



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: JULY 6, 2020

AGENDA ITEM NO. .

CITY OF AUBURN HILLS DOWNTOWN DEVELOPMENT AUTHORITY MEETING

June 10, 2020

LOCATION: Virtual Meeting

CALL TO ORDER: Chairman Young called the meeting to order at 5:32 PM.

ROLL CALL

Present:	Young, Volk, McDaniel, Rasmussen, Gliniecki, Jernigan, Wise
Absent:	None
Also Present:	Brandon Skopek, Director of Authorities; Laura Pierce, City Clerk
Guests:	None

PERSONS WISHING TO BE HEARD

None.

APPROVAL OF MINUTES

A. Regular Meeting Minutes – March 9, 2020

Moved by Mr. Volk to approve the DDA Regular Meeting Minutes from March 9, 2019 as presented.

Seconded by Ms. Wise

Yes: Young, Volk, McDaniel, Rasmussen, Gliniecki, Jernigan, Wise
No: None

Motion carried by roll call vote

CORRESPONDENCE AND PRESENTATIONS

None.

FINANCIAL REPORT

A. FY 2019 Adopted Budget and YTD Summary – May 31, 2020

Mr. Skopek reviewed the financial report for period ending May 31, 2020. He stated that the DDA has received approximately 69% of budgeted property tax revenue to date for a total of \$123,524 and 22% of budgeted expenditures have been utilized to date. The total net position of the DDA is approximately \$236,000.

Moved by Ms. Jernigan to receive and file the financial report for period ending May 31, 2020.

Seconded by Mr. Volk

Yes: Young, Volk, McDaniel, Rasmussen, Gliniecki, Jernigan, Wise
No: None

Motion carried by roll call vote

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Update – Current Downtown support Efforts

Mr. Skopek provided an update on the current and future support efforts to assist downtown merchants during the COVID-19 pandemic.

Oakland County Stabilization Fund

Mr. Skopek stated that Oakland County was split into 12 districts – Auburn Hills was placed in district 5 along with Rochester and Rochester Hills. The County collected and then distributed the applications to the review panels in the district. District 5 reviewed grant applications based upon their geographic location and then made recommendations to Oakland County. There were two rounds of the grant program. Round one issued \$208,000 for distribution among businesses in district 5 and round two issued \$1,058,000 for distribution among businesses in district 5. Approximately 75% of applicants in Auburn Hills received some level of a grant and every downtown business that applied received a grant.

Chairman Young asked if businesses struggled with filling out the application.

Mr. Skopek stated that there were some issues in the beginning of the program with changing guidelines, but businesses were able to get through the application process relatively quickly. He noted many businesses he had spoken with had issues with the tax record information sought by the County.

Mr. Gliniecki asked if Mr. Skopek could share the list of businesses that received grants.

Mr. Skopek noted he does not have the list in front of him, but he will send a communication out to the Board following the meeting.

Mr. Volk noted that the application process was changed from an Excel spreadsheet to an online application process. The online process was much simpler.

Chairman Young asked if there were any business that have closed or if they were all still in operation.

Mr. Skopek stated that all business are still in operation. He noted there were many businesses participating in take-out orders during the stay home order.

Chairman Young asked Ms. Jernigan is there was any updates from the Chamber of Commerce and what she has been hearing from the business community.

Ms. Jernigan stated that many businesses reached out for assistance with the Paycheck Protection Program and the Oakland County Stabilization Fund program. She added that there were a lot of requests for Personal Protective Equipment. She concluded by stating that many Chamber events have had to be canceled due to the stay home order and other executive orders, but they are hopeful that events may begin to be hosted again in the coming months. The support from Chamber members has been extraordinary.

Oakland County Re-Open Kits

Mr. Skopek stated that Oakland County has created re-open kits for small business throughout the county. Kits include PPE and social distancing graphics and guidelines. Main Street communities were the first to receive the kits as a preemptive step toward helping small businesses prepare for the reopening. Mr. Skopek will be assisting with the delivery of the kits to businesses throughout the City. Chairman Young asked about the status of the County's Main Street Program.

Mr. Skopek stated that the County has remained very active with Main Street and that the County has continued with virtual Main Street meetings for the communities. He added that Main Street Oakland County has transitioned their funding focus to business assistance and away from seminars and workshops during the COVID-19 pandemic.

Ms. Jernigan asked if the In Your Town Training for downtown merchants has been scheduled.

Mr. Skopek stated that this has been placed on hold due to the COVID-19 pandemic. He will check with the County on an extension of the training due to the stay home order and executive orders discouraging in-person meetings and gatherings.

Ms. Jernigan asked if the Program on the Rise Award submission and the application for Associate Level Main Street status was still proceeding.

Mr. Skopek stated that the Main Street awards ceremony has been canceled so the Program on the Rise Award submission will no longer need to be completed. He noted that staff will continue to work on the application for Associate Level status with Main Street Oakland County.

Ms. Jernigan asked what was taking place at 3180 Auburn Road.

Mr. Skopek stated that this is a City-owned parcel and current brownfield project. The Brownfield Redevelopment Authority has funded the building and site demolition and associated environmental clean-up of the site to prepare it for redevelopment. He added that the demolition contractor discovered three underground storage tanks on the site during the demolition process so there will need to be additional environmental assessments for regulatory compliance. The vision for the site is residential.

Vice Chairman Volk asked if there was a way to recoup the costs associated with the clean-up due to finding the underground storage tanks.

Mr. Skopek stated that there is a process to find a liable party and that the Brownfield Redevelopment Authority's environmental consultant was conducting research into that process.

Vice Chairman Volk asked if there was a way to control the development of this site. Specifically, he noted there were many rental units being constructed, but no owner-occupied units.

Mr. Skopek stated there is some level of control over this site because it is owned by the City, but there is not much control over other private developments if they fit into the current zoning and future land use of a particular property.

Mayor McDaniel concurred. He added that the City would like to see owner-occupied units, but if zoning conditions are met there is not much that can be done to control private developments.

Mr. Gliniecki asked for an update on the residential development on Old Adams Road.

Mr. Skopek stated he does not have any updates at this time, but he will touch base with Community Development and report back to the Board.

Public Square

Mr. Skopek stated that due to capacity limitations placed on restaurants and bars during the COVID-19 pandemic, staff has moved forward with rolling out the pop-up Public Square to encourage patrons to order takeout/delivery from downtown establishments and enjoy the Public Square as an additional seating area. He added that the City Council has approved the consumption of beer and wine at the pop-up Public Square with conditions. The Tax Increment Finance Authority has authorized staff to issue a Request for Proposals for additional seating at the pop-up Public Square and to provide furniture to downtown merchants in the form of a grant for their own sidewalk cafes.

Downtown Billboards

Mr. Skopek stated that he has been working with the Community Relations department on creating billboards encouraging people to visit downtown and order take-out and delivery during the stay home order. Staff will be working on a more robust billboard marketing campaign,

EXECUTIVE DIRECTOR UPDATE

Mr. Skopek updated the Board that staff is soliciting quotes for renting movie equipment for movie nights at the Knight Amphitheater. The original plan was for recreation to procure movie equipment, but the COVID-19 pandemic has shifted priorities and the rental of equipment is the direction staff will be proceeding with. He will bring costs back to the Board at the July meeting for consideration.

Chairman Young recommended family friendly downtown activities this summer due to many summer camps being canceled due to the COVID-19 pandemic.

BOARD MEMBER COMMENTS

None.

ANNOUNCEMENT OF NEXT MEETING

The next Downtown Development Authority Board of Directors meeting will be held on Monday, July 13, 2020, at 5:30 PM at City Hall in the Administrative Conference Room.

ADJOURNMENT

Moved by Mayor McDaniel to adjourn the DDA Board meeting.

Seconded by Ms. Jernigan

Yes: Young, Volk, McDaniel, Rasmussen, Gliniecki, Jernigan, Wise

No: None

Motion carried by roll call vote

The DDA Board of Directors meeting adjourned at 6:33 p.m.

Respectfully submitted,
Brandon Skopek
Executive Director