



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: MARCH 11, 2019

AGENDA ITEM NO. .

CITY OF AUBURN HILLS DOWNTOWN DEVELOPMENT AUTHORITY MEETING

February 18, 2019

LOCATION: Auburn Hills City Hall, Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, MI 48326

CALL TO ORDER: Chairman Young called the meeting to order at 5:33 PM.

ROLL CALL

Present:	McDaniel, Travnikar, Wise, Young, Gliniecki, Jernigan
Absent:	Spurlin, Volk
Also Present:	Brandon Skopek, Director of Authorities
Guests:	John Bry, Principal Planner and Program Coordinator, Main Street Oakland County; Annaka Norris, Associate Planner, Main Street Oakland County

PERSONS WISHING TO BE HEARD

None.

CORRESPONDENCE & PRESENTATIONS

A. Main Street Oakland County – Main Street 101

Mr. Bry introduced himself and Ms. Norris and provided an overview of their positions with Oakland County. Mr. Bry provided the Board with a refresher presentation on the Oakland County Main Street initiative and discussed the Board's different roles and responsibilities as a DDA and a recognized Main Street community.

Ms. Jernigan asked about the different grant opportunities administered by Oakland County for Main Street Oakland County communities.

Mr. Bry discussed a number of micro-grant opportunities available to small businesses and Main Street Oakland County communities. Oakland County will be sending out the grant applications next week.

Mr. Travnikar asked what next steps are for the downtown and the Main Street program.

Mr. Skopek stated that he has worked with Mr. Bry to develop a benchmark plan for the DDA Board to assist with achieving Select Level community status with Main Street Oakland County. The benchmark plan has ten steps, all of which have benchmarks connected to them. He stated the DDA is currently on step two of the benchmark plan and the next step is for staff to meet with the county resource team and discuss the history and future outlook of the DDA.

Ms. Jernigan asked how long it traditionally takes for communities to work through the benchmark plan.

Mr. Bry stated that it will likely take one-to-two years to work through the ten step outline provided for the Auburn Hills DDA. The hope is that working through the benchmark plan, the Board will be able to see successes along the way.

Ms. Norris added that there is flexibility in the plan to meet the needs of the organization.

Chairman Young asked if the Tax Increment Finance Authority should be involved in the process given the two Boards share boundaries and some responsibilities.

Mr. Skopek stated that Auburn Hills is unique in its organizational structure by having a DDA and TIFA that share boundaries, and also having a Planning Commission and City Council that greatly assisted in driving the design and vision of downtown. It is beneficial to keep all the boards and commissions informed and working cohesively.

Mayor McDaniel stated that he believes it would be beneficial for the DDA to take the lead on many of the aspects of downtown and have the other boards and commissions support the initiatives of the DDA since many of these other boards and commissions have a much broader focus.

The Board thanked Mr. Bry and Ms. Norris for their presentation.

The Board discussed different marketing and promotion initiatives to assist in leveraging the existing assets downtown.

B. 2018 Downtown Development Authority Annual Report

Mr. Skopek presented the Auburn Hills Downtown Development Authority 2018 Annual Report. He noted that this report was submitted to City Council along with all other departments of the City at the beginning of February. The report highlights the DDA's history, a summary of 2018 accomplishments, and a future outlook for the DDA Board.

APPROVAL OF MINUTES

A. Regular Meeting Minutes – November 19, 2018

**Moved by Mr. Travnikar to approve the DDA Minutes from November 19, 2018 as presented.
Support by Ms. Wise.**

**Yes: McDaniel, Travnikar, Wise, Young, Gliniecki, Jernigan
No: None**

Motion carried

FINANCIAL REPORT

A. FY 2019 Adopted Budget and YTD Summary – January 31, 2019

Mr. Skopek reviewed the financial report for period ending January 31, 2019. He stated that the DDA has received approximately 33% of budgeted property tax revenue to date for a total of \$41,858. He stated that less than 1% of expenditures have been utilized to date, but that expenditures will increase as funds are expended for the summer concert series and other downtown events throughout the year. He further stated that per the resolution passed by the DDA Board in July 2018, the Auburn Hills Tax Increment Finance Authority will transfer \$160,000 to the DDA in April 2019 for the grant awarded to the Robertson Brothers development on Squirrel Court.

There was no further discussion on the financial report.

**Moved by Mr. Gliniecki to receive and file the financial report for period ending January 31, 2019.
Supported by Mr. Travnikar.**

**Yes: McDaniel, Travnikar, Wise, Young, Gliniecki, Jernigan
No: None**

Motion carried

OLD BUSINESS

None.

NEW BUSINESS

A. Election of Officers

Mr. Skopek called for nominations for 2019 Chairperson for the DDA Board of Directors. Mr. Young was nominated by Mr. McDaniel and supported by Ms. Jernigan. Mr. Skopek called roll, there were no objections or further nominations.

Yes: McDaniel, Travnikar, Wise, Young, Gliniecki, Jernigan
No: None

Motion carried

Mr. Skopek called for nominations for 2019 Vice Chairperson for the DDA Board of Directors. Mr. Travnikar was nominated by Ms. Wise and supported by Ms. Jernigan. Mr. Skopek called roll, there were no objections or further nominations.

Yes: McDaniel, Travnikar, Wise, Young, Gliniecki, Jernigan
No: None

Motion carried

B. 2019 Special Events

Mr. Skopek presented a memo dated February 11, 2019 and stated that there was a realized savings of \$8,100 in the summer concert series budget after bands have been booked for the summer. Mr. Skopek is seeking approval to utilize the remaining funds from the summer concert series budget for pop-up events to be held throughout 2019 to attract more patrons to downtown.

Mr. Young asked if these events were specific to the new amphitheater.

Mr. Skopek stated that events could be held at the amphitheater, but that he would also like to plan pop-up events that will get people to walk around and explore downtown. He provided an example of an art event that could be spread throughout downtown.

Mr. Young stated that there could be an opportunity to partner with the school district and Oakland University's art program if this was an event that wanted to be pursued further.

Mr. Gliniecki stated that he would like to see more events held during the week to try and retain the large workforce population in the City and attract them to downtown. He suggested adding a few more concert series dates during weekdays.

Mr. Skopek stated he would check-in with the Recreation Department to see if they have explored having concert series events on weekdays.

Moved by Ms. Jernigan to approve utilizing the remaining funds from the summer concert series event budget for pop-up events to be held downtown in 2019 and for the Executive Director to update the Board of event budgets as necessary. Supported by Ms. Wise.

Yes: McDaniel, Travnikar, Wise, Young, Gliniecki, Jernigan
No: None

Motion carried

BOARD MEMBER COMMENTS

None.

DIRECTOR UPDATES

None.

ANNOUNCEMENT OF NEXT MEETING – The next Downtown Development Authority Board of Directors will be Monday, April 15, 2019, at 5:30 PM at City Hall in the Administrative Conference Room.

ADJOURNMENT

Moved by Mr. Travnikar to adjourn the DDA Board meeting.

Supported by Ms. Jernigan

Yes: McDaniel, Travnikar, Wise, Young, Gliniecki, Jernigan

No: None

Motion carried

The DDA Board of Directors meeting adjourned at 7:07 p.m.

Respectfully submitted,
Brandon Skopek
Executive Director