



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 20, 2023

AGENDA ITEM NO. _____

TAX INCREMENT FINANCE AUTHORITY

CITY OF AUBURN HILLS TAX INCREMENT FINANCE AUTHORITY MEETING

February 14, 2023

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

ROLL CALL: Present: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge
Absent: Waltenspiel, Dolly
Also Present: Brandon Skopek, Assistant City Manager / TIFA Executive Director; Andrew Hagge, Management Assistant; Tim Wisser, Manager of Municipal Properties; Jason Hefner, Manager of Fleet & Roads
Guests: None

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

PERSONS WISHING TO BE HEARD

None.

APPROVAL OF MINUTES

A. TIFA Regular Meeting Minutes – January 10, 2023

There was no discussion on the approval of the minutes.

**Moved by Mr. Goodhall to approve the TIFA Regular Meeting Minutes from January 10, 2023 as presented.
Seconded by Mr. Carrier**

**Yes: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge
No: none**

Motion carried

CORRESPONDENCE & PRESENTATIONS

None.

CONSENT AGENDA

Mr. Skopek explained that a consent agenda is utilized for items that are considered to be routine by the Tax Increment Finance Authority and that the approval of these items will be enacted in one motion. If a Board member wishes to discuss an item on the consent agenda, it may be removed and then considered under new business.

A. FY 2023 Adopted Budget and YTD Summary – January 31, 2023

RESOLVED: To receive and file the financial report for the period ending January 31, 2023.

B. Receive and File the 2022 TIFA Annual Report**RESOLVED: To receive and file the 2022 TIFA Annual Report****Moved by Mr. Goodhall to approve the Consent Agenda****Seconded by Mr. Carrier****Yes: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge****No: none****Motion carried****UNFINISHED BUSINESS**

None.

NEW BUSINESS**A. Installation of Flashing Crosswalk Sign Upfit Kits**

Mr. Hagge presented a memo dated February 2, 2023. He noted that the TIFA Board had expressed interest in installing flashing crosswalk signs in select areas of downtown. He noted that staff has identified several locations in and around downtown where crosswalks currently exist, but do not feature the flashing light, street crossing indicators. Two of these locations are within TIF District A and include the crosswalk on Parkways Boulevard near Riverside Park and N. Squirrel Road at the Skate Park. Carrier & Gable supplied the City with the signs that are currently installed elsewhere in the City and are the sole Michigan distributor of these kits. The total cost for these kits is \$18,345, however, shipping costs are not yet determined, so a \$20,000 approval is recommended to cover any shipping costs. Staff recommends approval of this purchase and the associated budget amendment.

Vice Chairman Moniz asked if the crosswalk at the Clinton River Trail on S. Squirrel Road was being considered.

Mr. Hagge noted that this crosswalk is proposed for upgrades, however, that is outside of the TIFA District and is proposed to be purchased by the Downtown Development Authority (DDA) as that crosswalk is within their district. He added that the crosswalk at Juniper and Auburn will also be considered by the DDA. Lastly, he noted that the Cliton River Trail crosswalk on Adams Road is also being considered, but because this is an Oakland County road, the County will need to sign off on any enhancements.

Moved by Mr. Moniz to authorize a budget amendment to provide funding to purchase solar-powered flashing sign upfit kits from Carrier & Gable, Inc. at 24110 Research Drive, Farmington Hills, MI 48335 at the not to exceed amount of \$20,000.

Seconded by Mr. Carrier**Yes: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge****No: none****Motion carried****B. Contract Extension for Mowing and Guardrail Services**

Mr. Wisser presented a memo dated February 7, 2023. He noted that the original contract with Green Meadows Landscape had a duration of three (3) years, but provided for two one-year extensions. The first extension was approved by the TIFA and City Council in 2022. Green Meadows Landscaping has agreed to honor their original contract pricing and a budget amendment will not be required as these funds are already budgeted in the respective TIFA and General Fund accounts. Staff is recommending a one-year extension to the contract with Green Meadows Landscaping.

Chairman Kneffel asked if South Boulevard was included in this contract.

Mr. Wisser noted that South Boulevard is not included in this contract as that is an Oakland County road and property owners are responsible for mowing and other maintenance items located within the right-of-way in front of their property.

Secretary Goodhall asked if the contract will be bid out for the 2024 season.

Mr. Wisser confirmed that this contract would be bid in late 2023 for the 2024 season.

Moved by Mr. Carrier to award a one-year contract extension for the General Mowing and Guardrail Trimming Contract to Green Meadows Landscape, Inc. at a rate of \$44 per acre for mowing services and \$0.065 per linear foot for guardrail maintenance. Funding was approved by the Tax Increment Finance Authority as part of the 2023 Adopted Annual Budget. Approval of this service extension is contingent upon finding approval from the Auburn Hills City Council for the respective General Fund budget line items.

Seconded by Dr. Eldredge

Yes: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge
No: none

Motion carried

C. Decorative Streetlight Replacements

Mr. Wisser presented a memo dated February 8, 2023. He noted that in 2015 the downtown decorative streetlights were converted from metal-halide to LED using a retrofit replacement light that is no longer available as of 2019. Since that time, the Department of Public Works has been using inventory to conduct replacements. The Department of Public Works has explored options to replace these lights as they reach the end of their service life or are in need of replacement due to other failures. Beginning in 2022, the TIFA has budgeted to begin the replacement of these streetlights in downtown and along Opdyke Road. In 2022, the TIFA approved the purchase of 102 streetlights of which the Department of Public Works were able to install with much success. The TIFA has budgeted for these replacements through 2025. In 2023, the replacement of 96 lights is proposed. 56 of these lights are located downtown, whereas the remaining 40 are for Opdyke Road.

Vice Chairman Moniz asked if the TIFA could purchase all these lights at one time before pricing increases in future years.

Mr. Skopek stated that a phased approach is recommended as the cost to replace all the remaining lights would be approximately \$533,000 if purchased at one time. Further, a phased approach is recommended for future maintenance and installation.

Moved by Mr. Moniz to approve the procurement of 96 Amerlux Decorative light heads and parts from Graybar Electric, Inc., Belleville, Michigan under the MiDEAL contract #180000000463 for the replacement of decorative street lighting in the amount of \$144,653.76.

Seconded by Mr. Goodhall

Yes: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge
No: none

Motion carried

D. Community Center Kitchen Renovation Project

Mr. Skopek presented a memo dated February 6, 2023. He noted that City staff have been interested in modifying the Community Center kitchen not just to be a warming kitchen, but also one in which food can be prepared. The benefit of doing so would give us broader use of our community center and help us fill in the gaps for the senior meals program. Having the capabilities to prepare food in our own facility opens up many options for both senior services and recreation through healthy eating classes and nutritional education for our community. The Board will recall that this has been a budgeted item for the last few years as Senior Services Director Adcock had attempted to partner with Oakland University to create a teaching kitchen for the Master of Nutrition program. Unfortunately, that program did not materialize as hoped. Therefore, Director Adcock applied for a grant through Oakland County for half of the project cost with the idea that the other half could be funded by the

TIFA since \$100,000 is already budgeted in fiscal year 2023 for this endeavor. The total project cost is estimated to be \$250,000, so staff submitted and was awarded a grant in the amount of \$125,000. As a result, staff has begun to work on bidding out the project. Because this project is already budgeted in the 2023 TIF District D budget, it would be appropriate for the TIFA to amend the 2023 budget to cover the remaining \$25,000 budget. One item worth noting is that stamped drawings will be required for this project. Therefore, staff recommends adding an additional \$10,000 to the budget for these drawings.

Ms. Adcock provided some history on the project and noted that the Community Center was constructed with a future kitchen renovation in mind. Therefore, no additional duct work or fire suppression would be required.

Chairman Kneffel had suggested procuring a new coffee maker and espresso machine for visitors to learn how to brew coffee and other hot beverages. He compared this to the program supported by Avondale Schools.

Mr. Skopek recommended that the Board focus on the kitchen renovation at this time and explore additional amenities at a later date if deemed necessary.

Moved by Mr. Moniz to approve a budget amendment increasing appropriations by \$35,000 in TIF District D in support of the Community Center Kitchen Renovation Project.

Seconded by Mr. Goodhall.

Yes: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge

No: none

Motion carried

E. Site Improvement Grant Application – 2 Gather

Mr. Skopek presented a memo dated February 6, 2023. He noted that the Board had an opportunity to review the grant application at the January 10 TIFA Board of Directors meeting. Following a review of the application materials for new signage at 2 Gather, the Board assigned Secretary Goodhall, Dr. Eldredge, and Mr. Gudmundsen to the Grant Review Committee to work with staff to review the grant application and provide a recommendation to the Board. The Grant Review Committee met on January 31 to review the application and found the application materials satisfactory. Therefore, the Grant Review Committee is recommending approval of a grant award to 2 Gather for the installation of signage on their building following a favorable review of the materials submitted. A grant award in the amount of \$9,827.24 for the wall-mounted signage is recommended. This amount is a 50% match for the actual cost of the two illuminated wall signs. As a reminder, labor costs are not eligible for grant funding. Furthermore, a budget amendment is required to fund this grant award.

Moved by Mr. Carrier to award a Site Improvement Grant in the not-to-exceed amount of \$9,827.24 to 2 Gather for the proposed sign installation at their building located at 3391 Cross Creek Parkway, Auburn Hills, Michigan 48326. Funding for this grant award shall be approved by way of a budget amendment, increasing appropriations in the 2023 TIF-D budget. Furthermore, authorize the Executive Director to execute all necessary documents and verify grant compliance. Approval of grant award shall be contingent upon the execution of a final Grant Agreement that shall be reviewed and approved by the City Attorney.

Seconded by Dr. Eldredge.

Yes: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge

No: none

Motion carried

EXECUTIVE DIRECTOR UPDATE

Mr. Skopek reminded the Board of the Robert's Rules of Order and Open Meetings Act training being held on March 15 at City Hall. He encouraged the attendance of all Board members.

Mr. Skopek updated the Board that Dr. Dolly will not be seeking reappointment to the TIFA Board of Directors.

BOARD MEMBER COMMENTS

None.

ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, March 14, 2023 at 4:00 p.m. at City Hall in the Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

ADJOURNMENT

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

Seconded by Mr. Goodhall

Yes: Kneffel, Moniz, Goodhall, Carrier, Gudmundsen, Eldredge
No: none

Motion carried

The TIFA Board of Directors meeting adjourned at 5:00 p.m.

Respectfully submitted,

Steve Goodhall
Secretary of the Board

Brandon Skopek
Assistant City Manager / TIFA Executive Director