



CITY OF AUBURN HILLS  
CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 2, 2020

AGENDA ITEM NO.

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

**October 13, 2020**

**CALL TO ORDER:** Chairman Kneffel called the meeting to order at 4:12 PM.

**ROLL CALL:**

|               |   |
|---------------|---|
| Present:      | Kneffel, Moniz, Klemanski, Thornton, Waltenspiel, Price, Hawkins, Dolly (Arrived at 4:27 p.m.), Goodhall (Arrived at 4:38 p.m.)   |
| Absent:       | None  |
| Also Present: | Brandon Skopek, Director of Authorities; Ron Melchert, DPW Director; Stan Torres, Manager of Municipal Properties; James Hanson, Lead Fleet Technician; Eveonne Roberts, Downtown Engagement Specialist |
| Guests:       | None  |

**LOCATION:** Virtual Meeting

**PERSONS WISHING TO BE HEARD**

**A. Introduction of Eugene Hawkins, III**

Mr. Skopek noted that Mr. Hawkins was introduced in the informational meeting and that the Board could move on with the agenda.

**APPROVAL OF MINUTES**

**A. TIFA Regular Meeting Minutes – September 8, 2020**

Moved by Ms. Thornton to approve the TIFA Regular Meeting minutes from September 8, 2020 as presented.  
Seconded by Ms. Price

Yes: Kneffel, Moniz, Klemanski, Thornton, Waltenspiel, Price, Hawkins  
No: none

Motion carried by roll call vote

**B. TIFA Executive Session Minutes – September 8, 2020**

Moved by Ms. Price to approve the TIFA Executive Session minutes from September 8, 2020 as presented.  
Seconded by Mr. Hawkins

Yes: Kneffel, Moniz, Klemanski, Thornton, Waltenspiel, Price, Hawkins  
No: none

Motion carried by roll call vote

**CORRESPONDENCE AND PRESENTATIONS**

None.

**FINANCIAL REPORT**

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

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

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

**Seconded by Mr. Moniz**

**Yes: Kneffel, Moniz, Klemanski, Thornton, Waltenspiel, Price, Hawkins**

**No: none**

**Motion carried by roll call vote**

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**A. Municipal Campus Storage Building Bid Award**

Mr. Skopek informed the Board that this project is a budgeted item for fiscal year 2020. He also mentioned that the Board would need to approve the funding of the bid award for it to then go to City Council for construction approval. Mr. Skopek introduced the City's Manager of Municipal Properties, Stan Torres.

Mr. Torres introduced James Hanson, who will be the project manager in the field should the Board choose to proceed with the project.

Mr. Torres then summarized the memo included in the meeting packet. He explained that when the Seyburn Mansion was set to be demolished, it was emptied of the various items being stored inside. Mr. Torres stated that demolition of the Mansion will leave a void in storage space on the municipal campus for all the Department of Public Works equipment used to maintain the City Campus grounds as well as the surrounding parks. He requested the Board approve funding for a 30'X60' storage barn for this use. Mr. Torres explained that an Invitation to Bid was published to the Michigan Intergovernmental Trade Network, four bids were received, and Winstar Contracting provided the lowest price at \$124,900. He stated that it is the recommendation of the Department of Public Works to approve funding for the storage barn construction to Winstar Contracting in the amount of \$124,900.

Dr. Dolly arrived at 4:27 p.m.

Mr. Moniz asked what the expected start and completion dates are for the project.

Mr. Hanson gave a brief summary of the project timeline, explaining that construction will commence November 2, 2020 and will take roughly five weeks weather permitting.

**Moved by Mr. Moniz to award the construction project of a 60'x30' storage barn located at the municipal campus to Winstar Contracting, LLC of Grosse Pointe, Michigan in the amount of \$124,900. Funding for this project is available as budgeted in account number 253-737-975.000.**

**Seconded by Ms. Price**

**Yes: Kneffel, Moniz, Klemanski, Dolly, Thornton, Waltenspiel, Price, Hawkins**

**No: none**

**Motion carried by roll call vote**

**B. Adoption of 2021 Meeting Dates**

**Moved by Ms. Price to approve the 2021 Auburn Hills Tax Increment Finance Authority Board of Directors meeting schedule as the second Tuesday of each month at 4:00 p.m. in the City Hall Administrative Conference Room.**

**Seconded by Mr. Waltenspiel**

**Yes: Kneffel, Moniz, Klemanski, Dolly, Thornton, Waltenspiel, Price, Hawkins**

**No: none**

**Motion carried by roll call vote**

#### **EXECUTIVE DIRECTOR UPDATE**

Mr. Skopek stated that the Seyburn Mansion demolition is set to commence on October 22, 2020 and should roughly take a week to complete.

Mr. Skopek then updated the Board on the downtown alleyway construction. He mentioned that the construction of the columns had begun earlier that day and that the work should be completed by the end of November, prior to the Tree Lighting Ceremony.

#### **BOARD MEMBER COMMENTS**

Mr. Moniz asked Mr. Hawkins if he knew of the alleyway project.

Mr. Hawkins explained that he had done his best to stay up to date.

Mr. Kneffel gave a brief summary of the project.

Mr. Goodall arrived at 4:38 p.m.

Mr. Hawkins took a moment to mention that in this challenging year, his appointment to the TIFA Board has been a bright spot.

#### **ANNOUNCEMENT OF NEXT MEETING**

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, November 10, 2020 at 4:00 PM at Auburn Hills City Hall Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

#### **ADJOURNMENT**

**Moved by Ms. Thornton to adjourn the TIFA Board meeting.**

**Seconded by Mr. Waltenspiel**

**Yes: Kneffel, Goodhall, Moniz, Klemanski, Dolly, Thornton, Waltenspiel, Price, Hawkins**

**No: none**

**Motion carried**

**The TIFA Board of Directors meeting adjourned at 4:40 p.m.**

Respectfully submitted,

Steve Goodhall  
Secretary of the Board

Eveonne Roberts  
Downtown Engagement Specialist