



CITY OF AUBURN HILLS
CITY COUNCIL AGENDA

MEETING DATE: OCTOBER 7, 2019

AGENDA ITEM NO. .

**CITY OF AUBURN HILLS
TAX INCREMENT FINANCE AUTHORITY MEETING**

September 10, 2019

CALL TO ORDER: Chairman Hassett called the meeting to order at 4:00 PM.

ROLL CALL:

Present:	Hassett, Kneffel, Klemanski, Goodhall, Thornton, Price, Waltenspiel, Dolly
Absent:	Roberts
Also Present:	Brandon Skopek, Director of Authorities; Caleb Purdy, Network Engineer
Guests:	None

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

PERSONS WISHING TO BE HEARD

None.

CORRESPONDENCE AND PRESENTATIONS

None.

APPROVAL OF MINUTES

A. Regular Meeting Minutes – August 13, 2019

Moved by Mr. Goodhall to approve the Regular TIFA Minutes from August 13, 2019 as presented.

Supported by Ms. Price

Yes: Hassett, Kneffel, Klemanski, Goodhall, Thornton, Price, Waltenspiel, Dolly
No: none

Motion carried

FINANCIAL REPORT

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

Mr. Skopek reminded the Board that TIF District D is now projected to capture property tax revenue in fiscal year 2019. He added that there are not significant changes from the last reporting period with the exception of additional property tax revenues received and a slight increase in budgeted expenditures for each TIF district.

Moved by Ms. Price to receive and file the financial report for period ending August 31, 2019.

Supported by Ms. Thornton

Yes: Hassett, Kneffel, Klemanski, Goodhall, Thornton, Price, Waltenspiel, Dolly
No: none

Motion carried

OLD BUSINESS

None.

NEW BUSINESS

A. Downtown WiFi Upgrades

Mr. Skopek introduced Caleb Purdy, Network Engineer for the City of Auburn Hills.

Mr. Skopek stated that Mr. Purdy would discuss the history of the downtown WiFi project and provide detail as to why upgrades are necessary.

Mr. Purdy stated that in 2009, the City purchased access wireless points for free WiFi access in the downtown. The equipment purchased has exceeded its warranty life; however, there have been very little issues with the equipment to date. The upgrades to the WiFi are necessary in order to retrieve video in real-time from the cameras that were installed on the Knight Amphitheater to prevent vandalism. Currently, the cameras store the video locally and connect to the cloud and the IT department has utilized a hotspot to pull any video needed thus far.

Moved by Mr. Kneffel to approve the purchase of seven Meraki MR84 with 14 Omni Antenna sets along with seven POE injectors in an amount not to exceed \$13,500. Furthermore, include the purchase of the equipment in the 2019 budget amendments for TIF District A.

Supported by Mr. Waltenspiel

Yes: Hassett, Kneffel, Klemanski, Goodhall, Thornton, Price, Waltenspiel, Dolly

No: none

Motion carried

B. Downtown Fiber Connection Project

Mr. Purdy stated that in April of 2017, the TIFA Board approved a program for setting up proxy cards to access the University Center and DEN. The proxy cards allow individuals and staff to access the building without the need for a key. A microwave connection was setup between all downtown buildings which allows the system to communicate back to Fire Station 1 (FS1). At the time, the Fire Station was not manned full-time or utilized to connect to Oakland County. All Fire Stations are now staffed 24 hours a day by at least two fire fighters. With the added staffing and traffic that the downtown causes, the necessary network or internet speed for staff that work out of FS1 through our currently installed Comcast internet and VPN connection is not provided. The City IT department has researched several solutions to provide better service from FS1 back to our main campus and have determined that the best long-term solution for FS1 is to install a dark fiber solution. The City IT department sent out specifications for a dark fiber solution to our current dark fiber provider, Crown Castle, and received a quote to connect FS1 to our current infrastructure.

Mr. Waltenspiel asked if there was already conduit installed.

Mr. Purdy stated that conduit has already been installed and only splicing of the fiber needs to be conducted. There will be no infrastructure connected outside of the City, meaning that the fiber will only run to City buildings and it will not be connected to any other network.

Dr. Klemanski asked if the City is anticipated to cover the costs outside of the TIFA boundary.

Mr. Skopek stated that the TIFA will be responsible for the downtown portion of the upgrades, where the City is anticipated to cover the remaining costs that are outside of the TIFA district. He added that this project is a budgeted expense within the 2019 adopted TIFA budget, as well as, future proposed budgets.

Moved by Ms. Price to approve the downtown dark fiber upgrades project and associated services with Crown Castle for equipment costs not to exceed \$15,000. Furthermore, approve the funding of maintenance costs up to \$10,000 annually.

Supported by Mr. Waltenspiel

Yes: Hassett, Kneffel, Klemanski, Goodhall, Thornton, Price, Waltenspiel, Dolly
No: none

Motion carried

C. Approval of 2019 Amended Budget and 2020 Proposed Budget

Mr. Skopek stated that that minor changes have been made to the budget since the Board reviewed the amended 2019 and proposed 2020 budget for TIF Districts A, B, and D at their August 13, 2019 meeting. Those worth noting are listed as follows:

TIF-A

- Additional funds have been allocated for the proposed Downtown Engagement Specialist position, as well as, additional funds for Department of Public Works staffing and administrative costs.

TIF-B

- Additional funds have been allocated for Department of Public Works staffing and administrative costs.

TIF-D

- Additional funds have been allocated for Department of Public Works staffing and administrative costs.
- Additional funds have been allocated for the replacement of the monument signs located on the City's municipal campus. New signs will be installed to conform to the City's new logo and branding for a total of \$15,000 in 2020.

The DPW staffing and administrative costs allocation is based off of TIFA's percent of total prior year expenses for all funds. The more expenses TIFA had in the prior year, the higher the percent of the total will be, and therefore, the higher TIFA's allocation will be in the current year. The out years have a multiplier of 1.015%, but this number fluctuates in correlation to the actual prior year expenses.

Ms. Price asked how many staff positions are proposed to be added.

Mr. Skopek stated the only new position is a permanent part-time position that would report to the Director of Authorities. The person in this position will assist the Director of Authorities with event planning and downtown engagement. The goal is to have the position filled in the first quarter of 2020. He added that the DPW staffing does not change, but the administrative costs do based upon TIFA projects.

Dr. Klemanski asked besides a higher wage, what staff can do in order to ensure the proposed part-time position remains filled.

Mr. Skopek stated that there is only so much staff can do to retain talent in a competitive market. He stated that he proposes to offer a competitive wage and ensure the employee is involved and engaged in fulfilling projects.

Dr. Klemanski asked how many hours per week will be sought.

Mr. Skopek stated the position will be posted as 25-29 hours per week, but the hours will need to be flexible based on events.

Moved by Mr. Goodhall to approve the 2019 Amended Budget and 2020 Proposed Budget as presented. Furthermore, recommend to the City Council the inclusion of these budgets for adoption in the City's overall budget documents.

Supported by Dr. Klemanski

Yes: Hassett, Kneffel, Klemanski, Goodhall, Thornton, Price, Waltenspiel, Dolly
No: none

Motion carried

BOARD MEMBER COMMENTS

Ms. Thornton asked how much taller the landfill off of M-24 and north of the Palace site is proposed to get. She added that the smell is unpleasant.

Mr. Skopek stated he does not have information on the landfill, but he can reach out to the Community Development department for information.

Chairman Hassett requested an update on the pedestrian alleyway.

Mr. Skopek stated that there are no updates from the previous update provided to the Board. He added that OHM is working with the contractor that completed the amphitheater and splash pad to complete the alleyway. He will check in with OHM.

Vice Chairman Kneffel asked why the downtown project is taking so long to complete.

Mr. Skopek stated that there is a supply and demand problem with projects and contractors. Many of the larger projects are taking contractors away from the smaller projects, specifically downtown.

DIRECTOR UPDATES

Mr. Skopek displayed a photo the new signage on the parking structure. He stated that the sign was installed on Saturday, September 7.

Ms. Thornton asked how long it took to create the sign.

Mr. Skopek stated that the initial contract was signed in June of 2019, but the contractor had been backed up with other projects and equipment issues.

Ms. Thornton asked if the sign was painted on.

Mr. Skopek stated that the sign is made from two-inch PVC and is permanently affixed to the structure.

Mr. Waltenspiel requested an update on the Residences at 3250 project.

Mr. Skopek stated that City Council held a public hearing on August 26, 2019 for the revocation of the Planned Unit Development approval associated with the project. He added that there is a new investor involved in the project and it is anticipated that construction will begin this fall. City Council approved an extension of the Planned Unit Development to November 30, 2019 and a cash bond of \$30,000 is due by the end of business today.

Mr. Skopek reminded the Board that SeptemBEERfest will be held downtown on Friday, September 13 from 5:00-9:00 p.m.

Ms. Thornton asked if there has been any progress with Blue Skies Brewery.

Mr. Skopek stated that they received keys to the unit on September 3 and have started with their tenant buildout.

Mr. Skopek updated the Board that Larco Bros. Pizzeria has received their liquor license. They will now need to go through the appropriate training and certification process.

ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled TIFA Board of Directors meeting is Tuesday, October 8, 2019 immediately following the Informational Meeting at 4:00 PM at Auburn Hills City Hall Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

ADJOURNMENT

Moved by Mr. Goodhall to adjourn the TIFA Board meeting.

Supported by Ms. Thornton

Yes: Hassett, Kneffel, Klemanski, Goodhall, Thornton, Price, Waltenspiel, Dolly

No: none

Motion carried

The TIFA Board of Directors meeting adjourned at 4:41 p.m.

Respectfully submitted,

Steve Goodhall
Secretary of the Board

Brandon Skopek
Executive Director