



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: AUGUST 3, 2020

AGENDA ITEM NO. .

CITY OF AUBURN HILLS TAX INCREMENT FINANCE AUTHORITY MEETING

July 14, 2020

CALL TO ORDER: Chairman Kneffel called the meeting to order at 4:21 PM.

ROLL CALL:

Present:	Kneffel, Goodhall, Moniz, Klemanski, Roberts
Absent:	Thornton, Dolly, Price, Waltenspiel
Also Present:	Brandon Skopek, Director of Authorities
Guests:	None

LOCATION: Auburn Hills City Council Chamber, 1827 N. Squirrel Road, Auburn Hills, MI 48326

PERSONS WISHING TO BE HEARD

None.

APPROVAL OF MINUTES

A. TIFA Regular Meeting Minutes – June 9, 2020

Moved by Mr. Goodhall to approve the TIFA Regular Meeting minutes from June 9, 2020 as presented.

Seconded by Ms. Roberts

Yes: Kneffel, Goodhall, Moniz, Klemanski, Roberts
 No: none

Motion carried

CORRESPONDENCE AND PRESENTATIONS

A. Personal Property Tax Reimbursement Form 5176

Mr. Skopek presented the Board with the updated annual Form 5176 Request for State Reimbursement of Tax Increment Finance Authority Personal Property TIF Loss. He noted the original documents had incorrect calculations. The updated forms have been submitted to the State. The breakdown for the following districts per the 5176 Report are as follows:

TIF District A (Avondale and Pontiac School Districts combined):	\$244,356
TIF District B (Pontiac School District):	\$157,791
TIF District D (Pontiac School District):	\$808,422

Dr. Klemanski asked if reimbursements were expected into the future.

Mr. Skopek stated that staff has received word that PPT reimbursement is expected into the future. Originally staff had stopped projecting reimbursement payments in 2024. How long reimbursements will continue is unknown.

FINANCIAL REPORT

A. FY 2020 Adopted Budget and YTD Summary – June 30, 2020

Mr. Skopek presented the financial report for the period ending June 30, 2020.

Mr. Moniz asked when the Seyburn Mansion would be demolished.

Mr. Skopek stated that staff is working with utility companies on utility disconnects and utility rerouting. There is not a definitive date at this time when the building will be demolished.

Moved by Dr. Klemanski to receive and file the financial report for period ending June 30, 2020.

Seconded by Ms. Roberts

Yes: Kneffel, Goodhall, Moniz, Klemanski, Roberts

No: none

Motion carried

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Award Pop-Up Public Square Furniture RFP

Mr. Skopek presented a memo dated July 9, 2020. Staff issued a Request for Proposals (RFP) for the supply, delivery, and installation of outdoor dining furniture for the pop-up Public Square in downtown Auburn Hills. RFPs were due on July 6, where two proposals were received. The proposal from ISCG, Inc. met the requirements of the RFP and were at a significantly lower cost than the other proposal. Staff recommends proceeding with "Option E" as outlined in the proposal. Once the pop-up Public Square is removed in the fall, the intent is to grant the furniture to the downtown merchants. He added that staff worked with the prospective vendor on an additional estimate for outdoor furniture at the Knight Amphitheater and splash pad plaza. He noted that there is currently \$20,000 budgeted for the installation of furniture at the splash pad plaza in the 2020 budget. Should the Board proceed with the additional proposal for the installation of furniture at the splash pad plaza, there would be a cost savings of \$1,150 by procuring all furniture simultaneously.

Dr. Klemanski asked if staff has received any feedback from downtown merchants on the furniture.

Mr. Skopek stated that he has not received much interest at this point for the furniture. There were two businesses that were interested, but have already proceeded with acquiring their own furniture. He noted that there will likely be more interest once the merchants see the furniture installed. He added that any remaining furniture not utilized by merchants would be disbursed to City facilities.

Mr. Moniz asked where the company was located.

Mr. Skopek stated that the company is located in Royal Oak, Michigan.

Chairman Kneffel asked if the company has provided furniture to any other companies.

Mr. Skopek stated the vendor has supplied outdoor furniture to Oakland University, the Detroit Zoo, and the City of Rochester Hills.

Mr. Moniz asked why the proposal ranged in pricing and had different options.

Mr. Skopek stated that the RFP was written broadly for prospective vendors to provide their ideas for the space. Further, the RFP did not stipulate a budget amount, so vendors could provide different options with different price points.

Chairman Kneffel inquired about the warranty.

Mr. Skopek stated the option recommended has a warranty period of three years.

Ms. Roberts believes the recommended chairs are too generic and the red umbrellas are too distracting and people will only be drawn to the umbrellas and not the surrounding environment. She would prefer more artistic looking chairs as identified in "Option A" and "Option B". She added that she would like to see more taupe and black umbrellas.

Mr. Skopek stated that staff looked into the seating options for the two options identified by Ms. Roberts and they are currently out of stock until October 30. He added that staff is recommending the red and khaki umbrellas because the color will draw eyes to the downtown storefronts.

The Board discussed the different color options for the umbrellas.

The consensus of the Board was to proceed with "Option E" as presented and order all khaki colored umbrellas.

Moved by Mr. Moniz to award the proposal for the supply, delivery, and installation of outdoor dining furniture for the pop-up Public Square to ISCG, Inc. in the amount of \$36,526.

Seconded by Ms. Roberts

Yes: Kneffel, Goodhall, Moniz, Klemanski, Roberts

No: none

Motion carried

Mr. Skopek stated that he has been working with the prospective vendor on an estimate for additional seating at the Knight Amphitheater and splash pad plaza in downtown. He noted that there is currently \$20,000 budgeted for the installation of furniture at the splash pad plaza in the 2020 budget. Should the Board proceed with the additional proposal for the installation of furniture at the splash pad plaza, there would be a cost savings of \$1,150 by procuring all furniture simultaneously. The furniture proposed is mesh picnic tables with umbrellas. The estimate is in the amount of approximately \$10,000, but shipping costs are unknown.

Ms. Roberts stated the additional seating would be a welcome addition to the area.

Mr. Moniz concurred and stated the Board should take advantage of the savings by ordering both simultaneously.

Moved by Mr. Goodhall to approve the proposal from ISCG, Inc. for the supply, delivery, and installation of outdoor furniture for the Knight Amphitheater plaza in an amount not to exceed \$12,000.

Seconded by Ms. Roberts

Yes: Kneffel, Goodhall, Moniz, Klemanski, Roberts

No: none

Motion carried

B. Rent Assistance Request

Mr. Skopek presented a memo dated July 9, 2020. The Auburn Hills Chamber of Commerce currently leases the TIFA-owned space at 3395 Auburn Road, Suite A. In April, the Chamber of Commerce submitted a request for rent assistance due to revenue shortfalls, which were attributed to event cancellations due to the COVID-19 pandemic. Upon conferring with Chairman Kneffel, staff approved a 50% reduction of rent for the months of May, June, and July. Staff communicated that rent assistance could be reevaluated once there was a better understanding of what the future held regarding the pandemic. The Auburn Hills Chamber of Commerce has submitted a request for a similar reduction through December 2020. With sectors of the economy reengaging, staff does not recommend a reduction of rent through December 2020. He recommended the Board discuss the request and determine if there is a desire to extend the rent assistance and if so, the duration of the assistance.

Dr. Klemanski asked if the Chamber of Commerce had any events planned in the future.

Mr. Skopek stated that a majority of their events have been canceled. They are hosting an ice cream social in the coming weeks, but that is not a fundraising event.

Chairman Kneffel added that the Chamber of Commerce is moving forward with their golf outing.

Mr. Moniz recommended a two-month extension on rent assistance. There are too many unknowns with the pandemic and how events will be handled in the future.

Ms. Roberts concurred. She asked if the rent was scheduled to increase.

Mr. Skopek stated that rent is scheduled to increase by 4% in August based upon the lease agreement.

Mr. Moniz suggested keeping the rent at the rate the chamber of Commerce was paying for May, June, and July.

Dr. Klemanski asked the Board what metrics should be looked at in determining further assistance in the future.

The consensus of the Board was that the cancelation of events would serve as the largest metric for determining further assistance if requested.

Moved by Mr. Moniz to approve a rent reduction for the Chamber of Commerce for the months of August and September at the same rate for May, June, and July.

Seconded by Ms. Roberts

Yes: Kneffel, Goodhall, Moniz, Klemanski, Roberts

No: none

Motion carried

C. Election of Vice Chairperson

Chairman Kneffel called for nominations for Vice Chairperson of the TIFA Board of Directors for the remainder of 2020. Dr. Klemanski was nominated by Ms. Roberts. Nomination seconded by Mr. Goodhall. Chairman Kneffel called roll, there were no objections or further nominations.

Yes: Kneffel, Goodhall, Moniz, Klemanski, Roberts

No: none

Motion carried by roll call vote

EXECUTIVE DIRECTOR UPDATE

Mr. Skopek provided an update on the status of the pedestrian alleyway downtown. He stated that the artist selected to construct the archways has communicated that he has severely underestimated the amount of time it would take to construct the two arches and he has alluded to constructing only one archway. Staff recommends constructing the two arches as approved, but is seeking direction from the Board.

The consensus of the Board was for staff to communicate to the artist that the Board requests two archways to be constructed.

BOARD MEMBER COMMENTS

Chairman Kneffel shared his thoughts on renaming the TIFA districts A, B, and D, to the Downtown District, the Hotel District, and the City Commerce District respectively. He noted that this could assist with marketing the districts to potential users.

The Board discussed renaming the districts.

Mr. Moniz noted that the pandemic has severely impacted the hotels along Opdyke Road and is unsure what the future holds for this area.

ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, August 11, 2020 at 4:00 PM at Auburn Hills City Hall Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

ADJOURNMENT

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

Seconded by Ms. Roberts

Yes: Kneffel, Goodhall, Moniz, Klemanski, Roberts

No: none

Motion carried

The TIFA Board of Directors meeting adjourned at 5:29 p.m.

Respectfully submitted,

Steve Goodhall
Secretary of the Board

Brandon Skopek
Executive Director