

CITY OF WARREN

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES OF THE BOARD

Meeting held on January 7, 2026

A regular meeting of the City of Warren Downtown Development Authority was called for 3:00 pm on Wednesday, January 7, 2026.

Present:

Mayor Lori M. Stone
Michael Wiegand
Oscar Zamora
Gina Cavaliere
Tom Petzold

Absent:

Joseph Vicari
Gregory Jackson
Hank Riberas

1. Call to Order

Mayor Lori Stone called the meeting to order at 3:05 pm.

2. Roll Call

MOTION:

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

No opposition, the motion passed

4. Audience Participation

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

MOTION:

A motion was made by Mr. Zamora, supported by Mr. Petzold, to approve the November 5, 2025 minutes.

No opposition, the motion passed

6. Old Business (None)

7. New Business (pg. 12)

A. Request for Funding: Painting Services for WCC Conference Room A – Meridian Contracting Group (Steve Campbell [pg. 12])

Mr. Campbell stated that, as discussed during the informational meeting, this request is for funding to paint Conference Room A at the Warren Community Center in the amount of \$4,180.00.

MOTION:

A motion was made by Ms. Cavaliere, supported by Mr. Zamora, to approve funding for furnishing of painting services in Conference Room A at the Warren Community Center by Meridian Contracting Group, LLC, under Bid No. TRI-W-1538, in the amount of \$4,180.00.

ROLL CALL:

The motion carried unanimously as follows:

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

No opposition, the motion passed

B. Request for Funding: WCC Pool HVAC Repairs – Johnson Controls (Jason Spiller [pg. 14])

Mr. Spiller spoke on this item, stating that the request is for funding for HVAC repairs located above the Warren Community Center pool area. The project includes the purchase and installation of variable frequency drives (VFDs) for the HVAC system at the point of reassembly. He explained that the current system is on its last leg and that this upgrade is intended to prevent potential failure. Parks and Recreation will be utilizing the existing Johnson Controls contract. The

improvements are expected to enhance energy efficiency, extend equipment lifespan, and improve air quality and temperature control within the facility.

MOTION:

A motion was made by Mr. Cavaliere, supported by Mr. Wiegand, to approve funding for the Warren Community Center pool HVAC repairs by Johnson Controls under Proposal No. RFP-W-9103, utilizing the existing Johnson Controls contract, in the amount of \$35,343.00.

ROLL CALL:

The motion carried unanimously as follows:

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

No opposition, the motion passed

C. Request for Board Action: Subcommittee Appointments for Business Climate Community Engagement Survey (Tom Bommarito [pg. 19])

Tom Bommarito spoke on this item, explaining that the goal of the survey is to engage businesses within the district as part of the ongoing DDA renewal process and future development updates. He stated that the survey will help assess business awareness of the DDA, expectations of the DDA and the City, and overall business needs. A key outcome of the effort will be the creation of a comprehensive and accurate database of both property owners and operating businesses within the district. He further explained that two TIFA members have already been appointed and that two DDA members are needed to serve on the engagement committee to assist with the RFP process and the development of the survey. A brief discussion followed regarding whether the survey would include property owners, business operators, or both, with clarification that both groups would be included. Mr. Petzold and Mr. Wiegand volunteered to serve on the subcommittee.

MOTION:

A motion was made by Ms. Cavaliere, supported by Mr. Zamora, to appoint Mr. Petzold & Mr. Wiegand to serve on a subcommittee for the Business Climate and Community Engagement Survey.

No opposition, the motion passed

D. Town Center Consulting - Plante Moran Realpoint (Tom Bommarito [pg. 21])

Tom Bommarito spoke on this item, explaining that this request represents the next phase of the Town Center planning process. He stated that Plante Moran Realpoint has served as the City's consultant throughout earlier stages of the project and that this phase will involve meeting with the steering committee to identify needs, gaps, and costs, as well as assisting with structuring and issuing an RFQ. He noted that Realpoint provides access to a broad developer network and will assist with outreach, proposal evaluation, and verification of submitted information.

Mr. Bommarito and Mayor Stone provided a recap of prior planning efforts, including the re-establishment of a steering committee, multiple community outreach sessions, and survey efforts that generated extensive public input, which helped shape the Town Center vision and preferred development footprints. Additional discussion included clarification that Gibbs Planning Group will continue to be available in a supporting role, confirmation that the contract follows MiDeal procurement requirements, and explanation that the agreement is structured as a yearly contract not to exceed \$50,000 for the initial phase. Board members discussed community engagement efforts, inclusivity of the planning process, long-term economic benefits, and the importance of balancing Town Center development with investment throughout the city.

MOTION:

A motion was made by Mr. Petzold, supported by Mr. Wiegand, to approve contract for the Site Gap Analysis with Plante Moran Realpoint, LLC, utilizing MiDeal Pricing under Contract #220000000130 / STA-W-1732, in an amount not to exceed \$50,000.00

ROLL CALL:

The motion carried unanimously as follows:

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

No opposition, the motion passed

E. Renewal of Annual Membership – Connect Macomb (Tom Bommarito [pg. 41])

Tom Bommarito spoke on this item, explaining that Connect Macomb is the Macomb Chamber of Commerce and that this request represents the City's annual membership dues for the organization.

MOTION:

A motion was made by Ms. Cavaliere, supported by Mr. Petzold, to approve the renewal of annual membership with Connect Macomb for the 2026 calendar year (January 1, 2026 through December 31, 2026), in the amount of \$725.00.

ROLL CALL:

The motion carried unanimously as follows:

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

No opposition, the motion passed

F. 8777 Common Boiler, Hot Water, & RTUs (Steve Campbell [pg. 43])

Steve Campbell spoke on this item, stating that the request is for funding to complete necessary repairs at the Brother Robert Activity Center. He explained that the hot water pump and boiler system are currently not functioning, and that one compressor on a rooftop HVAC unit is down. The proposed repairs are intended to restore the building to a functional condition so that it will be ready for future occupancy once a determination is made regarding its use, rather than delaying repairs until a later date.

Mr. Campbell clarified that the request is for the actual repairs—not for diagnostic services—and that the work will be completed by Johnson Controls under the City’s existing HVAC contract for labor and materials.

During discussion, it was requested that the motion include a stipulation requiring City Attorney review and approval of the contract.

MOTION:

A motion was made by Mr. Zamora, supported by Mr. Petzold, to approve funding for boiler, hot water system, and rooftop HVAC repairs at 8777 Common Road (BRAC), by Johnson Controls in an amount not to exceed \$15,633.08, subject to review and approval of the contract by the City Attorney.

ROLL CALL:

The motion carried unanimously as follows:

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

No opposition, the motion passed

8. Approval of the List of Bills (pg. 66)

Mr. The Board proceeded with consideration of the January 7, 2026 List of Bills, followed by the December 2025 List of Bills. During discussion, Ms. Cavalier raised concerns regarding certain invoices that appeared to reference work performed on City facilities potentially located outside of the DDA district, specifically noting a bill from Hubble, Roth & Clark that included references to the Water Garage. She stated that, as a matter of consistency, she was not comfortable approving DDA expenditures for work outside of the DDA district.

In response, Mark Knapp explained that the invoice in question reflected cumulative project billing totals, with an overall project cost of approximately \$139,000, of which \$63,000 had already been paid, potentially by departments other than the DDA. The portion currently before the Board represented a progress payment of approximately \$75,000. It was further explained that the cumulative invoice listed multiple facilities, most of which are located within the DDA district, and that any Water Garage-related costs may have already been paid by the appropriate department.

Additional discussion clarified that:

- Most of the facilities listed on the invoice are within the DDA district.
- A small percentage of the cumulative billing appeared to reference the Water Garage.
- Mark Knapp would review the original invoices and payment history to confirm how costs were allocated.
- Mark Knapp committed to ensuring that no Water Garage-related costs would be paid by the DDA and to providing a detailed breakdown at the next meeting.

Due to the outstanding need for clarification, Ms. Cavalier stated that she would be voting “no” on the list of bills at this time.

MOTION 1:

A motion was made by Mr. Petzold, supported by Mr. Wiegand, to approve the January 7, 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. Petzold	Yes
Mr. Zamora	Yes
Ms. Cavaliere	No

Mr. Wiegand	Yes
Mayor Stone	Yes

Motion carried, 4–1

MOTION 2:

A motion was made by Mr. Zamora, supported by Mr. Petzold, to approve the December 2025 list of bills.

ROLL CALL:

The motion carried unanimously as follows:

Mr. Zamora	Yes
Mr. Petzold	Yes
Ms. Cavaliere	No
Mr. Wiegand	Yes
Mayor Stone	Yes

Motion carried, 4–1

9. Good of the Order

- A. Emergency Purchase Order – Roof Repair (8777 Common Rd.):** An emergency purchase order was issued to address roof drain failure caused by severe winter weather, which resulted in water leaking into the gym area with hardwood flooring. Emergency repairs were authorized to prevent further damage, with a not-to-exceed amount of \$2,500. The repairs have been completed, and the building continues to be monitored with no further issues reported.
- B. American Nail Center – Grand Opening:** American Nail Center has opened at Tech Plaza, located next to Marshall's. The business features a high-quality build-out and will host a grand opening on January 15. Flyers were made available for additional information.
- C. People's Choice Science Fair – Macomb Mathematics, Science & Technology Center:** The People's Choice Science Fair will be held on Wednesday, January 21, from 6:00 PM to 8:00 PM at the Macomb Mathematics, Science & Technology Center (Butcher Educational Center). Families are encouraged to attend and engage with student-led STEM projects showcasing innovation and research
- D. Recent Community Events and Grants:** The Mayor shared positive feedback on recent community events, including the City's tree lighting ceremony and ice rink activities. The Board also acknowledged the City's receipt of a \$1.2 million SEMCOG grant supporting the Chicago Road bridge connection project, which will enhance pedestrian and neighborhood connectivity.

E. Upcoming Community Events and Initiatives: Announcements included the Community Check-In scheduled for January 22 at 6:30 PM at Civic Center South, the Warren Garden Club meeting on January 14 at 5:30 PM at the Warren Community Center Cafeteria, and the ongoing Winter Warming Drive supporting unhoused residents through the end of the month.

F. Special Guests: The Mayor welcomed a group of students from a local high school who attended the meeting as special guests to receive class credit and thanked them for their interest in civic engagement and local government.

10. Next DDA Regular Meeting is scheduled for Wednesday, February 4, 2025, at 3:00 PM, in the City Hall 1st Floor Conference Room.

11. Adjournment

MOTION:

A motion was made by Mr. Zamora to adjourn.

The January 7, 2026 DDA meeting adjourned at 3:55 pm.

X

Thomas Bommarito
DDA Director

X

Lori M. Stone
Mayor