

CITY OF WARREN
DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES OF THE BOARD

Meeting held on February 4, 2026

A regular meeting of the City of Warren Downtown Development Authority was called for 3:00 pm on Wednesday, February 4, 2026.

Present:

Mayor Lori M. Stone
Michael Wiegand
Oscar Zamora
Gina Cavaliere
Hank Riberas (participated remotely via phone)

Absent:

Joseph Vicari
Tom Petzold
Gregory Jackson

1. Call to Order

Mayor Lori Stone called the meeting to order at 3:07 pm.

2. Roll Call

The Acting City Attorney, Mary Michaels, addressed the board regarding remote participation. Mary confirmed that a board member was permitted to participate remotely and stated that the member qualifies for an accommodation under the Americans with Disabilities Act (ADA). She noted that, for privacy reasons, no specific details would be discussed. The accommodation was confirmed as eligible, and therefore Mr. Riberas was permitted to participate remotely in the meeting.

MOTION:

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

No opposition, the motion passed

3. Adoption of Agenda

MOTION:

A motion was made by Mr. Wiegand, supported by Ms. Cavaliere, to adopt the agenda.

No opposition, the motion passed

4. Audience Participation

5. Approval of Minutes (January 7, 2026) (pg. 1)

MOTION:

A motion was made by Mr. Wiegand, supported by Mr. Zamora, to approve the January 7, 2026 minutes.

No opposition, the motion passed

6. Old Business (None)

7. New Business (pg. 9)

A. Request for Funding: Warren Racquetball Enclosure and Structural Study Phase 1 – PSI / Intertek (Tina Gapshes [pg. 9])

Noel Santos, Civil Engineer with the City of Warren Engineering Division, addressed the Board regarding this item. Mr. Santos stated that he was representing the Engineering Division in the absence of City Engineer Tina Gapshes. He explained that the request is for funding for Phase 1 of an enclosure and structural study of the former Warren Racquetball building, to be conducted by Professional Services Industries (PSI) / Intertek.

Mr. Santos noted that a prior mold study completed by G2 Engineering recommended further roofing and structural investigation of the bracket wall. The proposed study is intended to assess the structural condition of the building, particularly in light of water intrusion concerns.

A Board member asked whether the City still intends to demolish the property for future parking related to the courthouse project. Mr. Bommarito responded that the City is currently in the process of evaluating the building. He stated that, while the structure is believed to be in generally good condition, this study represents the final step in confirming that water intrusion did not compromise the building's structural integrity. Mr. Bommarito added that potential future uses of the building will be discussed with the steering committee before any final decisions are made.

Councilman Boike asked for clarification regarding the consultant services. Mr. Bommarito explained that the study is a precautionary measure prompted by water damage observed over the past winter. He stated that the City does not anticipate major structural issues but wants to proceed cautiously to ensure informed decision-making moving forward.

MOTION:

A motion was made by Mr. Riberas, supported by Mr. Wiegand, to approve funding for Phase 1 enclosure and structural study for the former Warren Racquetball at 29901 S. Civic Center Boulevard by Professional Services Industries / Intertek under City Contract RFP-W-0025, in the amount of \$17,020.00.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Riberas	Yes
Mr. Wiegand	Yes
Mr. Zamora	Yes
Ms. Cavaliere	Yes
Mayor Stone	Yes

No opposition, the motion passed

B. Request for Funding: Ornamental Holiday Displays – Holiday Outdoor Décor (Dave Muzzarelli [pg. 18])

Mr. Muzzarelli addressed the Board regarding the proposed purchase of ornamental holiday displays. He stated that the city has expanded its holiday programming in recent years, including the addition of a panel Christmas tree and a drone show, both of which have increased attendance at the annual Christmas tree lighting event. He noted that this request is a Council-approved budget line item.

Mr. Muzzarelli explained that discussions with the current manufacturer resulted in significant discounts on the proposed items. He stated that the large tree and ornament received approximately a 35% discount, while other items received approximately a 15% discount. As a result, the city is receiving approximately \$124,000 worth of holiday décor for less than \$70,000. He added that \$80,000 had been budgeted for this line item, leaving the city under budget.

Mr. Muzzarelli described the planned additions, which include a large Christmas tree to be installed inside the City Hall atrium extending to the second floor, featuring a walk-through tunnel design. He also outlined additional photo-friendly features such as a sleigh with reindeer for photos with Santa Claus and a large ornament installation. He stated that these additions are intended to enhance the

Civic Center as a holiday destination and provide engaging photo opportunities for residents.

In response to a question, Mr. Muzzarelli clarified that the tree depicted in the proposal will be installed inside City Hall and will not replace the existing outdoor tree. He further explained that one of our vendors will store the displays during the off-season at no additional cost beyond the current annual storage and installation agreement. The displays are designed to be fully disassembled for transport and storage.

MOTION:

A motion was made by Mr. Zamora, supported by Mr. Wiegand, to approve the purchase of ornamental holiday displays from Holiday Outdoor Décor, pursuant to Bid No. SOL-W-1804, in the amount of \$69,395.75.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Wiegand	Yes
Ms. Cavaliere	Yes
Mr. Riberas	Yes
Mayor Stone	Yes

No opposition, the motion passed

- C. Notice of Name Change: Johnson Controls Building Solutions, LLC (Mark Knapp [pg. 22])

Mr. Knapp addressed the Board regarding this informational item. He explained that Purchasing Department requested the update to inform the Board that Johnson Controls has changed its legal name to Johnson Controls Building Solutions, LLC.

8. Approval of the List of Bills (pg. 25)

The Board considered the February 4, 2026 List of Bills.

Ms. Cavaliere asked whether the Presidio-related bills included costs that are not eligible DDA expenses. Mr. Knapp explained that the DDA is currently serving as the initial payment source. He stated that, as the project progresses, the appropriate cost distribution will be determined and other funds will reimburse the DDA for any portions that are not DDA-eligible. He noted that the allocation has not yet been finalized.

Mr. Knapp further explained that this approach is consistent with standard City budgeting practices and is commonly used for shared expenses such as utilities.

He stated that the final distribution will be determined prior to the end of the fiscal year.

Mr. Knapp also informed the Board that he had prepared a handout summarizing DDA expenditures from the most recent audit report, including a breakdown of capital items. He stated that this information is intended to provide context as staff prepares to present the proposed DDA budget for the upcoming fiscal year.

During discussion of future budget considerations, Ms. Cavaliere encouraged the city and the DDA to consider membership in the International Downtown Association, noting its value for training, resources, and upcoming projects. Mr. Bommarito acknowledged the suggestion.

MOTION 1:

A motion was made by Mr. Zamora, supported by Mr. Riberas, to approve the February 4, 2026 list of bills, subject to final review and approval by the Controller of any questioned or non-DDA-eligible expenditures.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Riberas	Yes
Ms. Cavaliere	Yes
Mr. Wiegand	Yes
Mayor Stone	Yes

No opposition, the motion passed

9. Good of the Order

- A. AARP Tax Services:** Information was shared regarding AARP tax assistance services in coordination with the City Treasurer’s Office. Appointments began January 28–29 and will continue a walk-in, first-come, first-served basis from 8:30 a.m. to 11:30 a.m. in the First Floor Conference Room at City Hall. A schedule of available dates is posted, and flyers are available for interested residents.
- B. Community Check-In – Civic Center South:** The next Community Check-In will be held on February 26 at Civic Center South. The initiative is off to a strong start for the year, with robust community participation and discussion.
- C. Empowering Civic Engagement Series – Engineering:** Engineering will host the first session of the “Empowering Civic Engagement” 2026 series. The session will focus on road construction, including how roads are selected, project costs, timelines, and contributing factors. Residents are encouraged to attend and bring questions.

D. Black History Month Celebration: The City’s Black History Month Celebration will take place on Saturday, February 28, from 12:00 p.m. to 3:00 p.m. at the Warren Community Center. The event will include entertainment and activities and is free and open to the public.

E. Asian American and Pacific Islander Month Celebration: Residents were encouraged to save the date for the City’s AAPI Month Celebration, scheduled for May 2, from 1:00 p.m. to 4:00 p.m.

F. Virtual Job Fair: Macomb Community College will be hosting a virtual job fair on April 29, which will be open to the community.

G. New Business Opening – American Nail Center: It was noted that American Nail Center has recently opened at Tech Plaza, highlighting continued investment by new businesses in the City of Warren.

10. Next DDA Regular Meeting is scheduled for Wednesday, March 4, 2026, at 3:00 PM, in the City Hall 1st Floor Conference Room.

11. Adjournment

MOTION:

A motion was made by Mr. Wiegand to adjourn.

The February 4, 2026 DDA meeting adjourned at 3:27 pm.

X

Thomas Bommarito
DDA Director

X

Lori M. Stone
Mayor