

CITY OF WARREN
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF THE BOARD

Meeting held on November 5, 2025

A regular meeting of the City of Warren Downtown Development Authority was called for 3:00 pm on Wednesday, November 5, 2025.

Present:

Mayor Lori M. Stone
Michael Wiegand
Joseph Vicari
Oscar Zamora
Gina Cavaliere
Tom Petzold
Gregory Jackson

Absent:

Hank Riberas

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 Ms. Cavaliere, 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. Zamora, supported by Mr. Vicari, to adopt the agenda.

No opposition, the motion passed

4. Audience Participation

5. Approval of Minutes (October 1, 2025) (pg. 1)

MOTION:

A motion was made by Ms. Cavaliere, supported by Mr. Vicari, to approve the October 1, 2025 minutes.

No opposition, the motion passed

6. Old Business (None)

7. New Business (pg. 8)

**A. Request for Funding: Property Tax Appeals – Hallahan & Associates, P.C.
(Assessing Department Representative [pg. 8])**

A request for funding was presented to extend attorney services for property tax appeals with Hallahan & Associates, P.C. for the years 2026 through 2030, in the amount of \$50,000 annually. Assessing Department representative, Sheila Millen, explained that Hallahan & Associates provides legal representation for the City in handling property tax appeal cases before the Michigan Tax Tribunal.

In response to board questions, it was clarified that this request is not for a specific property but rather serves as a contingency fund to cover cases as they arise throughout each year. When asked about case volume, it was noted that the number of appeals handled varies annually depending on filings, but the allocation ensures sufficient funding for legal services as needed.

Mr. Knapp, Controller’s Office, confirmed that any expenses billed by Hallahan & Associates for DDA-related tax appeals are reviewed by the prior to inclusion on the list of bills for board approval.

MOTION:

A motion was made by Ms. Cavaliere, supported by Mr. Wiegand, to approve the extension of attorney services for property tax appeals by Hallahan & Associates, P.C. for the years 2026 through 2030 in the amount of \$50,000 annually.

ROLL CALL:

The motion carried unanimously as follows:

Ms. Cavaliere	Yes
Mr. Wiegand	Yes
Mr. Zamora	Yes
Mr. Petzold	Yes
Mr. Jackson	Yes
Mr. Vicari	Yes

Mr. Hakim presented a request for funding in the total amount of \$214,364.56 for the City Hall and Court Wi-Fi Upgrade Project by Presidio Networked Solutions Group, LLC. He explained that the existing Wi-Fi infrastructure at both City Hall and the 37th District Court was originally installed around 2006 and the equipment has reached end-of-life status, no longer supporting updates or security requirements.

The proposed project will replace the outdated equipment with modern Wi-Fi hardware that meets current performance and cybersecurity standards. The new system will improve network speed, reliability, and coverage throughout the buildings. Mr. Hakim noted that the expected lifespan of the new devices is approximately five years.

In response to board questions, Mr. Hakim confirmed that the new Wi-Fi equipment could be relocated and reinstalled in another facility in the future if needed. He also clarified that the new system includes the City Square outdoor Wi-Fi coverage, it offers greater flexibility and control, allowing for adjustments to access points and improved signal management during events or high-traffic periods.

MOTION:

A motion was made by Mr. Petzold, supported by Mr. Vicari, to approve funding for the City Hall and Court Wi-Fi Upgrade Project by Presidio Networked Solutions Group, LLC, utilizing MHEC Contract #MHEC-08012021, in the total amount of \$214,364.56 (City Hall: \$122,010.13; Court: \$77,354.43; Contingency: \$15,000).

ROLL CALL:

The motion carried unanimously as follows:

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

No opposition, the motion passed

D. Request for Funding: Warren Community Center Conference Room A Upgrades (Craig Treppa/Dave Muzzarelli [pg. 62])

Mr. Muzzarelli presented a request for funding in an amount not to exceed \$14,895.00 for the purchase of equipment and materials related to the Warren Community Center Conference Room A Upgrade Project. The work will be

completed by Metro Signs & Lighting, B&H Photo-Video, Inc., and Advance Lighting & Sound, Inc., under Bid No. TRI-W-1538.

He explained that the upgrades will modernize City Council’s Conference Room A, located on the first floor of the Warren Community Center. The improvements include technology and audio-visual enhancements to support recording capabilities, upgraded signage behind the Council seating area, and the installation of a television monitor in the hallway to allow the public to view meetings from outside the room.

In response to a board question, Mr. Muzzarelli confirmed that Conference Room A is the room located north of the auditorium.

MOTION:

A motion was made by Ms. Cavaliere, supported by Mr. Wiegand, to approve funding for the purchase of various items for the Warren Community Center Conference Room A Project by Metro Signs & Lighting, B&H Photo-Video, Inc., and Advance Lighting & Sound, Inc., under Bid No. TRI-W-1538, in a total amount not to exceed \$14,895.00.

ROLL CALL:

The motion carried unanimously as follows:

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

No opposition, the motion passed

E. Request for Funding: ADA Improvements Package, Priority 1 - Decima, LLC (Craig Treppa/Dave Muzzarelli [pg. 65])

Mr. Muzzarelli presented a request for funding in an amount not to exceed \$229,202.00 for the ADA Improvements DDA Package, Priority 1, to be completed by Decima, LLC, under Bid No. ITB-W-1572. He explained that this package represents the first phase of the City’s larger ADA improvement program, addressing the most urgent accessibility needs identified in the draft ADA Transition Plan, which is currently being finalized.

Mr. Muzzarelli stated that Decima, LLC, was the lowest responsible and responsive bidder for this project. The scope of work includes several critical upgrades to improve accessibility across multiple City facilities:

- Police Department: Renovation of public restrooms in the first-floor lobby to achieve ADA compliance.
- Warren Community Center: Renovation of restrooms throughout the facility to ensure compliance with ADA standards.
- Civic Center South: Reconstruction of the “Storytime Path” surrounding the playground area to create a fully ADA-accessible walking path and installation of two ADA-compliant curb ramps connecting accessible parking to the play area.
- City Hall Parking Garage: Reconstruction of the existing concrete platform and ramp from the first-floor parking area to the main building entrance to meet ADA design standards.

He noted that these improvements are part of a long-term plan to bring City facilities into compliance with federal accessibility standards and enhance inclusivity across public spaces. Staff will continue to pursue potential state, local, and private grant funding opportunities to offset costs for future phases of the ADA Transition Plan.

MOTION:

A motion was made by Mr. Jackson, supported by Mr. Wiegand, to approve funding for the ADA Improvements DDA Package, Priority 1, to Decima LLC, under Bid No. ITB-W-1572, in an amount not to exceed \$229,202.00.

ROLL CALL:

The motion carried unanimously as follows:

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

No opposition, the motion passed

- F. Request for Funding: Chicago Active Mobility Connector - Nowak & Fraus Engineers (Tina Gapshes/Tom Bommarito [pg. 72])**

Mr. Bommarito presented a request for funding in the amount of \$112,868.25 for design services for the Chicago Active Mobility Connector Project, to be completed by Nowak & Fraus Engineers. He explained that this project is a key component of the City's broader Active Mobility Plan, aimed at improving pedestrian and cyclist safety and connectivity between neighborhoods, civic spaces, and recreational facilities.

The project will include the design of a pedestrian bridge spanning the Red Run Drain, connecting 5295 Chicago Road to the Warren Community Center property.

Mr. Bommarito shared that the City received a ~\$1.3 million Transportation Alternatives Program (TAP) grant to support the project, with an overall total project cost estimated at approximately \$2 million. The DDA previously budgeted \$1 million at the start of the year, anticipating the pursuit of outside funding. With the awarded grant exceeding expectations, the project will now advance to the design and engineering phase—an essential step before environmental review and site clearance.

Board members expressed enthusiasm for the project, noting its significance for community connectivity and safety. Ms. Cavaliere inquired about design standards, to which Mr. Bommarito confirmed that, under TAP regulations, the bridge must have a minimum width of 14 feet to qualify for funding. Members also discussed potential lighting enhancements along the path to ensure safe use during evening hours. Mr. Bommarito confirmed that lighting and safety features were part of ongoing discussions with the engineering and planning team.

MOTION:

A motion was made by Mr. Wiegand, supported by Mr. Zamora, to approve funding for design services for the Chicago Active Mobility Connector project, including the pedestrian bridge and improvements at 5295 Chicago Road, by Nowak & Fraus Engineers in the amount of \$112,868.25.

ROLL CALL:

The motion carried unanimously as follows:

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

No opposition, the motion passed

G. Request for Funding: Cellular Dialer - A & B Alarm Systems, Inc (Commissioner McAdams [pg. 79])

Commissioner McAdams presented a request for funding in the amount of \$917.75 for the installation of cellular dialers in the fire alarm panels at Fire Station No. 1 and Fire Station No. 5 by A & B Alarm Systems, Inc. He explained that the cellular dialer is a critical component of the fire alarm system, required by code to ensure alarm transmissions can still reach central dispatch in the event of a landline failure.

The cellular dialer serves as a redundant communication system, guaranteeing that alarm signals are sent even if the primary phone line is disrupted. Commissioner McAdams noted that the new dialers are identical to the system previously installed at other city facilities and are the most cost-effective option available.

MOTION:

A motion was made by Mr. Jackson, supported by Mr. Vicari, to approve funding for the installation of cellular dialers in the alarm panels at Fire Stations No. 1 and No. 5 by A & B Alarm Systems, Inc. in the amount of \$917.75.

ROLL CALL:

The motion carried unanimously as follows:

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

No opposition, the motion passed

H. Request for Funding: Drone for Tree Lighting Ceremony – Carey and Paul Group (Jason Spiller/Casey Kyewski [pg. 83])

Mr. Spiller presented a request for funding in an amount not to exceed \$16,000.00 for a professional drone light show to be performed during the City of Warren’s Annual Tree Lighting Ceremony, to be provided by the Carey and Paul Group under Bid No. ITB-W-0776. He explained that the drone display will serve as an exciting new addition to the City’s holiday celebration, offering a modern and visually captivating feature for attendees.

The show will be choreographed to coordinate with the traditional lighting ceremony, enhancing the overall production and creating a memorable experience

for residents and visitors. Mr. Spiller confirmed that flight patterns will be safely programmed to operate over the designated viewing area.

During discussion, board members expressed enthusiasm for the addition of the drone display, noting that it would provide a fresh attraction to the well-attended event. Mr. Bommarito also introduced Mr. Jason Spiller, the City's new Parks and Recreation Director to the board.

MOTION:

A motion was made by Mr. Zamora, supported by Mr. Petzold, to approve funding for a professional drone light show during the City of Warren's Annual Tree Lighting event by Carey and Paul Group under Bid No. ITB-W-0776, in an amount not to exceed \$16,000.00.

ROLL CALL:

The motion carried unanimously as follows:

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

No opposition, the motion passed

8. Approval of the List of Bills (pg. 89)

Mr. Knapp provided an overview and addressed questions regarding expenses approved at the previous meeting, specifically the Liquid Web web hosting services and the Presidio network infrastructure upgrade contracts.

He explained that the Liquid Web contract covers citywide web services, including hosting for multiple departments and entities. Because the services are shared across the City's network, costs cannot be easily divided among individual departments. Mr. Knapp noted that the DDA has consistently funded this expense for the past several years, and although the cost is relatively minor, it remains an essential component of the City's digital infrastructure.

Regarding the Presidio contract, Mr. Knapp clarified that it includes both hardware and installation. DDA eligible costs totaling approximately \$654,862.84. The contractor was asked to itemize and break down costs by specific building locations to ensure appropriate accounting. Once those details are finalized, the Controller's Office will allocate expenses to the relevant departments or funds as appropriate.

He also noted that while the DDA will initially front the cost of the Presidio project, any non-DDA eligible expenses—such as those outside the DDA district or associated with facilities not benefiting from the project—will be reimbursed by the corresponding departments after installation and review. Ms. Cavaliere requested clarification on how all fire stations qualified as eligible expenses. Mr. Knapp explained that the eligibility determination is based on service coverage—if a fire station provides service within the DDA district, the associated costs are considered DDA-eligible under that logic.

MOTION:

A motion was made by Mr. Vicari, supported by Mr. Wiegand, to approve the November 5, 2025 list of bills.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Vicari	Yes
Mr. Wiegand	Yes
Mr. Zamora	Yes
Mr. Petzold	Yes
Ms. Cavaliere	No
Mr. Jackson	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. Veterans Appreciation Breakfast – Friday, November 7, 2025 | 9:00 AM – 11:00 AM:

The annual Veterans Appreciation Breakfast will be held in the City Hall Atrium. Attendees will gather to honor and celebrate the veterans of the Warren community, with a strong turnout anticipated.

2. Warren Civic Theatre – “Beetlejuice Jr.” Fall Production

The Warren Civic Theatre, in partnership with the Parks and Recreation Department, will present Beetlejuice Jr. as their fall production at the Warren Community Center Auditorium. Showtimes are scheduled for Friday and Saturday at 7:00 PM, and Saturday and Sunday at 3:00 PM, running from November 7–9, 2025. The community is encouraged to attend and support the talented local.

3. Warren Garden Club Meeting – Wednesday, November 12, 2025 | 6:00 PM – 8:00 PM:

The Warren Garden Club will meet at the Warren Community Center Cafeteria to discuss upcoming projects and seasonal planning. The group continues to

contribute outstanding work in beautifying and maintaining community green spaces.

4. Senior Citizens Health Care Seminar – Wednesday, December 10, 2025 | City Hall Atrium:

The next Senior Citizens Health Care Seminar will take place in the City Hall Atrium, with the topic focusing on coronary artery disease. Residents are encouraged to mark their calendars and attend this important educational event aimed at promoting community health and awareness.

5. Warren Symphony Orchestra Performance – Sunday, November 23, 2025 | 3:00 PM:

The Warren Symphony Orchestra will perform their next concert themed “Across the Sea.” The event follows their successful Halloween Harmonies presentation and continues the Symphony’s tradition of outstanding community performances.

6. Annual Tree Lighting Ceremony – Saturday, December 6, 2025 | 5:00 PM:

The City’s beloved Tree Lighting Ceremony will take place at City Hall. The event will feature festive entertainment, family-friendly activities, and community celebration. Additional details will be announced as the event approaches.

10. Next DDA Regular Meeting is scheduled for Wednesday, December 3, 2025, at 3:00 PM, in the City Hall 1st Floor Conference Room.

11. Adjournment

MOTION:

A motion was made by Mr. Vicari to adjourn.

The November 5, 2025 DDA meeting adjourned at 3:39 pm.

X

Thomas Bommarito
DDA Director

X

Lori M. Stone
Mayor