **MOTION:**

A motion was made by Mr. Vicari, supported by Mr. Zamora, to approve the minutes for the July 10, 2024 DDA meeting.

No opposition, the motion passed

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

##### **A. Additional Funding: City of Warren Parks ADA Compliance Transition Plan – NFE (Tom Bommarito/Tina Gaphses [pg. 9])**

Tina Gaphses explained that this amendment is to incorporate five additional parks into the ADA Compliance Transition Plan, which necessitates an additional \$25,000.00 beyond the originally approved budget to complete the necessary work.

##### **MOTION:**

A motion was made by Mr. Zamora, supported by Mr. Wiegand, to approve of the purchase and sale agreement for 8777 Common Road, Warren, MI 48093.

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

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Wiegand	Yes
Mr. Vicari	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

##### **B. Amendment to Previous Motion (July 10, 2024, Agenda Item 7I) – City Hall Furniture Funding – ISCG (Dave Mazzarelli [pg. 17])**

Dave Mazzarelli explained that he was unable to proceed with the furniture order due to a technicality in the wording of the original motion. To resolve this, we need to amend the motion from the July 10, 2024 meeting concerning the furniture for City Hall. The revised motion should authorize an upfront security deposit of 50% of the total cost, amounting to \$11,272.00.

##### **MOTION:**

A motion was made by Mr. Riberas, supported by Mr. Wiegand, to approve funding for furniture for Warren City Hall from ISCG in the amount of \$22,543.12, with a 50% deposit upfront in the amount of \$11,272.00 and the remaining balance of \$11,271.12 to be paid upon completion of the order.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Wiegand	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mayor Stone	Yes

No opposition, the motion passed

**7. New Business**

**A. Standard Horticulture Service July 2024 – July 2025 – Planterra (Tom Bommarito [pg. 26])**

Mr. Bommarito informed the board that this service pertains to horticulture maintenance and the bromeliad rotation for the plants in the Atrium. The quote provided covers the service period from July 2024 through July 2025, encompassing a full 12 months.

**MOTION:**

A motion was made by Mr. Wiegand, supported by Mr. Riberas, to approve funding for the July 2024 – July 2025 horticulture services through Planterra in the amount of \$4,421.52

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Wiegand	Yes
Mr. Riberas	Yes
Mr. Vicari	Yes
Mr. Zamora	Yes
Mayor Stone	Yes

No opposition, the motion passed

**B. Generator Maintenance City Hall - Michigan CAT (Jeff Reeves [pg. 30])**

Mr. Reeves informed the board that during his last visit, he requested funding for the breaker, which connects the building to the generator. It was necessary to repair

the breaker to determine the issue, which revealed that the control panel is also malfunctioning. The control panel manages all the generator's functions. Our current control panel is 16 years old and three generations outdated; it has served us well but has now failed. To ensure we don't lose power at City Hall, it's crucial that we replace this control panel.

**MOTION:**

A motion was made by Mr. Vicari, supported by Mr. Zamora, to approve funding for generator maintenance by Michigan CAT in the amount of \$23,768.92

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Vicari	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mr. Ribera	Yes
Mayor Stone	Yes

No opposition, the motion passed

**C. Phase I Environmental Site Assessment at 8777 Common Road – G2 (Tom Bommarito/Tina Gapsches [pg. 33])**

Ms. Gapsches stated by stating this phase one site assessment is necessary for the closing of this property. The purpose of a site assessment is to determine the present risk of significant contamination of the soil or groundwater on the property. The goal is to identify any potential environmental liabilities that could impact the property.

**MOTION:**

A motion was made by Mr. Ribera, supported by Mr. Wiegand, to approve funding for Phase I Environmental Site Assessment at 8777 Common Road by G2 with the amount not to exceed \$2,600.00

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Ribera	Yes
Mr. Wiegand	Yes
Mr. Vicari	Yes
Mr. Zamora	Yes
Mayor Stone	Yes

No opposition, the motion passed

**D. Phase I Environmental Site Assessment at 29901 S. Civic Center Blvd – G2 (Tom Bommarito/Tina Gapsches [pg. 35])**

Ms. Gapsches mentioned that this address refers to the Racquet Ball Club property, which will be utilized for parking during the court's construction.

**MOTION:**

A motion was made by Mr. Vicari, supported by Mr. Riberas, to approve funding for Phase I Environmental Site Assessment at 29901 S. Civic Center Blvd. by G2 with the amount not to exceed \$2,600.00

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Vicari	Yes
Mr. Riberas	Yes
Mr. Wiegand	Yes
Mr. Zamora	Yes
Mayor Stone	Yes

No opposition, the motion passed

**E. IEDC 2024 Annual Conference (Tom Bommarito [pg. 37])**

Mr. Bommarito announced that this is the annual IEDC conference, which provides valuable networking and educational opportunities for professionals in the economic development field across the country. He noted that the conference includes an economic development ethics training, with a strong recommendation for attendees to complete both phases of the training. Additionally, Mr. Bommarito emphasized the introduction of new AI tools being used to strategically map communities and the chance explore various incubator projects.

Mayor Stone added that she recently attended the Michigan Municipal League's Conference of Mayors, where the Economic Development Panel underscored the significance of participating in such conferences. She highlighted that these events enable participants to connect with businesses, national chains, and franchises, fostering new relationships and opportunities for our community.

**MOTION:**

A motion was made by Mr. Vicari, supported by Mr. Zamora, to approve funding for Tom Bommarito to attend the IEDC 2024 Annual Conference, September 15-18, with the amount not to exceed 4,600.00.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Vicari	Yes
Mr. Zamora	Yes
Mr. Wiegand	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

**F. Station Alerting System – Bryx (Commissioner McAdams/Mark Knapp [pg. 46])**

Commissioner McAdams informed the board that the current notification systems at the fire stations are outdated, making it impossible to obtain parts or service. The new Bryx Station Alerting System will be installed at all six fire station locations and offers significant technological advancements. This system is crucial for the fire stations, where individual dorms replace the traditional large sleeping areas. The new system can be programmed to alert only those personnel who need to respond to a call, reducing disturbances for others.

The system provides both visual and audio alerts, dims lights, and can be expanded to control doors and other systems, easing the burden on the already overextended dispatch system. The system can be switched on quickly if needed during the construction of new stations, ensuring continuous operation.

Mayor Stone and other board members acknowledged the importance of updating the technology, noting that the system's expandability and modern features make it a long-overdue upgrade. The system was competitively bid, with Bryx offering the lowest bid at \$430,200.00 plus a \$20,000.00 contingency to cover any unexpected issues during installation, bringing the total cost to \$450,200.00

The board discussed the value and reliability of the Bryx system, comparing it to other higher-cost options and confirming its widespread adoption in neighboring communities. The system's features, such as turn-by-turn directions and robust alerting capabilities, were highlighted as essential improvements for the fire stations.

**MOTION:**

A motion was made by Mr. Zamora, supported by Mr. Wiegand, to approve of funding for the purchase and installation of Bryx Station Alerting System (RFP-W-0934) by Bryx with the amount not to exceed \$450,200.00

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Wiegand	Yes

Mr. Vicari	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

**G. Stage, Lighting, and Sound for 2024 Birthday Bash – Ignited Light and Sound (Anthony Casasanta/Casey Kyewski [pg. 60])**

Anthony Casasanta addressed the board regarding the upcoming 2024 Birthday Bash, scheduled for next weekend. He requested approval for funding the stage, lighting, and sound services, which were bid by Ignited Light and Sound. He highlighted that their bid was the lowest received, with the next lowest coming in at \$32,000, making this a cost-effective choice.

Anthony provided an overview of what residents can expect at the event. He mentioned that there will be a variety of bands performing with acts that require a robust sound system. In addition to the live music, the Birthday Bash will feature fireworks on Friday, a drone show on Saturday, and a variety of children's activities, adding new elements to this year's event.

With no further questions or discussion, the board was asked to approve the funding for stage lighting and sound for the 2024 Birthday Bash, provided by Ignited Light and Sound, in the amount of \$14,500.00

**MOTION:**

A motion was made by Mr. Riberas, supported by Mr. Vicari, to approve funding for stage, lighting, and sound for the 2024 Birthday Bash by Ignited Light and Sound in the amount of \$14,500.00.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Vicari	Yes
Mr. Wiegand	Yes
Mr. Zamora	Yes
Mayor Stone	Yes

No opposition, the motion passed

**H. Community Promotion Magnets - Digigraphx Embroidery & Signs (Lieutenant Chisolm [pg. 75])**

Lieutenant Chisholm was expected to present this item but appears to be running late. Mr. Bommarito and Mayor Stone clarified that the proposal involves ordering

community promotion magnets from Digigraphx Embroidery & Signs. These magnets are designed for the Warren Police Department's community outreach and recruitment events.

The magnets, detailed in packet, are intended to be practical and informative, featuring important contact numbers, social media handles, and a QR code that links to the department's online resources. These magnets are designed to be placed on refrigerators, ensuring that the community has easy access to the department's information.

The plan is to print 2,500 magnets, with each costing approximately 99 cents. These will be distributed at various community events, providing a tangible and useful item for residents to stay connected with the Warren Police Department.

**MOTION:**

A motion was made by Mr. Vicari, supported by Mr. Riberas, to approve funding for community promotion magnets from Digigraphx Embroidery & Signs in the amount of \$2,475.00

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Vicari	Yes
Mr. Riberas	Yes
Mr. Wiegand	Yes
Mr. Zamora	Yes
Mayor Stone	Yes

No opposition, the motion passed

**I. Engagement Services for Town Center - J Eppink Partners, Inc. (JEP) (Tom Bommarito [pg. 78])**

In your packet, you'll find a letter on pages 78 and 79. We're planning to start with a Committee of the Whole meeting involving the city council, followed by discussions with the DDA groups, business groups, and the mayor's staff internally. After these initial steps, we'll move on to public engagements. Our new intern, Olivia, will assist us in this process. We're also looking to bring in J Eppink Partners, Inc. to help us ensure a professional and thorough job in collecting and reporting the data from these engagements.

Mayor Stone noted that one of the shortcomings in the previous DDA plan was the disconnect with the public and community expectations—what they want to see in the area and how it reflects the community's identity and aspirations. This effort aims to correct that by actively involving the community in the planning process.

Councilman Boike asked Mr. Bommarito if this is the same consultant company that previously drew up the plans that were disapproved. Mr. Bommarito replied that J Eppink Partners, Inc. will be focusing on community engagement.

**MOTION:**

A motion was made by Mr. Vicari, supported by Mr. Wiegand, to approve funding for engagement services for town center by J Eppink Partners, Inc. (JEP) with the amount not to exceed \$5,000.00

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Vicari	Yes
Mr. Wiegand	Yes
Mr. Zamora	Yes
Mr. Ribera	Yes
Mayor Stone	Yes

No opposition, the motion passed

**8. List of Bills**

Mayor Stone stated that an additional invoice from Consumers Energy was added to the list of bills last minute.

Commissioner McAdams informed the board invoice relates to the gas hookup and other expenses for the new fire station (Station 5 on Schoenherr), which is progressing with a completion date of February. The bill had to be paid upfront before scheduling the work. The construction of the fire station is moving forward, with exterior work nearly complete and interior work beginning. Sprinklers are scheduled to be installed in two weeks. The DDA is making payments on a \$20 million bond for the construction of two fire stations, with the most recent payment being approximately \$1,693,497.27. The process involves verification by the architectural firm and a small group before the DDA approves payments. The City Council is aware and has approved the funding. The DDA will make annual payments towards this bond.

**MOTION:**

A motion was made by Mr. Ribera, supported by Mr. Wiegand to approve the August 14, 2024 list of bills with the addition of with the addition of the Consumers Energy Bill Invoice No. 9327239471

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Wiegand	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mayor Stone	Yes

No opposition, the motion passed

## **9. GOOD OF THE ORDER**

Mayor Stone made the following announcements:

- Consumers Energy is hosting a block party at Owen Jack's tonight with free food, ice cream, and kids' activities. Parking is available at Lincoln High School with a shuttle service provided. There is on-site disabled parking as well.
- The Birthday Bash will be held on the 23rd, 24th, and 25th in front of City Hall, with various events planned. Everyone is encouraged to join in the celebration.
- The Warren Concert Band will perform this Sunday at 7 PM as part of the Concerts in the Square series.

Oscar Zamora thanked Parks and Rec for their quick work over at Halmich Park and acknowledged staff efforts in moving used furniture to the Village Hall after new furniture is installed.

## **10. Next DDA Regular Meeting is scheduled for Wednesday, September 4, 2024, at 3:00 PM, in the City Hall 1st Floor Conference Room.**

## **11. ADJOURNMENT**

### MOTION:

A motion was made by Mr. Vicari, supported by Mr. Wiegand, to adjourn.

The July 10, 2024 DDA meeting adjourned at 3:46 pm.

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X

Thomas Bommarito  
DDA Director

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X

Lori M. Stone  
Mayor