

# CITY OF WARREN

## DOWNTOWN DEVELOPMENT AUTHORITY

### MINUTES OF THE BOARD

Meeting held on September 10, 2025

A regular meeting of the City of Warren Downtown Development Authority was called for 3:00 pm on Wednesday, September 10, 2025.

**Present:**

Mayor Lori M. Stone  
Tom Petzold  
Joseph Vicari  
Oscar Zamora  
Gina Cavaliere

**Absent:**

Hank Riberas  
Michael Wiegand  
Gregory Jackson

**1. Call to Order**

Mayor Lori Stone called the meeting to order at 3:06 pm.

**2. Roll Call**

**MOTION:**

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

No opposition, the motion passed

**3. Adoption of Agenda**

**MOTION:**

A motion was made by Mr. Petzold, supported by Mr. Zamora, to adopt the agenda.

No opposition, the motion passed

**4. Audience Participation**

## 5. Approval of Minutes (July 16, 2025) (pg. 1)

### **MOTION:**

A motion was made by Ms. Cavaliere, supported by Mr. Zamora, to approve the July 16, 2025 minutes with the amendment that Item 8 (Approval of the List of Bills) reflect the board's request that the City Attorney and City Controller confirm the bills have been reviewed and approved, are appropriate, and comply with DDA law and purchasing requirements.

No opposition, the motion passed

## 6. Old Business (pg. 12)

### A. Request to Amend Motion: Eckstein Park Improvement Project – Brencal Construction (Tom Bommarito [pg. 12])

Mr. Bommarito explained that the previous motion approving funding for the Eckstein Park Improvement Project and awarding the contract to Brencal Construction contained a clerical error. The actual accepted bid amount was \$279,920.18, but the prior motion only recorded \$279,920.00. He noted this correction was an accounting housekeeping matter to ensure accuracy and transparency, particularly in the presence of auditors.

### **MOTION:**

A motion was made by Mr. Vicari, supported by Mr. Petzold, to amend the previous motion to approve funding for the Eckstein Park Project and to award the contract to Brencal Construction in the amount of \$279,920.18 (amended from \$279,920.00).

### **ROLL CALL:**

The motion carried unanimously as follows:

Mr. Vicari	Yes
Mr. Petzold	Yes
Mr. Zamora	Yes
Ms. Cavaliere	Yes
Mayor Stone	Yes

No opposition, the motion passed

## 7. New Business (pg. 16)

### A. Request for Funding: Irrigation System at Beebe Park – Maddox Irrigation (P&R Representative [pg. 16])

Mr. Bommarito reported that a site visit was conducted with Maddox Irrigation and city staff, during which it was discovered that the irrigation system at Beebe Park is broken and requires repair. No representative from the Parks and Recreation Department was present to provide further detail.

Mr. Zamora noted that the planter boxes surrounding the gazebo should be incorporated into the irrigation schedule, as they dry out quickly and require additional attention. He also acknowledged the efforts of Garden Club members and Historic Village volunteers who have been watering and maintaining the park during the summer.

**MOTION:**

A motion was made by Mr. Zamora, supported by Mr. Vicari, to approve funding for the repair and renovation of the irrigation system at Beebe Park by Maddox Irrigation in the amount of \$3,750.00.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Vicari	Yes
Mr. Petzold	Yes
Ms. Cavaliere	Yes
Mayor Stone	Yes

No opposition, the motion passed

**B. Request for Funding: Warren Police Department Entrance Repairs - Ram Construction Services (Brent Chisolm [pg. 18])**

Captain Chisholm presented a request for funding in the amount of \$1,118,106.00 for the Warren Police Department entrance repair project. The scope includes complete removal and restoration of approximately three-quarters of the concrete surrounding the police department. The existing concrete sits above subterranean parking, which has experienced consistent leakage.

The project will address waterproofing issues and the cracked concrete topping, and it also includes the replacement of steps and handrails at the west entrance. ADA access will be accommodated at the east side of the building via the ramp located near the Court.

Captain Chisholm explained that the current concrete is original, poorly constructed, crumbling, and has required repeated patching that does not resolve the underlying waterproofing problems. The repairs are necessary to stop water

infiltration into the police department's underground parking structure and to restore safe access.

**MOTION:**

A motion was made by Mr. Petzold, supported by Mr. Zamora, to approve funding for the Warren Police Department Entrance Repairs by Ram Construction Services in an amount not to exceed \$1,118,106.00

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Petzold	Yes
Mr. Zamora	Yes
Ms. Cavaliere	Yes
Mr. Vicari	Yes
Mayor Stone	Yes

No opposition, the motion passed

**C. Request for Funding: Rooftop HVAC at 29901 S Civic Center (Tom Bommarito [pg. 22])**

Mr. Bommarito reported that Johnson Controls, Inc. conducted an assessment of the rooftop HVAC units at the Racquet Center, located at 29901 S. Civic Center Blvd. The inspection identified neglected units in need of replacement parts. This request covers a one-time maintenance service to bring the system up to speed.

**MOTION:**

A motion was made by Ms. Cavaliere, supported by Mr. Petzold, to approve funding for Johnson Controls, Inc. to perform inspection and maintenance services on the rooftop HVAC units at the 29901 S. Civic Center Blvd., in an amount not to exceed \$7,178.00.

**ROLL CALL:**

The motion carried unanimously as follows:

Ms. Cavaliere	Yes
Mr. Petzold	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mayor Stone	Yes

No opposition, the motion passed

**D. Request for Funding: Fire Station 5 Traffic Signal – J. Ranck Electric Inc (Tina Gaphes/Commissioner McAdams [pg. 29])**

Commissioner McAdams presented a request for funding in the amount of \$373,890.99 for the installation of a custom traffic signal at the new Fire Station 5 on Schoenherr. The Engineering Department solicited bids based on the required specifications, and J. Ranck Electric Inc., the low bidder, was recommended for award.

The signal will normally flash yellow, but when activated by the fire department during apparatus departures, it will turn red for northbound and southbound traffic, allowing safe entry onto the county road. The project also includes a pedestrian crosswalk with push-button activation.

It was noted that the signal is similar to those installed at Fire Station 6 and at the new Fire Station 1. Station 1's signal was fully funded through a state grant secured by Ms. Gaphes, resulting in cost savings to the City. The crosswalk at Station 1 is already in partial operation near the library and is being used by pedestrians, providing a much safer way to cross the congested multi-lane Van Dyke corridor.

**MOTION:**

A motion was made by Mr. Petzold, supported by Mr. Vicari, to approve funding for J. Ranck Electric Inc. to furnish and install two emergency traffic signals at Fire Station 5, in an amount not to exceed \$373,890.99.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Petzold	Yes
Mr. Vicari	Yes
Ms. Cavaliere	Yes
Mr. Zamora	Yes
Mayor Stone	Yes

No opposition, the motion passed

**E. Request for Funding: Motorola MCD5000 Radio Transmitters – Motorola Solutions (Commissioner McAdams [pg. 33])**

Commissioner McAdams presented a request for funding in the amount of \$3,862.50 for the purchase of Motorola MCD5000 radio transmitters for Fire Station 1.

He explained that the transmitters serve as a backup system to the City's primary fiber optic internet-based alert system, and their need was identified during the ISO evaluation. The transmitters also allow communication with apparatus in the field and across the City's six strategically placed fire stations.

Initial specifications indicated that five transmitters would be sufficient; however, field testing revealed that seven units were necessary to ensure full coverage. To meet immediate needs, two units from Station 1 were relocated to Station 5, leaving Station 1 short. This request covers the replacement of those two units so that Station 1 is properly equipped and maintains identical coverage with the other stations.

**MOTION:**

A motion was made by Mr. Vicari, supported by Mr. Petzold, to approve funding for Motorola MCD5000 transmitters for Fire Station 1 from Motorola Solutions, in an amount of \$3,862.50.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Vicari	Yes
Mr. Petzold	Yes
Ms. Cavaliere	Yes
Mr. Zamora	Yes
Mayor Stone	Yes

No opposition, the motion passed

**F. Request for Reimbursement: Birthday Bash Live Entertainment – Parks and Recreation (Dave Mazzarelli [pg. 38])**

Mr. Bommarito presented the request on behalf of the Parks and Recreation Department. He explained that Parks and Recreation had covered the invoices for Birthday Bash live entertainment, totaling \$46,620.00, because they were received later than anticipated. Traditionally, the DDA funds the Birthday Bash entertainment and fireworks, and this reimbursement request would return those costs to Parks and Recreation.

The reimbursement covers all entertainment for the week, including three days of live music, the children's area, and the drone show, which was part of the Carey and Paul Group's invoice. A 15% commission was noted as part of the booking process. Attendance was reported as excellent, with large crowds and favorable weather.

**MOTION:**

A motion was made by Mr. Zamora, supported by Mr. Vicari, to approve reimbursement to the Parks & Recreation Department in the amount of \$46,620.00 for Birthday Bash live entertainment provided by Carey and Paul Group with authorization to issue check.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Vicari	Yes
Mr. Petzold	Yes
Ms. Cavaliere	Yes
Mayor Stone	Yes

No opposition, the motion passed

**G. Request for Funding: Birthday Bash Fireworks – Zambelli Fireworks (Parks & Recreation Representative [pg. 43])**

This motion authorizes direct payment to Zambelli Fireworks for the Warren Birthday Bash fireworks display. Parks and Recreation had already received approval from City Council to reappropriate funding in their budget for this item. However, the vendor has not yet been paid.

To avoid the unnecessary step of Parks and Recreation issuing a check and then the DDA reimbursing them, this action allows the DDA to write a check directly to Zambelli. This streamlines the process and ensures timely payment.

The DDA board had previously approved the fireworks contract, and the expense is appropriated in the DDA budget. Council's reappropriation provided Parks and Recreation the ability to proceed given the tight turnaround, coordination requirements (general orders, risk management, fire department logistics), and the lack of a quorum at the prior month's DDA meeting.

**MOTION:**

A motion was made by Mr. Petzold, supported by Mr. Zamora, to approve funding for Zambelli Fireworks for the Warren Birthday Bash in the amount of \$30,000.00 with authorization to issue check.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Petzold	Yes
Mr. Zamora	Yes
Ms. Cavaliere	Yes
Mr. Vicari	Yes
Mayor Stone	Yes

No opposition, the motion passed

**H. Request for Funding: Radio Antenna Installation – Mobile Communications America (Commissioner McAdams [pg. 45])**

Commissioner McAdams spoke to this item, explaining that the antenna will enable automatic and secure uploading of incident reports from fire apparatus to the city's network whenever units are near a fire station. This protects patient privacy by ensuring patient care information does not remain stored on laptops that could be lost or stolen.

This technology is already installed and operating successfully at all other active stations, including the new Station 5, and is compatible with any incident reporting software in use.

Approval of this funding ensures that Fire Station 1 is equipped with the same secure reporting technology as all other active stations, maintaining consistency and compliance in protecting sensitive information.

**MOTION:**

A motion was made by Mr. Vicari, supported by Mr. Zamora, to approve funding for install of radio antenna at Fire Station No. 1 by Mobile Communications America (MCA) in the amount of \$4,060.35.

**ROLL CALL:**

The motion carried unanimously as follows:

Mr. Vicari	Yes
Mr. Zamora	Yes
Mr. Petzold	Yes
Ms. Cavaliere	Yes
Mayor Stone	Yes

No opposition, the motion passed

**I. Request for Funding: Fire Building Construction Contract Dispute – Brivar (Tom Bommarito/Mary Michaels [pg. 50])**

Acting City Attorney Mary Michaels spoke to this item. A dispute has arisen with the contractor, Brivar, related to the construction of two fire stations. The issue stems from initial utility relocation delays caused by DTE, which changed requirements multiple times, including requiring a deed transfer to the City. As a result of these delays, the contractor is seeking additional delay costs.

The architect has reviewed the contractor's proposed costs and disputes the figures, with a substantial difference of approximately \$100,000 between the parties. The City rejects the contractor's demands, citing its duty to protect public funds, and

confirmed that no contract amendment or budget amendment will be sought regardless of the outcome.

To move toward resolution, the City is proceeding with non-binding mediation, a contract remedy. The mediator requires a \$2,400.00 deposit, which this motion authorizes. Legal assistance is being provided by, renowned construction law experts currently under a Purchase Order with City Council. While their relationship with the DDA has not been formalized, they have been advising on this matter and providing legal support.

Approval of this funding allows the mediation process to proceed, with the expectation that it will help bring the dispute to resolution while safeguarding City and DDA resources.

**MOTION:**

A motion was made by Ms. Cavaliere, supported by Mr. Vicari, to approve funding in the amount of \$2,400.00 for mediation fee to mediate the fire building construction contract dispute.

**ROLL CALL:**

The motion carried unanimously as follows:

Ms. Cavaliere	Yes
Mr. Vicari	Yes
Mr. Petzold	Yes
Mr. Zamora	Yes
Mayor Stone	Yes

No opposition, the motion passed

**8. Approval of the List of Bills (pg. 53)**

Mark provided an overview of the fire station construction bonds and related expenditures. The current list of bills for approval totals about \$1.3 million.

**Bond Status:**

- Net proceeds from the fire station construction bond issue totaled \$22,699,502.99, with \$1,887,584.22 in interest earned since 2023.
- Expenditures by fiscal year: \$963,000 (2023), \$5,000,000 (2024), and \$15,000,000 (2025).
- A remaining contract liability with Brivar of \$941,000 includes a retained funds obligation of \$1.3 million.
- Additional open contract liabilities total \$439,000, covering:
  - Video surveillance system (DA Central)
  - Voice and data systems (Presidio)

- Architectural/engineering services (Partners in Architecture)
- Alerting system (Brex)
- After accounting for the above, items paid in August, and the September list of bills, the balance of uncommitted funds stands at \$1,492,000.
- Engineering services from Hubbell, Roth & Clark continue on an as-needed basis.

**Interim Approval Process:**

Due to a lack of quorum at a prior meeting, the board utilized an interim approval process that was authorized two meetings earlier. Under this process, a list was prepared and signed off by the Controller, Tom, the Fire Commissioner, the head of Building Maintenance, the head of Parks and Recreation, and the Engineer. An amount of \$165,000 was processed using this method and checks were released to these vendors.

The current list of bills (September 10, 2025), totaling over \$1.3 million, was reviewed and deemed appropriate for the board to approve payment.

**MOTION:**

A motion was made by Ms. Cavaliere, supported by Mr. Petzold, to approve the September 10, 2025 list of bills.

**ROLL CALL:**

The motion carried unanimously as follows:

Ms. Cavaliere	Yes
Mr. Petzold	Yes
Mr. Zamora	Yes
Mr. Vicari	Yes
Mayor Stone	Yes

No opposition, the motion passed

**9. Good of the Order**

Several recent and upcoming community events and updates were shared:

1. **Warren Police/Fire Open House – Saturday, September 13, 2025 | 12:00 PM**  
Held between City Hall, the Police Department, and the 37th District Court, featuring activities, safety items, education, and community information.
2. **Empowering Civic Engagement Series – Wednesday, September 17, 2025 | 6:00 PM**  
The final session in the series, focusing on sanitation, will be held following strong community reception of earlier sessions.
3. **Senior Ice Cream Social – Thursday, September 18, 2025 | 11:00 AM**  
Hosted by Parks and Recreation at the Community Center cafeteria. Attendees will also be asked to share input on future senior programming and activities.

4. **City Square Street Fair – Wednesday, September 24, 2025 | 5:00 PM**  
This is the last fair of the season, featuring vendors, food trucks, children's activities, and a free outdoor movie night. Entertainment will include a magician's show at 8:00 PM.
5. **Community Check-In – Thursday, September 25, 2025 | 6:30 PM**  
Scheduled at the Burnett Branch Library, providing residents with an opportunity to engage and share feedback.
6. **Fire Station 1 Ceremony – Saturday, September 27, 2025 | 10:00 AM**  
Public Grand Opening & Uncoupling Ceremony: Saturday event to allow for broad community participation.
7. **State of the City – Tuesday, October 21, 2025 | 6:00 PM**  
The City's second State of the City Address will take place at the Community Center Auditorium.
8. **The Construction Updates**
  - Fire Station No. 5 is approximately 99% complete.
  - Fire Station No. 1 is approximately 95% complete, with minor change orders anticipated.

**10. Next DDA Regular Meeting is scheduled for Wednesday, October 1, 2025, 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. Petzold, to adjourn.

The September 10, 2025 DDA meeting adjourned at 3:52 pm.

 _____ Thomas Bommarito DDA Director	 _____ Lori M. Stone Mayor
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