



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: MAY 3, 2021

AGENDA ITEM NO.

CITY OF AUBURN HILLS TAX INCREMENT FINANCE AUTHORITY MEETING

April 13, 2021

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

ROLL CALL:

Present:	Kneffel (Auburn Hills, MI), Klemanski (Auburn Hills, MI), Moniz (Auburn Hills, MI), Hawkins (Pontiac, MI), Goodhall (Auburn Hills, MI), Waltenspiel (Auburn Hills, MI), Price (Auburn Hills, MI) (Arrived at 4:04 P.M.)
Absent:	Thornton, Dolly
Also Present:	Brandon Skopek, Assistant to the City Manager; Aaron Stahly, Deputy Public Works Director
Guests:	9

LOCATION: Virtual Meeting

PERSONS WISHING TO BE HEARD

None.

APPROVAL OF MINUTES

A. TIFA Regular Meeting Minutes – March 9, 2021

Moved by Mr. Goodhall to approve the TIFA Regular Meeting minutes from March 9, 2021 as presented.

Seconded by Mr. Moniz

Yes: Kneffel, Klemanski, Moniz, Hawkins, Goodhall, Waltenspiel
No: none

Motion carried by roll call vote

Ms. Price arrived at 4:04 p.m.

CORRESPONDENCE AND PRESENTATIONS

A. TIFA Business Recruitment Grant Discussion – Detroit Riverside Capital

Michael Wayne and Alec Harris of Detroit Riverside Capital provided a presentation on their prospective tenant at 3250 Auburn Road, Browe Skin & Brow Bar. The owners of Browe Skin & Brow Bar, Nick Browe and Kristen Browe, were also in attendance and provided commentary on their prospective business. Detroit Riverside Capital will be seeking a Business Recruitment Grant for the buildout of the tenant space in the amount of \$150,000 and has requested the TIFA Board consider three items:

1. Allow the grant to be utilized as part of financing rather than paid out as a reimbursement
2. Allow flexibility on the requirement for three quotes to be submitted for the work to be completed
3. Allowing the grant to be utilized for office space expansion

Detroit Riverside Capital sought the Board's feedback on the prospective tenant. Chairman Kneffel commented on the uniqueness of the prospective tenant and feels that the tenant would do well in downtown Auburn Hills. He noted that the Board has had

discussion on the reimbursement piece of the grant process and there is little that can be done to address this item as this is an important piece of the grant.

The general consensus of the TIFA Board was that this prospective tenant would be a good fit for downtown Auburn Hills and requested an application for the Board's review.

Mr. Skopek noted that it is imperative that the grant remains a reimbursement for work that has been completed as part of the tenant buildout. He added that the applicant must adhere to the City's purchasing guidelines, which will require three separate quotes for the work that is to be completed. He concluded by stating the maximum grant allowed is in the amount of \$100,000.

Chairman Kneffel requested a complete application be submitted for the Board's review.

FINANCIAL REPORT

A. FY 2021 Adopted Budget and YTD Summary – March 31, 2021

Mr. Skopek presented the financial report for the period ending March 31, 2021.

There was no discussion on the financial report.

Moved by Dr. Klemanski to receive and file the financial report for period ending March 31, 2021.

Seconded by Ms. Price

Yes: Kneffel, Klemanski, Moniz, Hawkins, Goodhall, Waltenspiel, Price

No: none

Motion carried by roll call vote

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Horticulture and Landscape Services Contract Update, Approval of Change Order Number Two, and Amendment to the TIF-A Budget

Mr. Waltenspiel exited the meeting at 4:56 p.m.

Mr. Stahly provided an update on the landscape services contract with Miller Landscape. He noted that staff administratively approved change order number one at the end of October 2019, which included Riverside Park bed maintenance, new City entry signs, as well as a couple of landscape beds at the Municipal Campus and the Department of Public Works. In the third quarter of 2020, staff identified at least 26 additional beds appropriate for the contract, which would be included in change order two and cost an additional \$25,426. With approval of the second change order, TIF-A's budget would need to be amended by \$15,300. TIF-B and TIF-D have sufficient funds budgeted to cover the additional costs. Staff recommends approval of change order number two and the budget amendment to TIF-A.

Chairman Kneffel asked who was responsible for grass cutting.

Mr. Stahly noted that this is a combination of City staff and contractors. City staff covers the Municipal Campus and the ballfields, with Green Meadows covering the remaining areas such as parks and rights-of-way.

Mr. Moniz asked if the Department of Public Works was located within the TIFA districts.

Mr. Stahly noted that the DPW is not located in the districts and that the general fund will cover the landscaping services at this facility.

Moved by Mr. Hawkins to approve change order number two with Miller Landscape, Inc. to expand horticulture and landscape services and amend the TIF-A budget to increase funding for horticulture and landscape service by \$15,300 in account number 251-735-800.199.

Seconded by Ms. Price

Yes: Kneffel, Klemanski, Moniz, Hawkins, Goodhall, Price

No: none

Motion carried by roll call vote

B. Security Fencing Project at the Public Safety Building

Mr. Stahly presented a memo dated April 5, 2021. The Department of Public Works issued an invitation to bid for the installation of security fencing around the Public Safety Building. The product is an eight-foot ornamental steel fence, black in color, with top pickets that curve outward making it more difficult to scale. The Department of Public Works determined that Michigan Fence Outlet out of Macomb, Michigan was the lowest cost, responsive, qualified bidder at \$126,000. He noted that the bid package does not include electrical service, which will be installed by the City electrician. He added that the package also does not include the electronic equipment needed to interface the automated gates. Those expenses will be offset with available funding and the project will remain within budget.

Vice Chairman Klemanski asked about the duration of the project.

Mr. Stahly noted that contractor has stated there a six to eight-week lead time on the fencing materials. Once the supplies are in, the project should only take a couple of weeks.

Mr. Moniz asked how the automated gates would work.

Mr. Stahly noted they would be similar to the current City access badges. These details will be discussed with the IT Department.

Moved by Mr. Moniz to approve a contract with Michigan Fence Outlet of Macomb, Michigan for the installation of fencing and gates at the Auburn Hills Public Safety Building in the amount of \$126,000 to be funded from 253-737-970.000.

Seconded by Mr. Goodhall

Yes: Kneffel, Klemanski, Moniz, Hawkins, Goodhall, Price

No: none

Motion carried by roll call vote

C. Downtown Parking Garage Operations & Maintenance

Mr. Stahly introduced Matt Lewis and Sarah Rush from Wiss, Janney, Elstner Associate, Inc. (WJE). Mr. Stahly stated that the TIFA allocated funds in 2020 for the installation of a membrane cap on the parking structure, however, it was determined that an assessment of the parking structure should be conducted prior to maintenance work. WJE was subcontracted by OHM Advisors to perform a condition assessment of the structure.

Ms. Rush noted that WJE specializes in the assessment and restoration of existing buildings rather than new construction. Ms. Rush provided the TIFA Board with an overview of the assessment report. Ms. Rush noted the need for investigation and repair of spandrel beams on the west exterior wall and the repair of soffit cracks.

Mr. Stahly noted that the additional work for this year is not to exceed \$32,000. He added that the maintenance recommendations included in the report are planned to be included in the FY2022 TIFA budget.

Moved by Ms. Price to authorize the funding needed to proceed with an additional condition assessment of the Auburn Hills Primary Street Parking Structure in the not to exceed amount of \$32,000. Furthermore, approve a budget amendment to account number 251-735-931.000PARKINGSTRUCT for the scope of work.

Seconded by Mr. Hawkins

Yes: Kneffel, Klemanski, Moniz, Hawkins, Goodhall, Price
No: none

Motion carried by roll call vote

D. Review of Bar and Restaurant Stabilization Loan Program Application – The Family Table Café

Mr. Skopek presented a memo dated April 5, 2021. He stated that the Family Table Café has applied for a \$20,000 loan through the Downtown Bar and Restaurant Stabilization Loan program. The loan will be utilized to assist with the operational costs of their restaurant. Staff has reviewed the application and supporting documentation and has confirmed with the Treasurer’s Office that there are no outstanding property taxes, utility bills, or other assessments due to the City. He concluded by recommending approval of the loan and further recommended utilizing funds budgeted for the TIFA Business Recruitment Grant to support the loan program.

Mr. Moniz asked if the loan repayment needed to start in July or if the repayment start date could be pushed back to September.

Mr. Skopek stated that the Board may assign a later repayment start date if desired but recommended that repayment begin at some point in 2021.

The consensus of the Board was to assign a repayment start date in September.

Mr. Joseph Kidder, Family Table Café, thanked the Board for the loan opportunity and expressed appreciation over a September repayment start.

Vice Chairman Klemanski asked if a repayment start date needed to be included in the motion or if staff has sufficient direction.

Mr. Skopek stated he has sufficient direction from the Board and language does not need to be included in the motion.

Moved by Mr. Moniz to approve the bar and restaurant stabilization loan application submitted by The Family Table Café, located at 3343 Auburn Road, Auburn Hills, Michigan 48326, in the not-to-exceed amount of \$20,000. Funds for the loan program shall be utilized from TIF-A account number 251-735-967.100. Furthermore, authorize the Executive Director to execute all necessary documents and verify loan compliance. All final documents shall be reviewed and approved by the City Attorney.

Seconded by Ms. Price

Yes: Kneffel, Klemanski, Moniz, Hawkins, Goodhall, Price
No: none

Motion carried by roll call vote

EXECUTIVE DIRECTOR UPDATE

Mr. Skopek reminded the Board of the joint meeting between the TIFA and DDA immediately following the regular TIFA meeting.

BOARD MEMBER COMMENTS

None.

ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, May 11, 2021 at 4:00 PM at Auburn Hills City Hall Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

ADJOURNMENT

Moved by Ms. Price to adjourn the TIFA Board meeting.

Seconded by Mr. Moniz

Yes: Kneffel, Klemanski, Moniz, Hawkins, Goodhall, Price

No: none

Motion carried

The TIFA Board of Directors meeting adjourned at 5:39 PM

Respectfully submitted,

Steve Goodhall
Secretary of the Board

Brandon Skopek
Assistant to the City Manager