

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

Meeting held on March 9, 2026

A regular meeting of the City of Warren Downtown Development Authority was called for 3:00 pm on Monday, March 9, 2026.

**Present:**

Mayor Lori M. Stone  
Oscar Zamora  
Gina Cavaliere  
Joseph Vicari  
Tom Petzold (participated remotely via phone)

**Absent:**

Michael Wiegand  
Hank Riberas  
Gregory Jackson

**1. Call to Order**

Mayor Lori Stone called the meeting to order at 3:08 pm.

**2. Roll Call**

**MOTION:**

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

No opposition, the motion passed

**4. Audience Participation**

**5. Approval of Minutes (February 4, 2026) (pg. 1)**

During the review of the February 4, 2026 DDA meeting minutes, Ms. Cavaliere noted that her vote under Item 8: List of Bills was incorrectly recorded and should reflect a “no” vote rather than a “yes.” The correction was acknowledged.

**MOTION:**

A motion was made by Mr. Vicari, supported by Mr. Zamora, to approve the February 4, 2026 DDA meeting minutes as corrected.

No opposition, the motion passed

**6. Old Business (None)**

**7. New Business (pg. 7)**

**A. Request for Funding: Landscape Care Services – Russell Landscape Inc (Steve Campbell [pg. 7])**

Steve Campbell, Public Services, presented a request for funding for landscape care services to be performed by Russell Landscape Inc. in the amount of \$156,435.00 over two (2) years (2026–2027). Services include mulch maintenance, weed control, pruning, and fall cleanup for selected locations within the Downtown Development Authority district.

Mr. Campbell explained that the project was sent out for bid and six bids were received, with Russell Landscape Inc. submitting the lowest bid. He further stated that he verified the company’s references and confirmed they have the equipment and personnel necessary to perform the work.

**MOTION:**

A motion was made by Mr. Vicari, supported by Mr. Zamora, to approve funding for Landscape Care Services for the City of Warren Downtown Development Authority by Russell Landscape Inc., in the total amount of \$156,435.00 over two (2) years (2026-2027).

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**B. Request for Funding: IDA Membership (Tom Bommarito [pg. 35])**

Mr. Bommarito presented a request for funding for the annual membership with the International Downtown Association (IDA) in the amount of \$1,934.00. It was noted that the membership provides access to training opportunities, educational resources, and collaboration with downtown organizations from across the country and internationally.

Ms. Gina Cavaliere shared that she has been involved with the organization for several years and finds it to be a valuable resource. She also recommended that a representative from the Warren Downtown Development Authority attend the IDA Annual Conference in Toronto later this year.

**MOTION:**

A motion was made by Ms. Cavaliere, supported by Mr. Vicari, to approve funding for the annual membership with the International Downtown Association (IDA) in the amount of \$1,934.00, and authorize payment.

**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

**C. Request for Funding: Office Chairs for Warren City Council Conference Room A – ISGC (Craig Treppa [pg. 41])**

Jason Spiller, Director of Parks and Recreation, presented a request for funding to purchase nine (9) executive chairs for City Council Conference Room A at the Warren Community Center.

Mr. Spiller explained that City Council previously allocated \$100,000 for improvements to the conference room. Approximately \$70,000 has already been spent, leaving about \$30,000 remaining. The requested chairs would cost \$8,117.00, with a 50% deposit of \$4,058.50 required to place the order.

**MOTION:**

A motion was made by Mr. Zamora, supported by Mr. Vicari, to approve funding for the purchase of nine (9) executive chairs for City Council Conference Room A by ISCG, in the amount of \$8,117.00, and authorize a 50% down payment of \$4,058.50 to initiate the order.

**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

**D. Request for Funding: Comcast Fiber Connection from Communications to City Hall – Presidio Networked Solutions (Steve Campbell [pg. 48])**

Mr. Campbell presented a request for funding for a Comcast fiber connection from Communications to City Hall to allow the two facilities to be connected to the City’s broadcast and communications system.

The request is for \$19,716.30 to be paid to Presidio Networked Solutions, which includes network services and equipment required to establish the fiber connection.

The connection will allow meetings held in City Hall to be transmitted to the Community Center studio for live broadcasting.

**MOTION:**

A motion was made by Mr. Zamora, supported by Mr. Vicari, to approve funding for the Comcast fiber connection for Communications to City Hall by Presidio Networked Solutions in the total amount of \$19,716.30

**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

**E. Request for Funding Visual Structural Assessment – PSI/Intertek (Tina Gapshes [pg. 60])**

Tina Gapshes presented a request for funding for a limited visual structural assessment of the City Hall parking garage.

The parking structure is approximately 20 years old, and the assessment will evaluate concrete conditions, supporting structures, and potential defects. The consultant will also prepare a five-year plan for future maintenance and repairs.

**MOTION:**

A motion was made by Mr. Zamora, supported by Ms. Cavaliere, to approve funding for a limited visual structural assessment of the City Hall Parking Garage by Professional Services Industries/Intertek in the amount of \$14,200.00

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**F. Request for Funding: Annual Membership – Macomb County Chamber of Commerce (Tom Bommarito [pg. 68])**

Mr. Bommarito presented a request for funding for the annual membership with the Macomb County Chamber of Commerce in the amount of \$1,285.00.

**MOTION:**

A motion was made by Mr. Vicari, supported by Ms. Cavaliere, to approve funding for annual membership dues to the Macomb County Chamber of Commerce in the amount of \$1,285.00

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**G. Request for Funding: WCC Rooms 502/503 Carpet Replacement– Villa Carpets (Tom Bommarito [pg. 70])**

Mr. Spiller explained that Rooms 502 and 503 at the Warren Community Center were previously separated by a temporary wall, which was recently removed to create a larger meeting space capable of accommodating larger groups. Funding is requested for carpet replacement to complete the room renovation.

**MOTION:**

A motion was made by Mr. Zamora, supported by Ms. Cavaliere, to approve funding for carpet replacement in Conference Rooms 502 and 503 at the Warren Community Center by Villa Carpets Floor Covering Center in the amount of \$4,999.00

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**H. Request for Funding: Warren Community Center Auditorium ADA Improvements – Decima (Clarissa Cayton [pg. 73])**

Clarissa Cayton, Communications Director, presented a request for funding for ADA improvements to the Warren Community Center Auditorium.

The project was issued for bid under ITB-W-1761, and bids were publicly opened through the BidNet system. Six contractors submitted bids, with one contractor not considered due to incomplete documentation. The lowest bidder was Decima, LLC, with a bid in the amount of \$735,826.29.

The proposed improvements include modifications to the floor and stage stairs, new seating, lighting upgrades, new finishes, and other improvements intended to improve accessibility and bring the facility into better compliance with the Americans with Disabilities Act (ADA).

**MOTION:**

A motion was made by Mr. Zamora, supported by Mr. Vicari, to approve funding for Warren Community Center Auditorium ADA Improvements by Decima, LLC in the amount of \$735,826.29

**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

**8. Approval of the List of Bills (pg. 77)**

The Board reviewed the March 9, 2026 List of Bills. It was noted that the IDA membership payment of \$1,934.00 and the deposit for the executive chairs would be added to the list when processed.

**MOTION:**

A motion was made by Mr. Vicari, supported by Mr. Zamora, to approve the March 9, 2026 List of Bills

**ROLL CALL:**

The motion carried unanimously as follows:

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

No opposition, the motion passed

**9. Good of the Order**

**A. Warren Consolidated Schools Job Fair:** Warren Consolidated Schools will host a College and Career Fair on Tuesday, March 10 from 6:00 p.m. to 8:00 p.m. at the Butcher Educational Center. Students and residents interested in exploring educational and career opportunities are encouraged to attend.

**B. Stephens Road Greenway Survey:** Information was shared regarding the Stevens Road Greenway planning initiative. The project is part of a regional effort to gather public input on shared infrastructure improvements throughout Macomb County.

Residents are encouraged to complete the survey and provide feedback on potential improvements..

- C. Community Check-In – Civic Center South:** The next Community Check-In will take place on March 26 at the Burnette Branch Library. The monthly check-ins provide residents with an opportunity to discuss community concerns and share feedback.
- D. Warren Restaurant Week:** Warren Restaurant Week will take place April 10 through April 19. Residents and visitors are encouraged to support local restaurants participating in the event.
- E. Macomb Community College Virtual Job Fair:** Macomb Community College will be hosting a virtual job fair as part of their spring employment outreach efforts. Residents seeking employment opportunities are encouraged to participate and explore available positions.
- F. 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.

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

**11. Adjournment**

**MOTION:**

A motion was made by Ms. Cavaliere to adjourn.

The March 9, 2026 DDA meeting adjourned at 3:44 pm.

X Signed by:  
*Tom Bommarito*  
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 Thomas Bommarito  
 DDA Director

X Signed by:  
*Lori M Stone*  
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 Lori M. Stone  
 Mayor