



## **BOARD OF DIRECTORS MEETING**

February 14, 2023

4:00 P.M.

Auburn Hills City Hall, Administrative Conference Room • 1827 N. Squirrel Road, Auburn Hills, MI  
Minutes of the TIFA Board Meeting will be on file in the City Clerk's Office • 248-370-9402

### **MEETING CALLED TO ORDER**

#### **1) ROLL CALL**

#### **2) PERSONS WISHING TO BE HEARD**

#### **3) APPROVAL OF MINUTES**

- a) TIFA Regular Meeting Minutes – January 10, 2023

#### **4) CORRESPONDENCE & PRESENTATIONS**

#### **5) CONSENT AGENDA**

All items listed are considered to be routine by the Tax Increment Finance Authority and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

- a) FY 2023 Adopted Budget and YTD Summary – January 31, 2023
- b) Receive and File the 2022 TIFA Annual Report

#### **6) UNFINISHED BUSINESS**

#### **7) NEW BUSINESS**

- a) Installation of Flashing Crosswalk Sign Upfit Kits
- b) Contract Extension for Mowing and Guardrail Services
- c) Decorative Streetlight Replacements
- d) Community Center Kitchen Renovation Project
- e) Site Improvement Grant Application – 2 Gather

#### **8) EXECUTIVE DIRECTOR REPORT**

#### **9) BOARD MEMBER COMMENTS**

#### **10) ADJOURNMENT**

**Next Meeting is Scheduled for March 14, 2023 at 4:00 p.m.**



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

**MEETING DATE: FEBRUARY 20, 2023**

**AGENDA ITEM NO. \_\_\_\_\_**

**TAX INCREMENT FINANCE AUTHORITY**

**“Not Yet Approved”**  
**CITY OF AUBURN HILLS**  
**TAX INCREMENT FINANCE AUTHORITY MEETING**

**January 10, 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; Adam Massingill, Fire Chief  
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 Informational Meeting Minutes – December 13, 2022**

There was no discussion on the approval of the minutes.

**Moved by Mr. Goodhall to approve the TIFA Informational Meeting Minutes from December 13, 2022 as presented.**  
**Seconded by Mr. Carrier**

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

**Motion carried**

**B. TIFA Regular Meeting Minutes – December 13, 2022**

There was no discussion on the approval of the minutes.

**Moved by Mr. Goodhall to approve the TIFA Regular Meeting Minutes from December 13, 2022 as presented.**  
**Seconded by Mr. Moniz**

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

**Motion carried**

## **CORRESPONDENCE & PRESENTATIONS**

None.

## **FINANCIAL REPORT**

### **A. FY 2022 Adopted Budget and YTD Summary – December 31, 2022**

Mr. Skopek presented the financial report.

There was no further discussion on the financial report.

**Moved by Mr. Moniz to receive and file the financial report for the period ending November 30, 2022.**

**Seconded by Mr. Goodhall**

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

**No: none**

**Motion carried**

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

### **A. TIFA Site Improvement Grant Application – 2 Gather**

Mr. Skopek presented a memo dated January 3, 2023. He noted that 2 Gather, a business located in TIF District D, has applied for a TIFA Site Improvement Grant for the installation of signage to provide their building with an identity for passing motorists. Not only will this provide additional advertising for their building, but it will also make it easier for those attending an event at 2 Gather to find the building. The Site Improvement Grant covers all three TIFA districts; however, TIF District D does not currently have funding budgeted for the grant program in fiscal year 2023 and should a grant award be approved, a budget amendment would be required. Mr. Skopek noted that there were some deficiencies in the application and he will work with the applicant to address those deficiencies. He further noted that the Board implemented a policy in November 2021 to assign TIFA members to a Grant Review Committee to work with staff to determine appropriate award amounts for all applications, to create annual summaries, to provide oversight to the grant process, and to provide a recommendation to the full board. Mr. Skopek recommended the creation of a three-member committee to review the application submitted by 2 Gather and any future grant applications. Following the creation of the committee, staff will work with the committee to review and provide a recommendation to the full Board on February 14.

The Board discussed the application materials and committee assignments. Secretary Goodhall, Dr. Eldredge, and Mr. Gudmundsen were elected to the Grant Review Committee.

Mr. Skopek noted that staff would schedule a meeting with the committee in the near future to review the grant application and work to prepare a recommendation for the Board at the upcoming February 14 TIFA Board meeting.

## **EXECUTIVE DIRECTOR UPDATE**

Mr. Skopek provided an update that staff had received a Business Recruitment Grant application and liquor license request from Hot Taco, the Mexican restaurant proposed in the MiL in downtown Auburn Hills. He noted that the application was incomplete and he has requested a complete application be submitted prior to Board review.

## **BOARD MEMBER COMMENTS**

None.

**ANNOUNCEMENT OF NEXT MEETING**

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, February 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 4:45 p.m.**

Respectfully submitted,

Steve Goodhall  
Secretary of the Board

Brandon Skopek  
Assistant City Manager / TIFA Executive Director





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TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director

DATE: February 7, 2023

SUBJECT: FY 2023 Adopted Budget and YTD Summary – January 31, 2023

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**STATEMENT OF NET POSITION**

- TIF-A Cash \$2 million
- \$1.2 million invested TIF-A
  - \$439,062 – Investment Pooling
  - \$316,187 – Insight
  - \$538,780 – MiClass
- TIF-B Cash \$2.2 million
- \$10.7 million invested in TIF-B
  - \$7.7 million – Insight
  - \$3 million – MiClass
- TIF-D Cash \$1.9 million
- \$1.3 million invested TIF-D – Insight

**TIFA 85-A STATEMENT OF REVENUES AND EXPENDITURES**

- Approximately 7% of budgeted revenues have been received for TIF-A in fiscal year 2023.

Property Taxes:	\$98,512
Building Rental:	\$1,660
EV Charging Fees:	\$59
	<b>\$100,231</b>
- Approximately 18% of budgeted expenditures have been utilized for fiscal year 2023.

**TIFA 85-B STATEMENT OF REVENUES AND EXPENDITURES**

- Approximately 12% of budgeted revenues have been received for TIF-B in fiscal year 2023.

Property Taxes:	\$198,892
	<b>\$198,892</b>
- Approximately 3% of budgeted expenditures have been utilized for fiscal year 2023.

**TIFA 86-D STATEMENT OF REVENUES AND EXPENDITURES**

- Less than 1% of budgeted revenues have been received for TIF-D in fiscal year 2023.

EV Charging Fees:	\$53
	<b>\$53</b>
- Approximately 2% of budgeted expenditures have been utilized for fiscal year 2023.

**An appropriate motion is:**

**Move to receive and file the TIFA Financial Report for period ending January 31, 2023**

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 01/31/2023

GL Number	Description	YTD Balance 01/31/2023
<b>Fund: 251 TIFA A</b>		
<b>*** Assets ***</b>		
251-000-001.000	CASH	2,015,404.45
251-000-017.000	CASH - INVESTMENT POOLING	439,061.85
251-000-017.002	INVESTMENT MANAGER - CUTWATER	316,186.52
251-000-017.004	CASH - MICCLASS	538,780.45
251-000-130.000	LAND	6,120,355.86
251-000-132.000	LAND IMPROVEMENTS	4,434,070.58
251-000-133.000	ACCUM DEPREC-LAND & IMPROV	(1,996,421.43)
251-000-136.000	BLDGS, BLDG ADDITIONS AND	7,379,087.93
251-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(1,616,452.14)
251-000-146.000	OFFICE EQUIPMENT AND FURN	265,384.78
251-000-147.000	ACC. DEPR. - OFFICE EQUIP	(265,385.07)
251-000-158.000	CONSTRUCTION-IN-PROGRESS	25,491.76
251-000-159.000	MACHINERY & EQUIPMENT	163,402.38
251-000-160.000	ACCUM DEPREC-MACH & EQUIP	(75,737.84)
251-000-163.000	ROADS & INFRASTRUCTURE	17,713,486.23
251-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(8,743,989.94)
<b>Total Assets</b>		<b>26,712,726.37</b>
<b>*** Liabilities ***</b>		
251-000-202.000	ACCOUNTS PAYABLE	18.04
251-000-275.000	DUE TO TAXPAYERS	(8,334.12)
<b>Total Liabilities</b>		<b>(8,316.08)</b>
<b>*** Fund Equity ***</b>		
251-000-390.000	FUND BALANCE	26,424,919.26
<b>Total Fund Equity</b>		<b>26,424,919.26</b>
<b>Total Fund 251:</b>		
<b>TOTAL ASSETS</b>		<b>26,712,726.37</b>
<b>BEG. FUND BALANCE - 2022</b>		<b>26,424,919.26</b>
<b>+ NET OF REVENUES/EXPENDITURES - 2022</b>		<b>342,853.19</b>
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		<b>(46,730.00)</b>
<b>= ENDING FUND BALANCE</b>		<b>26,378,189.26</b>
<b>+ LIABILITIES</b>		<b>(8,316.08)</b>
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<b>26,369,873.18</b>

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 01/31/2023

GL Number	Description	YTD Balance 01/31/2023
<b>Fund: 252 TIFA B</b>		
<b>*** Assets ***</b>		
252-000-001.000	CASH	2,209,223.33
252-000-017.002	INVESTMENT MANAGER - CUTWATER	7,767,252.52
252-000-017.005	CASH - MICLASS EDGE	3,005,987.27
252-000-132.000	LAND IMPROVEMENTS	1,415,205.92
252-000-133.000	ACCUM DEPREC-LAND & IMPROV	(916,812.00)
252-000-163.000	ROADS & INFRASTRUCTURE	9,772,855.05
252-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(2,758,482.39)
252-000-193.248	ADVANCES TO DDA	41,790.60
<b>Total Assets</b>		<b>20,537,020.30</b>
<b>*** Liabilities ***</b>		
252-000-202.000	ACCOUNTS PAYABLE	385.86
252-000-275.000	DUE TO TAXPAYERS	(784.88)
<b>Total Liabilities</b>		<b>(399.02)</b>
<b>*** Fund Equity ***</b>		
252-000-390.000	FUND BALANCE	19,541,908.25
<b>Total Fund Equity</b>		<b>19,541,908.25</b>
<b>Total Fund 252:</b>		
<b>TOTAL ASSETS</b>		<b>20,537,020.30</b>
<b>BEG. FUND BALANCE - 2022</b>		<b>19,541,908.25</b>
<b>+ NET OF REVENUES/EXPENDITURES - 2022</b>		<b>859,723.51</b>
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		<b>135,787.56</b>
<b>= ENDING FUND BALANCE</b>		<b>19,677,695.81</b>
<b>+ LIABILITIES</b>		<b>(399.02)</b>
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<b>19,677,296.79</b>

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 01/31/2023

GL Number	Description	YTD Balance 01/31/2023
<b>Fund: 253 TIFA D</b>		
<b>*** Assets ***</b>		
253-000-001.000	CASH	1,948,284.08
253-000-017.002	INVESTMENT MANAGER - CUTWATER	1,346,769.83
253-000-130.000	LAND	2,017,211.00
253-000-132.000	LAND IMPROVEMENTS	3,384,086.43
253-000-133.000	ACCUM DEPREC-LAND & IMPROV	(1,171,145.72)
253-000-136.000	BLDGS, BLDG ADDITIONS AND	20,418,257.57
253-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(8,907,285.61)
253-000-147.000	ACC. DEPR. - OFFICE EQUIP	0.68
253-000-158.000	CONSTRUCTION-IN-PROGRESS	197,443.35
253-000-159.000	MACHINERY & EQUIPMENT	32,836.29
253-000-160.000	ACCUM DEPREC-MACH & EQUIP	(32,836.29)
253-000-163.000	ROADS & INFRASTRUCTURE	8,984,067.60
253-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(2,307,687.55)
<b>Total Assets</b>		<b>25,910,001.66</b>
<b>*** Liabilities ***</b>		
253-000-202.000	ACCOUNTS PAYABLE	76.84
253-000-211.000	RETAINAGE PAYABLE	9,054.97
253-000-275.000	DUE TO TAXPAYERS	18,625.00
<b>Total Liabilities</b>		<b>27,756.81</b>
<b>*** Fund Equity ***</b>		
253-000-390.000	FUND BALANCE	25,695,500.48
<b>Total Fund Equity</b>		<b>25,695,500.48</b>
<b>Total Fund 253:</b>		
<b>TOTAL ASSETS</b>		<b>25,910,001.66</b>
<b>BEG. FUND BALANCE - 2022</b>		<b>25,695,500.48</b>
<b>+ NET OF REVENUES/EXPENDITURES - 2022</b>		<b>208,590.74</b>
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		<b>(21,846.37)</b>
<b>= ENDING FUND BALANCE</b>		<b>25,673,654.11</b>
<b>+ LIABILITIES</b>		<b>27,756.81</b>
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<b>25,701,410.92</b>

## REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 01/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 01/31/2023	Activity For 01/31/2023	Available Balance 01/31/2023	% Bdgt Used
<b>Fund: 251 TIFA A</b>						
<b>Account Category: Revenues</b>						
<b>Department: 735 TIFA A</b>						
251-735-402.000	AD VALOREM	1,103,139.00	98,511.51	98,511.51	1,004,627.49	8.93
251-735-412.000	DELINQUENT PERSONAL PROPERTY	4,200.00	0.00	0.00	4,200.00	0.00
251-735-414.000	MTT YE ACCRUAL	(4,000.00)	0.00	0.00	(4,000.00)	0.00
251-735-573.000	LOCAL COMMUNITY STABILIZATION SHAR	226,970.00	0.00	0.00	226,970.00	0.00
251-735-651.400	U&A FEES - ELECTRIC VEHICLE CHARGI	300.00	59.04	59.04	240.96	19.68
251-735-667.000-CHAMBER_3395	BUILDING RENTAL - EXTERNAL	20,255.00	1,660.00	1,660.00	18,595.00	8.20
251-735-667.000-PKSTRUC_3381	BUILDING RENTAL - EXTERNAL	39,539.00	0.00	0.00	39,539.00	0.00
Total Dept 735 - TIFA A		1,390,403.00	100,230.55	100,230.55	1,290,172.45	7.21
Revenues		1,390,403.00	100,230.55	100,230.55	1,290,172.45	7.21
<b>Account Category: Expenditures</b>						
<b>Department: 735 TIFA A</b>						
251-735-722.000	WORKERS COMPENSATION	0.00	18.25	18.25	(18.25)	100.00
251-735-729.000	PRINTING	1,500.00	0.00	0.00	1,500.00	0.00
251-735-730.000	POSTAGE	250.00	0.00	0.00	250.00	0.00
251-735-757.000-THEDEN__3388	OPERATING SUPPLIES	500.00	0.00	0.00	500.00	0.00
251-735-800.199	LANDSCAPE/GEN MAINT	109,200.00	10,753.00	10,753.00	98,447.00	9.85
251-735-802.000	CONTRACTED SERVICES	23,000.00	0.00	0.00	23,000.00	0.00
251-735-802.000-CHAMBER_3395	CONTRACTED SERVICES	6,250.00	0.00	0.00	6,250.00	0.00
251-735-802.000-THEDEN__3388	CONTRACTED SERVICES	6,250.00	0.00	0.00	6,250.00	0.00
251-735-810.000	INVESTMENT MANAGEMENT FEES	410.00	0.00	0.00	410.00	0.00
251-735-817.000	CONSULTANT SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
251-735-851.000-PKSTRUC_3381	TELEPHONE	1,160.00	0.00	0.00	1,160.00	0.00
251-735-885.000	COMMUNITY RELATIONS	5,000.00	0.00	0.00	5,000.00	0.00
251-735-885.000-TREELIGHTING	COMMUNITY RELATIONS	10,000.00	0.00	0.00	10,000.00	0.00
251-735-901.000	ADVERTISING/MARKETING	5,000.00	0.00	0.00	5,000.00	0.00
251-735-921.000-CHAMBER_3395	ELECTRIC	2,086.00	0.00	0.00	2,086.00	0.00
251-735-921.000-PKSTRUC_3381	ELECTRIC	25,000.00	0.00	0.00	25,000.00	0.00
251-735-921.000-THEDEN__3388	ELECTRIC	2,260.00	0.00	0.00	2,260.00	0.00
251-735-922.000	STREET LIGHTING	41,000.00	0.00	0.00	41,000.00	0.00
251-735-922.000-RIVERSD_3311	STREET LIGHTING	6,000.00	0.00	0.00	6,000.00	0.00
251-735-922.000-SKATEPRK_202	STREET LIGHTING	300.00	0.00	0.00	300.00	0.00
251-735-923.000-CHAMBER_3395	HEAT	1,600.00	0.00	0.00	1,600.00	0.00
251-735-923.000-PKSTRUC_3381	HEAT	250.00	0.00	0.00	250.00	0.00
251-735-923.000-THEDEN__3388	HEAT	1,500.00	0.00	0.00	1,500.00	0.00
251-735-924.000-CHAMBER_3395	CABLE TV SERVICES	1,455.00	0.00	0.00	1,455.00	0.00
251-735-924.000-THEDEN__3388	CABLE TV SERVICES	2,139.00	0.00	0.00	2,139.00	0.00
251-735-927.000-CHAMBER_3395	WATER CONSUMPTION	1,000.00	0.00	0.00	1,000.00	0.00
251-735-927.000-FIREST1_3483	WATER CONSUMPTION	3,300.00	0.00	0.00	3,300.00	0.00
251-735-927.000-PKSTRUC_3381	WATER CONSUMPTION	670.00	0.00	0.00	670.00	0.00
251-735-927.000-RIVERSD_3311	WATER CONSUMPTION	42,800.00	0.00	0.00	42,800.00	0.00
251-735-927.000-RIVERWDS_300	WATER CONSUMPTION	1,000.00	0.00	0.00	1,000.00	0.00
251-735-927.000-THEDEN__3388	WATER CONSUMPTION	800.00	0.00	0.00	800.00	0.00
251-735-929.000	IRRIGATION WATER AND MAINT.	20,000.00	0.00	0.00	20,000.00	0.00
251-735-931.000-CHAMBER_3395	BLDG. MAINTENANCE	6,253.00	3,752.64	3,752.64	2,500.36	60.01
251-735-931.000-PKSTRUC_3381	BLDG. MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
251-735-931.000-THEDEN__3388	BLDG. MAINTENANCE	2,000.00	8.07	8.07	1,991.93	0.40
251-735-937.000	PARKING LOT MAINTENANCE	2,500.00	0.00	0.00	2,500.00	0.00

## REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 01/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 01/31/2023	Activity For 01/31/2023	Available Balance 01/31/2023	% Bdgt Used
<b>Fund: 251 TIFA A</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 735 TIFA A</b>						
251-735-937.001	PATHWAY MAINTENANCE	10,000.00	0.00	0.00	10,000.00	0.00
251-735-937.003	SIDEWALK MAINTENANCE	10,000.00	0.00	0.00	10,000.00	0.00
251-735-957.000	MISC/CONTINGENCY	100.00	0.00	0.00	100.00	0.00
251-735-957.002	LIABILITY INSURANCE	4,851.00	7,527.59	7,527.59	(2,676.59)	155.18
251-735-959.000	PROPERTY TAXES	5,500.00	0.00	0.00	5,500.00	0.00
251-735-967.100	SITE IMPROVEMENT GRANTS	190,000.00	0.00	0.00	190,000.00	0.00
251-735-972.000	LAND AND IMPROVEMENTS	150,000.00	0.00	0.00	150,000.00	0.00
251-735-995.004	ADMINISTRATIVE CHARGES	51,949.00	51,949.00	51,949.00	0.00	100.00
251-735-995.007	INTERFUND SERVICES	72,952.00	72,952.00	72,952.00	0.00	100.00
Total Dept 735 - TIFA A		837,785.00	146,960.55	146,960.55	690,824.45	17.54
Expenditures		837,785.00	146,960.55	146,960.55	690,824.45	17.54
<b>Fund 251 - TIFA A:</b>						
TOTAL REVENUES		1,390,403.00	100,230.55	100,230.55	1,290,172.45	
TOTAL EXPENDITURES		837,785.00	146,960.55	146,960.55	690,824.45	
NET OF REVENUES & EXPENDITURES:		552,618.00	(46,730.00)	(46,730.00)	599,348.00	

## REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 01/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 01/31/2023	Activity For 01/31/2023	Available Balance 01/31/2023	% Bdg Used
<b>Fund: 252 TIFA B</b>						
<b>Account Category: Revenues</b>						
<b>Department: 736 TIFA B</b>						
252-736-402.000	AD VALOREM	1,614,688.00	198,892.45	198,892.45	1,415,795.55	12.32
252-736-412.000	DELINQUENT PERSONAL PROPERTY	3,600.00	0.00	0.00	3,600.00	0.00
252-736-414.000	MTT YE ACCRUAL	(1,000.00)	0.00	0.00	(1,000.00)	0.00
252-736-665.000	INTEREST REVENUE	1,254.00	0.00	0.00	1,254.00	0.00
252-736-676.001	REIMBURSED EXPENSES	41,791.00	0.00	0.00	41,791.00	0.00
Total Dept 736 - TIFA B		1,660,333.00	198,892.45	198,892.45	1,461,440.55	11.98
Revenues		1,660,333.00	198,892.45	198,892.45	1,461,440.55	11.98
<b>Account Category: Expenditures</b>						
<b>Department: 736 TIFA B</b>						
252-736-702.000	SALARIES/WAGES	55,640.00	1,998.40	1,998.40	53,641.60	3.59
252-736-713.000	CLOTHING ALLOWANCE	225.00	0.00	0.00	225.00	0.00
252-736-715.000	SOCIAL SECURITY	4,274.00	149.62	149.62	4,124.38	3.50
252-736-716.000	MEDICAL INSURANCE	15,392.00	219.82	219.82	15,172.18	1.43
252-736-716.001	MEDICAL INSURANCE EMPLOYEE PREMIUM	(770.00)	0.00	0.00	(770.00)	0.00
252-736-717.000	LIFE INSURANCE	258.00	10.92	10.92	247.08	4.23
252-736-719.000	EYE/DENTAL INSURANCE	1,714.00	43.97	43.97	1,670.03	2.57
252-736-720.000	PENSION DC	9,126.00	339.76	339.76	8,786.24	3.72
252-736-724.000	DISABILITY INSURANCE	1,115.00	73.67	73.67	1,041.33	6.61
252-736-725.000	PRESCRIPTION DRUGS	2,494.00	33.73	33.73	2,460.27	1.35
252-736-725.001	PRESCRIPTION EMPLOYEE PREMIUM	(125.00)	0.00	0.00	(125.00)	0.00
252-736-799.000	EQUIPMENT UNDER \$5,000	30,000.00	0.00	0.00	30,000.00	0.00
252-736-800.199	LANDSCAPE/GEN MAINT	196,000.00	0.00	0.00	196,000.00	0.00
252-736-810.000	INVESTMENT MANAGEMENT FEES	6,500.00	0.00	0.00	6,500.00	0.00
252-736-885.000	COMMUNITY RELATIONS	16,000.00	0.00	0.00	16,000.00	0.00
252-736-901.000	ADVERTISING/MARKETING	1,000.00	0.00	0.00	1,000.00	0.00
252-736-922.000	STREET LIGHTING	6,700.00	0.00	0.00	6,700.00	0.00
252-736-929.000	IRRIGATION WATER AND MAINT.	40,000.00	0.00	0.00	40,000.00	0.00
252-736-957.000	MISC/CONTINGENCY	600.00	0.00	0.00	600.00	0.00
252-736-967.100	SITE IMPROVEMENT GRANTS	100,000.00	0.00	0.00	100,000.00	0.00
252-736-972.000	LAND AND IMPROVEMENTS	1,500,000.00	0.00	0.00	1,500,000.00	0.00
252-736-973.005	NON MOTORIZED PATHWAYS	10,000.00	0.00	0.00	10,000.00	0.00
252-736-995.004	ADMINISTRATIVE CHARGES	29,543.00	29,543.00	29,543.00	0.00	100.00
252-736-995.007	INTERFUND SERVICES	30,692.00	30,692.00	30,692.00	0.00	100.00
Total Dept 736 - TIFA B		2,056,378.00	63,104.89	63,104.89	1,993,273.11	3.07
Expenditures		2,056,378.00	63,104.89	63,104.89	1,993,273.11	3.07
<b>Fund 252 - TIFA B:</b>						
TOTAL REVENUES		1,660,333.00	198,892.45	198,892.45	1,461,440.55	
TOTAL EXPENDITURES		2,056,378.00	63,104.89	63,104.89	1,993,273.11	
NET OF REVENUES & EXPENDITURES:		(396,045.00)	135,787.56	135,787.56	(531,832.56)	

## REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 01/31/2023

GL Number	Description	2023 Amended Budget	YTD Balance 01/31/2023	Activity For 01/31/2023	Available Balance 01/31/2023	% Bdgt Used
<b>Fund: 253 TIFA D</b>						
<b>Account Category: Revenues</b>						
<b>Department: 737 TIFA D</b>						
253-737-573.000	LOCAL COMMUNITY STABILIZATION SHAR	708,036.00	0.00	0.00	708,036.00	0.00
253-737-651.400	U&A FEES - ELECTRIC VEHICLE CHARGI	250.00	52.63	52.63	197.37	21.05
Total Dept 737 - TIFA D		708,286.00	52.63	52.63	708,233.37	0.01
Revenues		708,286.00	52.63	52.63	708,233.37	0.01
<b>Account Category: Expenditures</b>						
<b>Department: 737 TIFA D</b>						
253-737-800.199	LANDSCAPE/GEN MAINT	44,000.00	0.00	0.00	44,000.00	0.00
253-737-810.000	INVESTMENT MANAGEMENT FEES	1,200.00	0.00	0.00	1,200.00	0.00
253-737-885.000	COMMUNITY RELATIONS	1,500.00	0.00	0.00	1,500.00	0.00
253-737-922.000	STREET LIGHTING	52,000.00	0.00	0.00	52,000.00	0.00
253-737-927.000	WATER CONSUMPTION	100.00	0.00	0.00	100.00	0.00
253-737-927.000-2424SEYBURNX	WATER CONSUMPTION	400.00	0.00	0.00	400.00	0.00
253-737-927.000-ADMBLDG_1827	WATER CONSUMPTION	6,000.00	0.00	0.00	6,000.00	0.00
253-737-927.000-LIBRARY_3400	WATER CONSUMPTION	4,000.00	0.00	0.00	4,000.00	0.00
253-737-927.000-SPORTFD_1800	WATER CONSUMPTION	12,000.00	0.00	0.00	12,000.00	0.00
253-737-929.000	IRRIGATION WATER AND MAINT.	76,000.00	0.00	0.00	76,000.00	0.00
253-737-931.000-ADMBLDG_1827	BLDG. MAINTENANCE	20,000.00	0.00	0.00	20,000.00	0.00
253-737-937.000	PARKING LOT MAINTENANCE	112,500.00	0.00	0.00	112,500.00	0.00
253-737-937.003	SIDEWALK MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
253-737-957.000	MISC/CONTINGENCY	100.00	0.00	0.00	100.00	0.00
253-737-972.000-CAMPUSSIGNXX	LAND AND IMPROVEMENTS	125,000.00	0.00	0.00	125,000.00	0.00
253-737-975.000	BLDG. ADDITIONS & IMPROVEMENTS	170,000.00	0.00	0.00	170,000.00	0.00
253-737-975.000-FIRESTATION2	BLDG. ADDITIONS & IMPROVEMENTS	580,000.00	0.00	0.00	580,000.00	0.00
253-737-995.004	ADMINISTRATIVE CHARGES	16,150.00	16,150.00	16,150.00	0.00	100.00
253-737-995.007	INTERFUND SERVICES	5,749.00	5,749.00	5,749.00	0.00	100.00
Total Dept 737 - TIFA D		1,231,699.00	21,899.00	21,899.00	1,209,800.00	1.78
Expenditures		1,231,699.00	21,899.00	21,899.00	1,209,800.00	1.78
<b>Fund 253 - TIFA D:</b>						
TOTAL REVENUES		708,286.00	52.63	52.63	708,233.37	
TOTAL EXPENDITURES		1,231,699.00	21,899.00	21,899.00	1,209,800.00	
NET OF REVENUES & EXPENDITURES:		(523,413.00)	(21,846.37)	(21,846.37)	(501,566.63)	
<b>Report Totals:</b>						
TOTAL REVENUES - ALL FUNDS		3,759,022.00	299,175.63	299,175.63	3,459,846.37	
TOTAL EXPENDITURES - ALL FUNDS		4,125,862.00	231,964.44	231,964.44	3,893,897.56	
NET OF REVENUES & EXPENDITURES:		(366,840.00)	67,211.19	67,211.19	(434,051.19)	





# 2022 Tax Increment Finance Authority Annual Report

## Introduction

In 1980, the Tax Increment Financing Authority (TIFA) Act was established, and then updated and recodified in 2018, to prevent urban deterioration and encourage economic development through the use of tax increment financing within an established district. Tax increment financing utilizes incremental tax capture above the base amount established at the time a Tax Increment Financing (TIF) District is created. Auburn Hills has three TIFA districts; 85-A, 85-B and 86-D which are managed by the Tax Increment Finance Authority Board of Directors. The Tax Increment Finance Authority Board of Directors is prescribed powers and duties including interest in real and personal property, the creation and implementation of development plans, study and analysis of economic changes taking place within the municipality, and the impact of growth in the development districts. The Board of Directors develop long range plans as well as preservation and planning initiatives through the use of matching grants, strategic design, and improvements.

## Summary of 2022

In 2022, the Tax Increment Finance Authority continued to support the City's high-quality park system and provided funding support to complete several new amenities in City parks. With a generous contribution from Genisys Credit Union and the Tax Increment Finance Authority, construction of a new gazebo in Riverside Park was completed, which will serve Riverside Park's many visitors throughout the year. In addition to the new gazebo in Riverside Park, the Tax Increment Finance Authority provided funding for the Riverside Park streambank stabilization project. This project was necessary to prevent further erosion of the streambank in Riverside Park and to reestablish the previous shoreline. Rounding out the Tax Increment Finance Authority's investment in the City's parks system, the Tax Increment Finance Authority provided funding for the redevelopment of the Auburn Hills Skate Park and the resurfacing of the Clinton River Trail. The redevelopment of the Auburn Hills Skate Park included a new concrete pad and a complete replacement of the skate equipment. In June 2022, the Tax Increment Finance Authority unveiled "Ascension", which is a new sculpture located in downtown Auburn Hills within Riverside Park. This sculpture was created by Erik and Israel Nordin of Detroit Design Center and serves as the beginning of a greater public art initiative that will add additional arts and culture to downtown Auburn Hills.

In addition to the above projects and initiatives, the Tax Increment Finance Authority assisted with many other projects and initiatives in 2022 including the replacement of decorative streetlights throughout select areas of the City, the installation of flashing crosswalk signs along Featherstone Road, funding support for a new full-time Code Enforcement Officer in TIF District B, funding support for architectural and engineering services for the proposed addition to the downtown public parking structure and funding support for renovations to an existing building on the Municipal Campus, which will serve as the new Fire Department Administration Offices. The Tax Increment Finance Authority also provided sponsorship dollars for the City's annual Summerfest and SemptemBEERfest.

## Current Fund Balances

	TIF 85-A	TIF 85-B	TIF 86-D	Totals
<b>Assets</b>	\$26,796,451	\$20,403,427	\$26,054,657	\$73,254,535

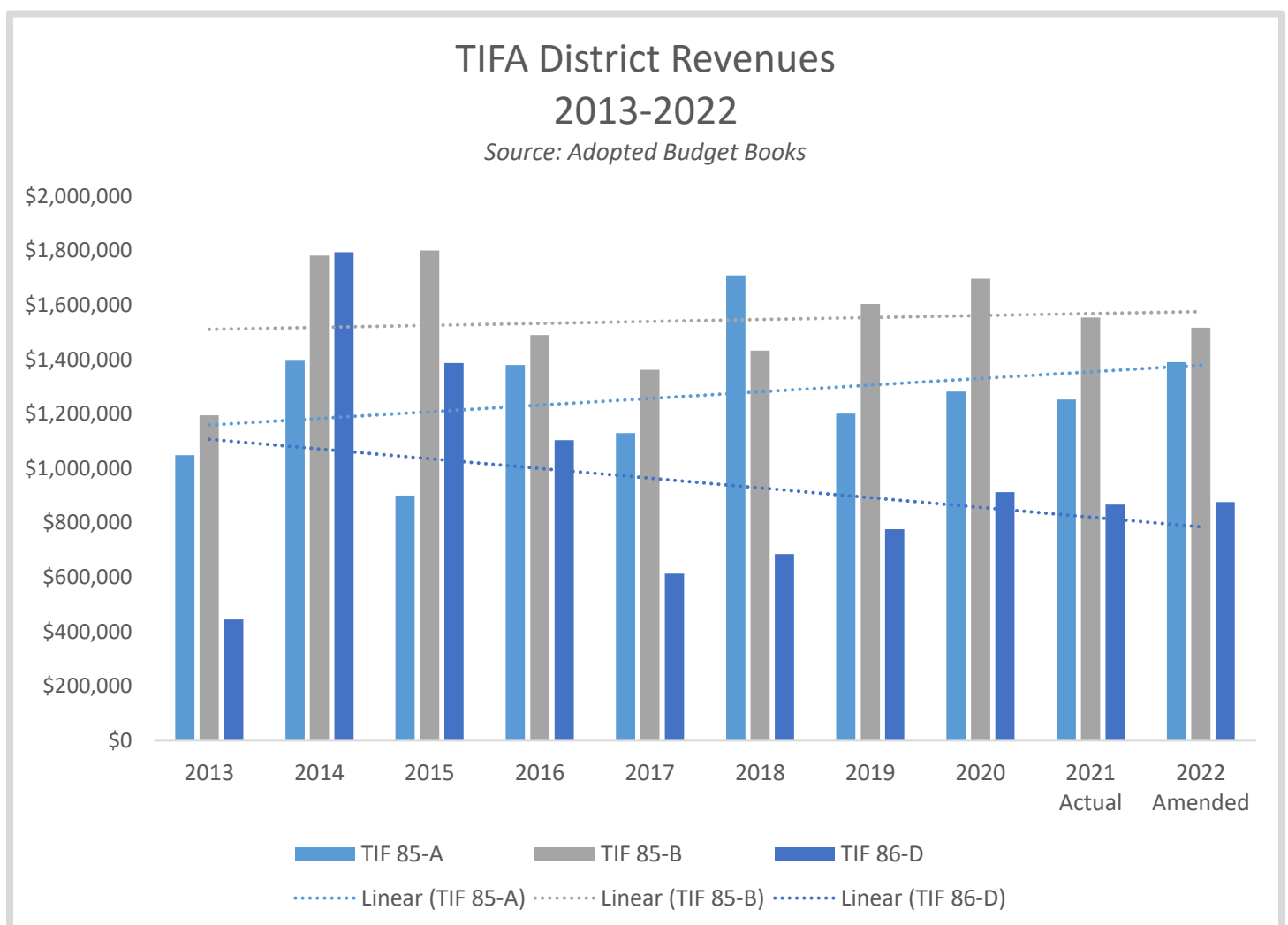
<b>Liabilities</b>	\$40,188	\$1,409	\$144,784	\$186,381
<b>Net Position</b>	\$26,756,263	\$20,402,018	\$25,909,872	\$73,068,153
<b>Cash</b>	\$3,391,460	\$12,848,870	\$3,439,709	\$19,680,039

Source: TIFA Financial Statements –December 2022 \*Pre-Audit

## Revenues

All the TIF districts have been impacted by the recession over a decade ago. TIF Districts 85-A and 85-B remain more consistent, whereas TIF District 86-D experienced a dramatic decline in revenues in FY2012 and FY2013 due to the exemption of personal property taxes.

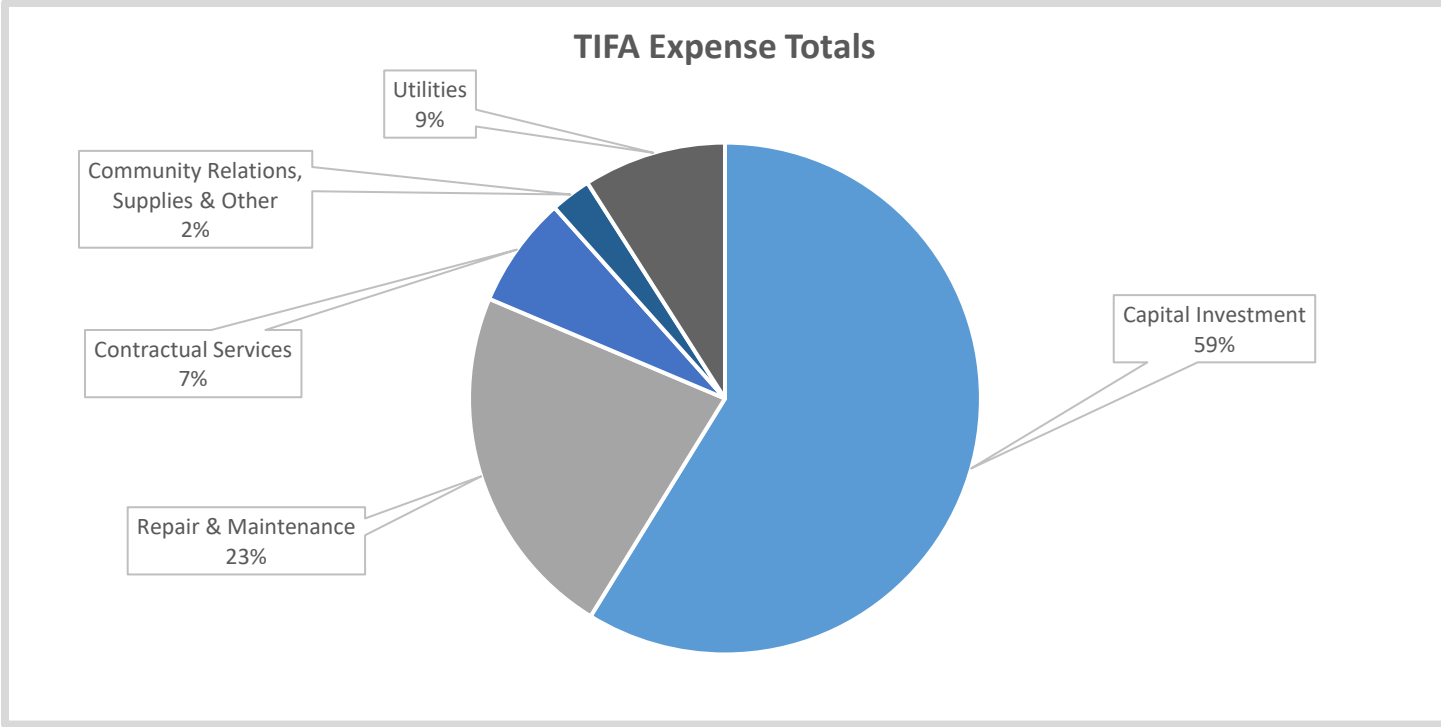
Staff and the Tax Increment Finance Authority Board of Directors understand the necessity to remain fiscally conservative when making policy decisions. As new projects begin in the districts, corresponding tax increment revenue will influence the future budgets and help sustain the future of the Tax Increment Finance Authority.



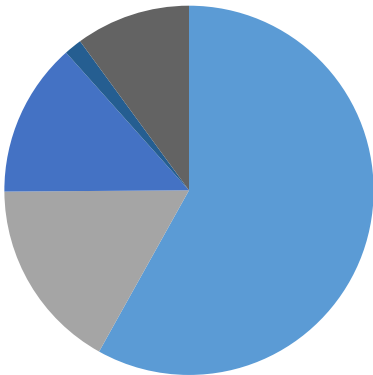
## Expense Breakdown

The most impactful expenses and budgetary constraints on the Tax Increment Finance Authority come from the following areas: capital investment, repair and maintenance, utilities, contractual services, and community relations, supplies, & other.

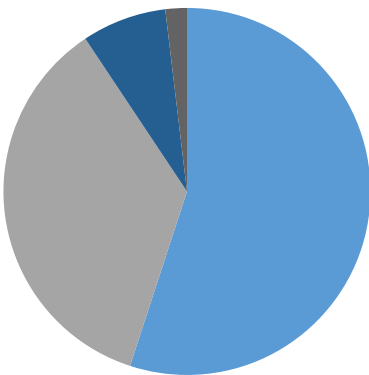
The following charts breakdown the proportion of these expenses on each district and provides an overview of the total of these expenses of all the districts combined.



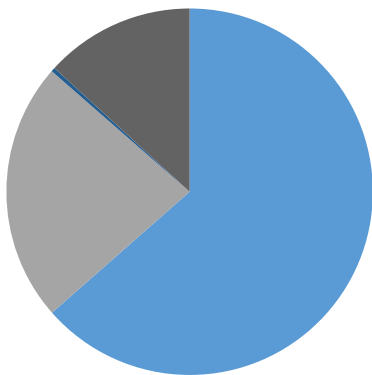
**TIF 85-A**



**TIF 85-B**



**TIF 86-D**



Source: TIFA Financial Statements –December 2022 \*Pre-Audit

**Conclusion**

The Tax Increment Finance Authority works diligently to market properties in the core downtown area to create higher residential and retail density and to generate more walkable traffic throughout the downtown. Into the future, the Board and its leadership will continue to look for strategic partnerships with local stakeholders and higher education institutions to establish greater connections to the businesses and individuals in which the Tax Increment Finance Authority serves.

The progress that the Tax Increment Finance Authority has continued to make throughout 2022 is a direct result of the Board’s dedication to furthering its vision and mission. The Tax Increment Finance Authority will continue to work closely with the Auburn Hills Downtown Development Authority (DDA) as the two economic development entities share district boundaries and City-owned property.

As the community continues to build-out, the Tax Increment Finance Authority Board will continue to preserve and maintain our community assets. The established tradition of the Tax Increment Finance Authority leadership will continue to be the guiding principle for partnerships in the business community and seeking out greater community involvement.

### **2023 TIFA Board of Directors**

**Michael Kneffel, *Chairman***

**Ron Moniz, *Vice Chairman***

**Steven Goodhall, *Secretary***

**Tim Carrier, *City Council Liaison***

**Bob Waltenspiel**

**Paul Gudmundsen**

**Dr. Cody Eldredge**

**Brandon Skopek, *Executive Director***



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TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director; Andrew Hagge, Management Assistant; Jason Hefner, Manager of Fleet & Roads

DATE: February 2, 2023

SUBJECT: Flashing Crosswalk Sign Upfit Kits

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### **INTRODUCTION AND HISTORY**

Over the past few years, the Auburn Hills Department of Public Works has installed three sets of the proposed signs. These signs have helped in making unregulated crosswalks (no signal or stop signs) more visible and safer for pedestrians to cross the street. Downtown Auburn Hills and the surrounding area has experienced significant growth, especially in terms of foot traffic, over the last couple of years and that growth has not shown signs of slowing down in the years to come. City staff has identified several locations in and around Downtown Auburn Hills where crosswalks currently exist, but do not feature the flashing light, street crossing safety indicators. These flashing light indicators would go a long way to better ensure the safety of Auburn Hills' pedestrians and give motorists additional warning that an individual is in the crosswalk.

Of the identified locations that are the best candidates for the street crossing safety indicators, two are located within TIF District A. Those locations are listed below.

- Parkways Blvd.
  - Flashing indicators would be placed on both sides of the brick paver crosswalk.
- North Squirrel Rd.
  - Flashing indicators would be placed on both sides of the crosswalk nearest to the skatepark.

Carrier & Gable, Inc., 24110 Research Drive, Farmington Hills, MI 48335, has supplied us with the signs that are currently installed within the city. They are the sole Michigan distributor for Polera materials and, considering maintenance and parts stock, staying with the same company is preferable. The price to upfit the current four (4) signs with solar powered flashing kits is \$18,345.00. Shipping costs are TBD and, therefore, staff has added some contingency funds to the project to incorporate these costs. The upfits will be done utilizing the existing signs and posts by the Department of Public Works.

### **PROJECT COST**

The sales quote, attached in your packet, contains pricing for the necessary materials for all of the identified crosswalks that should receive street crossing safety indicators, not just the locations within a district of the Tax Increment Finance Authority. For the purposes of the project that is located within the TIF-A boundary, a table summary of the quote is below.

Description	Qty.	Unit Price	Total Price
RRFB SOLAR ENGINE ASSY YELLOW	4	\$4,451.00	\$17,804.00
RRFB, R920-E SOLAR ENGINE, YELLOW	4		
LIGHTBAR, RRFB, W/CONF LIGHT, BLACK	8		
MOUNT, POST TOP, 2-2.5" SQ & 2.38-2.88" RND	4		
BATTERY, E SERIES, 7AH	8		
HARNESS, RRFB PUSH BUTTON, 16'	4		
HARNESS, RRFB LIGHTBAR, 16'	8		
<b>END OF KIT</b>			
POLARA PUSHBUTTON ASSY	4	\$135.25	\$541.00
ADAPTER, PUSHBUTTON STEEL YEL	4		
PUSHBUTTON, BULL DOG SP-014 YELLOW	4		
SIGN, PUSHBUTTON, FLASHER R10-25	4		
<b>END OF KIT</b>			
PLUS FREIGHT - TBD	1	TBD	TBD
<b>SUBTOTAL</b>			<b>\$18,345.00</b>

**STAFF RECOMMENDATION**

Provide funding to purchase Solar-Powered Flashing Crosswalk Sign Upfit Kits from Carrier & Gable, Inc. at 24110 Research Drive, Farmington Hills, MI 48335 at the not to exceed amount of \$20,000.00

**An appropriate motion is:**

Authorize a budget amendment to provide funding to purchase Solar-Powered Flashing Crosswalk Sign Upfit Kits from Carrier & Gable, Inc. at 24110 Research Drive, Farmington Hills, MI 48335 at the not to exceed amount of \$20,000.00

**EXHIBITS**

Exhibit 1 – Sales Quote from Carrier & Gable, Inc.

Exhibit 2 – Pictures of Locations



# CARRIER & GABLE, INC.

24110 Research Drive  
Farmington Hills, MI 48335  
(248) 477-8700 (248) 473-0730 • FAX

[www.carriergable.com](http://www.carriergable.com)

## SALES QUOTE

Page: 1

Sales Quote 61865  
Sales Quote Date: 1/2/2023  
Expires On: 1/30/2023  
Customer ID: 1101  
SalesPerson: Chris Leonard/John Carrier  
Terms: NET 30 DAYS

### Sell

To: AUBURN HILLS, CITY OF  
DAVE SLATER  
1827 N. SQUIRREL ROAD  
FINANCE DEPARTMENT  
AUBURN HILLS, MI 48326

### Ship

To: AUBURN HILLS, CITY OF  
DAVE SLATER (248-431-2355)  
1500 BROWN ROAD  
AUBURN HILLS, MI 48326

### ALL VALUES STATED IN U.S. DOLLARS

Bid Item No.:  
Shipment Within: 8-10 WEEKS ARO  
Shipping Terms: Best Way  
Project No.:  
Intersection: 6 CROSSWALK LOCATIONS  
Project City: CITY OF AUBURN HILLS  
Project County:  
Sheet:  
Project Misc.:

Item No.	Description	Cross-Reference No.	Qty.	Unit Price	Total Price
177RRFB	RRFB SOLAR ENGINE ASSY YELLOW		13	4,451.00	57,863.00
177-4000	RRFB, R920-E SOLAR ENGINE, YELLOW		13		
177-4010	LIGHTBAR, RRFB, W/CONF LIGHT, BLACK		26		
177-NS11204	MOUNT, POST TOP, 2-2.5" SQ & 2.38-2.88" RND		13		
177-2044	BATTERY, E SERIES, 7AH		26		
177-2085	HARNESS, RRFB PUSH BUTTON, 16'		13		
177-2087	HARNESS, RRFB LIGHT BAR, 16'		26		
	***** END of KIT *****				
146POLARAPB	POLARA PUSHBUTTON ASSY		13	135.25	1,758.25
146-2003	ADAPTER, PUSHBUTTON STEEL YEL		13		
146-1011	PUSHBUTTON, BULL DOG SP-014 YELLOW		13		
144-3025	SIGN, PUSHBUTTON, FLASHER R10-25		13		
	***** END of KIT *****				
	PLUS FREIGHT - TBD		1		
	PED CROSSING SIGNS, ARROWS, POSTS AND INSTALLATION BY OTHERS				

Amount Subject to Sales Tax 0  
Amount Exempt from Sales Tax 59,621.25

**Subtotal: 59,621.25**  
Invoice Discount: 0.00  
Total Sales Tax: 0.00  
**Total: 59,621.25**

# Street Crossing Safety Indicators

Example and Intersections for future safety indicators







Example: Downtown Auburn Hills, Auburn Rd.





Potential Location: Parkways Blvd.  
TIF-A





Potential Location: N. Squirrel Rd. (across skatepark)  
TIF-A





Potential Location: S. Squirrel Rd. (trail crossing)  
DDA





Potential Location: Auburn & Juniper  
DDA





Potential Location:  
Adams Rd. (trail  
crossing)

\*County Road\*



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TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director; Tim Wisser, Manager of Municipal Properties

DATE: February 7, 2022

SUBJECT: Green Meadows Landscaping Contract Extension for Mowing and Guardrail Services

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### **INTRODUCTION AND HISTORY**

On Monday, February 4, 2019, a public bid opening was conducted in the City Clerk's Office to consider bids received for the 2019-2021 General Mowing and Guardrail Trimming Contract for various city-owned properties. On February 11, 2019, a 3-year contract was awarded by the City Council to Green Meadows Landscape, with the option to extend the contract for two additional years of service. On April 4, 2022 City Council approved a 1 year contract extension which has since expired. Staff are looking to use the option to extend mowing and guardrail services to Green Meadows Landscape for one final year (April 2023 - October 2023). A copy of the original RFP and contract is contained in Exhibit 1, highlighting the areas where services are to be performed per the contract. Exhibit 2 is a copy of the Purchase Order for 2022 showing the cost breakdown for mowing and guardrail trimming services. Green Meadows Landscape is seeking to continue services in all areas of the original contract while keeping prices the same as in previous years (Exhibit 3).

Funding for this contract is split between the City's General Fund and the TIFA, City Council will also need to consider approval of this extension request.

### **STAFF RECOMMENDATION**

Staff is recommending a one-year extension of the original contract (2019-2021, 2022) for General Mowing and Guardrail Trimming services to Green Meadows Landscape at a rate of \$44 per acre for mowing and \$0.065 per linear foot for guardrail maintenance. It is important to note that a budget amendment is not required as these funds have already been budgeted in the 2023 TIFA Budget, as well as in future budget projections.

General Ledger Number	Budgeted Amount
251-735-802.000 (TIFA A)	\$22,225.28
252-736-800.199 (TIFA B)	\$25,574.84
253-737-800.199 (TIFA D)	\$23,789.92

An appropriate motion is:

**Move 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 funding approval from the Auburn Hills City Council for the respective General Fund budget line items.**



## 2022 MOWING PROGRAM

<b>GENERAL MOWING (28 cuts) \$44 acre</b>	<b>SITE #</b>	<b>AC</b>	<b>COST</b>	<b>FUND</b>
M1 Brown & Joslyn	M1	1.83	\$80.52	General
M2 1500 Brown (DPW Building)	M2	2.86	\$125.84	General
M3 Joslyn, South of Great Lakes Crossing Drive	M3	0.48	\$21.12	General
M4 Pacific Drive	M4	2.58	\$113.52	General
M5 Pacific & Taylor	M5	0.04	\$1.76	General
M6 3253 Joslyn Road (Fire Station #3)	M6	0.5	\$22.00	General
M7 Atlantic Boulevard	M7	0.84	\$36.96	General
M8 Giddings, North of Taylor	M8	0.82	\$36.08	General
M9 3799 Bald Mountain Road (Hawk Woods)	M9	8.06	\$354.64	General
M10 Baldwin Road, from 3810 Baldwin to Brown Road	M10	2.61	\$114.84	General
M11 4220 Manitoba (Manitoba Park)	M11	1.75	\$77.00	General
M12 795 Waller & N. Lake Angelus Road, Parcel # 14-06-258-001 (pumping station)	M12	0.2	\$8.80	General
M13 Taylor Road	M13	2.71	\$119.24	General
M14 Zelma Drive	M14	0.37	\$16.28	General
M15 East shoulder of Lapeer Road, North of 2990 Lapeer	M15	0.75	\$33.00	General
M16 Phillips Road, from Shimmons to 3333 Bald Mountain Road	M16	2.23	\$98.12	General
M17 Squirrel Road, from Birchfield Boulevard to M-59	M17	16.89	\$743.16	General
M18 Walton Boulevard, from Squirrel East to the City Limits (approximately Greenstone Blvd.)	M18	1.5	\$66.00	General
M19 Five Points Drive	M19	2.03	\$89.32	D
M20 2058 Phillips Road (Dennis Dearing Jr. Memorial Park)	M20	0.96	\$42.24	General
M21 University Dr. from Squirrel to Opdyke, including the Diverging Diamond Intersection	M21	42.22	\$1,857.68	D
M22 High Meadow Circle	M22	6.68	\$293.92	D
M23 Cross Creek Parkway	M23	6.11	\$268.84	D
M24 City Campus and Civic Center Park (excluding the multi-sports field & baseball diamond)	M24	13.06	\$574.64	D
M25 Featherstone Road	M25	4.55	\$200.20	General
M26 Executive Hills Boulevard	M26	3.18	\$139.92	B



M27 West Entrance Drive	M27	3.41	\$150.04	A
M28 Hamlin Road from Squirrel to the city limits (approx. 3850 Hamlin Rd./Old Adams)	M28	1.84	\$80.96	A
M29 202 N. Squirrel Road (Auburn Hills Skate Park)	M29	2.45	\$107.80	A
M30 300 River Woods Drive (River Woods Park)	M30	8.69	\$382.36	A
M31 Squirrel Court	M31	0.48	\$21.12	A
M32 3483 Auburn Road (Fire Station #1)	M32	1.78	\$78.32	General
M33 Clinton River Trail from the Aaron Webster Cemetery at 150 S. Squirrel to S. Adams Rd.	M33	3.01	\$132.44	General
M34 Auburn Road, from College Boulevard to Oakmont Street	M34	0.48	\$21.12	A
M35 South Grey Road from approximately 621 S. Grey to S. Adams Road	M35	0.97	\$42.68	General
M36 Trailhead, south of 543 S. Opdyke Rd (PID# 14-35-153-003), south to Hempstead Rd.	M36	0.71	\$31.24	General
M37 Three (3) courts in the R. Grant Graham Elementary neighborhood	M37	0.27	\$11.88	General
M38 Southampton median at South Boulevard	M38	0.05	\$2.20	General
M39 Aaron Webster Cemetery	M39	1.31	\$57.64	General
M40 North Squirrel Road from M-59 to Auburn Road	M40	0.89	\$39.16	A
M41 3405 Squirrel Court	M41	0.18	\$7.92	A
M42 3350 Auburn Road (behind the University Center)	M42	0.02	\$0.88	A
M43 3388 Auburn Road (The Den)	M43	0.15	\$6.60	A
M44 Vacant parcel in Forrester Square complex	M44	2.03	\$89.32	General
M45 Astoria Park frontage	M45	0.13	\$5.72	A
M46 Clinton River Trail at South side of Auburn Road	M46	0.1	\$4.40	General
M47 3471 Primary Street	M47	0.1	\$4.40	General
M48 3455 Primary Street	M48	0.1	\$4.40	General
M49 Auburn Road East of Trailhead, to Adams	M49	0.8	\$35.20	A

General Mowing 266	\$2,770.24
General Mowing TIFA-A	\$858.88
General Mowing TIFA-B	\$139.92
General Mowint TIFA-D	\$3,084.40
<b>TOTAL</b>	<b>\$6,853.44</b>

<b>ROUGH MOWING (14 cuts) \$44 acre</b>	<b>SITE #</b>	<b>AC</b>	<b>COST</b>	<b>FUND</b>
RM18 1245 Collier Road (Vacant lot with bench at Collier & Hill Road)	RM18	0.25	\$11.00	General
RM27 1761 N. Opdyke Road	RM27	0.39	\$17.16	B
RM29 38 Churchill Road (1/2 mowable)	RM29	0.15	\$6.60	General
RM30 20 Churchill Road	RM30	0.24	\$10.56	General
RM31 10 Churchill Road	RM31	0.18	\$7.92	General
RM32 3211 Auburn Road	RM32	0.12	\$5.28	General
RM44 3402 Squirrel Court (NE corner of North Squirrel & Squirrel Court)	RM44	0.25	\$11.00	General
RM52 2041 Auburn Road, former Country Kitchen, future Kayak Point	RM52	6.79	\$298.76	General
RM53 NW corner of Hillfield & Auburn	RM53	0.22	\$9.68	General
RM58 3180 Auburn Road (factory being demolished)	RM58	1.14	\$50.16	General
RM60 Vacant lot W of Twist n dip	RM60	0.15	\$6.60	General
RM71 Vacant lot on South Briarville	RM71	0.45	\$19.80	General
RM 72 2251 Harmon Rd, Water Tower (access from Brown through landfill)	RM72	0.4	\$17.60	General
RM 73 3552 Dutton, Dutton Road PRV station	RM73	0.1	\$4.40	General

Rough Mowing 266	\$459.36
Rough Mowing TIFA-B	\$17.16
<b>TOTAL</b>	<b>\$476.52</b>

<b>GUARDRAIL SERVICE (8 cuts per year) \$.065 per foot</b>	<b>SITE #</b>	<b>FEET</b>	<b>COST</b>	<b>FUND</b>
G2 Giddings, North and South of I-75	G2	1117	\$72.61	General
G4 2000 Taylor Road, all guard rail in vicinity of	G4	882	\$57.33	General
G5 Taylor & Lapeer	G5	40	\$2.60	General
G6 Walton, East and West of I-75	G6	1256	\$81.64	General
G7 Joy Road & Commonwealth Ave.	G7	187	\$12.16	B
G9 North of 3075 Shimmons Road	G9	125	\$8.13	General
G10 Shimmons Road & Grove Lane	G10	217	\$14.11	General
G11 West of 3386 Shimmons Road	G11	265	\$17.23	General
G12 University Drive & I-75 (Diverging Diamond Intersection, numerous pieces)	G12	2759	\$179.34	D
G13 West of 3000 High Meadow Circle	G13	113	\$7.35	D
G14 Squirrel Road between Cross Creek and Auburn (numerous sections)	G14	1319	\$85.74	D
G15 885 N. Opdyke Road (near McDonalds)	G15	4240	\$275.60	B
G16 Opdyke from Executive Hills Boulevard to Warwick Way (numerous sections)	G16	3524	\$229.06	B
G17 Auburn Road from Opdyke to Earl Ct. (numerous sections)	G17	1413	\$91.85	General
G18 South Boulevard, East and West of I-75	G18	634	\$41.21	General
G19 West of 3850 Hamlin Road	G19	549	\$35.69	A
G20 Squirrel Road at M-59	G20	2443	\$158.80	A
G21 Squirrel Road, South of the Skate Park (202 N. Squirrel)	G21	203	\$13.20	A
G22 Featherstone & I-75	G22	2031	\$132.02	General
G23 Pontiac Road under I-75	G23	416	\$27.04	D


**Estimated Expenditure for 2022**

	<b>Amount</b>	<b>Units</b>	<b>Total</b>
General Mowing 266	\$2,770.24	28	\$64,470.56
General Mowing TIFA-A	\$858.88	28	\$22,225.28
General Mowing TIFA-B	\$139.92	28	\$2,981.44
General Mowing TIFA-D	\$3,084.40	28	\$23,789.92
<b>TOTAL</b>	<b>\$6,853.44</b>		<b>\$113,467.20</b>

	<b>Amount</b>	<b>Units</b>	<b>Total</b>
Rough Mowing 266	\$459.36	14	\$8,211.28
Rough Mowing TIFA-B	\$17.16	14	\$22,576.40
<b>TOTAL</b>	<b>\$476.52</b>		<b>\$30,787.68</b>

	<b>Amount</b>	<b>Units</b>	<b>Total</b>
Guardrail Service - Major Roads	\$1,202.31	8	\$9,618.48
Guardrail Service Local Roads	\$111.48	8	\$891.84
<b>TOTAL</b>	<b>\$1,542.65</b>		<b>\$10,510.32</b>

Total General Fund 266	\$72,681.84
Total TIFA-A	\$22,225.28
Total TIFA-B	\$25,557.84
Total TIFA-D	\$23,789.92
Guardrail Trimming	\$10,510.32
<b>FY 2020 Total Anticipated Expenditure</b>	<b>\$154,765</b>

03/22/2022

12:46 PM

# Purchase Requisition

Purchase Requisition No 215943

Requested Date 06/18/2021

Department DPW

Required Date

Department of Public Works

Ordered By

Preferred Vendor GREEN MEAD

GREEN MEADOWS LAWNSCAPE, INC

Address 2359 AVON INDUSTRIAL DR

Req. Description 2021 Mowing, Rough Mowing & Guardrail Trimming

Quantity	Units	Description	Unit Price	Amount
1		General Mowing - General Fund 101-266-802.000 64,470.56	64,470.56	64,470.56
1		General Mowing - TIFA A 251-735-800.199 22,225.28	22,225.28	22,225.28
1		General Mowing - TIFA B 252-736-800.199 2,981.44	2,981.44	2,981.44
1		General Mowing - TIFA D 253-737-800.199 23,789.92	23,789.92	23,789.92
1		Rough Mowing - General Fund 101-266-802.000 8,211.28	8,211.28	8,211.28
1		Rough Mowing - TIFA B 252-736-800.199 22,576.40	22,576.40	22,576.40
1		Guardrail Trimming - Major Roads 202-452-935.000 9,618.48	9,618.48	9,618.48
1		Guardrail Trimming - Local Roads 203-453-935.000 891.84	891.84	891.84
		Total:		154,765.20

Approved By

Date

## **CITY OF AUBURN HILLS**

*"A community with the heart of a small town that operates with the excellence of a world class city"*



INVITATION TO BID  
#CAH-08-23-2019-002

### **LANDSCAPE & HORTICULTURAL SERVICES**

Issue Date: Friday, August 23, 2019

Mandatory Pre-Bid Conference: Thursday, September 5, 2019 at 10:00 am EST  
Department of Public Works  
Training Room  
1500 Brown Road  
Auburn Hills, MI 48326

Pre-bid QuestionDeadline: Wednesday, September 11, 2019 by 3:30 pm EST

Bid Deadline: Thursday, September 12, 2019 at 10:00 am EST

Bid Opening: Thursday, September 12, 2019 at 10:00 am EST

City of Auburn Hills  
Office of the City Clerk  
1827 N. Squirrel Road  
Auburn Hills, MI 48326

Purchasing Contact: Stan J. Torres  
Manager of Municipal Properties  
Phone: (248) 364-6901 or (248) 391-3777  
Email: storres@auburnhills.org

Bid proposals are being solicited from qualified firms by the City of Auburn Hills to provide:

**Landscaping, Horticulture and Mowing Services at specific locations within the City of Auburn Hills as described in Exhibit #1 for a period of 3 years with the option to extend services for an additional 2 years at the sole discretion of the City.**

A single bid will be received for landscaping, horticultural and related services as described in Exhibit #1. A single purchase order will be awarded and it shall include the aforementioned elements.

The envelope of each proposal submitted shall contain two copies, be **Scaled**, and **Clearly Marked: Landscape & Horticultural Services ITB-2019-08-23-002**. No late proposals will be accepted and will be returned unopened. Proposals shall not be withdrawn for a period of 90 days from the date and time of bid opening.

The City of Auburn Hills has the right to accept or reject any and/or all proposals, and to select the proposal considered most favorable to the City.

Proposals will be accepted until the date listed above. The City of Auburn Hills will then choose the appropriate vendor based on its sole discretion and judgement.

#### **PURCHASE ORDER**

Upon selection of the successful bidder by the City of Auburn Hills, a purchase order will be issued from the City of Auburn Hills and will be considered as a contract between all parties. The successful vendor shall commit to perform the contract for the completed bid in accordance with the specifications agreed upon.

#### **RECEIPT OF PROPOSALS**

It is solely the responsibility of the bidder to assure the timely receipt of its proposal at the location indicated in this ITB. Late proposals will not be accepted and will be returned unopened.

#### **TAX EXEMPTION**

The City of Auburn Hills is a Michigan Municipal Corporation and, as such, it is exempt from Federal Excise Tax and Michigan Sales Tax.

#### **COSTS INCURRED**

The bidder is responsible for all costs associated with the preparation and submission of their bid.

Each bidder, by submitting a proposal, represents that they have read and understood the bid proposal documents and has submitted their proposal in accordance, therewith, that the proposal has been submitted by a duly authorized owner, partner, or corporate officer, and that the proposal submitted has been prepared independently without collusion, agreement, understanding, or planned common course of action with any other supplier of the goods or services described in this

ITB, designed to limit independent offers or competition.

#### **CANCELLATION**

This bid proposal request may be canceled by the City of Auburn Hills at any time for any reason. Any proposal received may be rejected in whole, or in part, when in the best interest of the City of Auburn Hills.

#### **INDEMNIFICATION**

The successful bidder shall indemnify and hold harmless the City of Auburn Hills and its officers and employees from and against all claims, losses, damages, and expenses including, but not limited to, attorney's fees arising out of or resulting from the performance of the contract.

#### **APPLICABLE LAW**

Any contract resulting from this bid proposal shall be governed by the State of Michigan. The vendor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the contract.



**CITY OF AUBURN HILLS**  
**HOLD HARMLESS AGREEMENT**

As required for approval of the Landscape & Horticultural Services

(Activity)

Green Meadows Lawnscape, Inc. herein after referred to as Green Meadows

(Name of Company)

(Abbreviated Name Form)

agrees to indemnify, defend, and hold harmless the City of Auburn Hills, its officers, agents and employees from any liability, damages, expenses, attorney's fees, causes of action, suits, claims or judgments arising from injury to persons, including death or injury to property which arises out of the act, omission and/or negligence of Green Meadows its agents, or employees in connection

(Abbreviated Name Form)

with or arising out of the Landscape Services provided that nothing herein shall require

(Activity)

Green Meadows to indemnify the City against and/or hold the City harmless

(Abbreviated Name Form)

from claims, demands, or suits based solely upon the negligent conduct of the City, its agents, officers, and employees.

In the case of the aforementioned actions, omissions, and/or negligence by Green Meadows,

(Abbreviated Name Form)

Green Meadows shall appear and defend, and (retain attorneys) pay all charges of

(Abbreviated Name Form)

attorneys and shall be responsible for all expenses arising from or incurred in connection therewith, and if any judgment shall be rendered against the City, its officers, agents or employees, or against

Green Meadows, the Green Meadows shall at its own expense satisfy

(Abbreviated Name Form)

(Abbreviated Name Form)

and discharge same.

In addition, Green Meadows agrees to furnish a certificate of insurance showing

(Abbreviated Name Form)

proof of insurance as required by the City of Auburn Hills.

Name of Organization

Witnesses

Green Meadows Lawnscape, Inc.

By



Dated

9/10/19

**INSURANCE REQUIREMENTS FOR LIMITED EXPOSURE EVENTS/PROJECTS  
CITY OF AUBURN HILLS, MICHIGAN**

and/or

**CITY OF AUBURN HILLS T.I.E.A., B.R.A., BUILDING AUTHORITY**

**1. Liability Insurance**

An ACORD certificate of insurance, or its equivalent, shall be furnished to the City of Auburn Hills at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 evidencing insurance in force for the duration of and applicable to this contract with an insurance company acceptable to the City of Auburn Hills with a minimum A.M. BEST rating of "A-", and the following minimum requirements:

- a. General Liability (affording coverage not less than ISO Commercial General Liability coverage form):
  - I. Check mark indicating occurrence as opposed to claims made form
  - II. Limits of Liability:
    - \$1,000,000 each occurrence
    - \$2,000,000 general and products-completed operations aggregates
  - III. Personal Injury
    - \$1,000,000 aggregate
- b. Automobile Liability:
  - I. Check mark indicating coverage as to any automobile
  - II. Certificate must reflect Michigan "No Fault" PIP and PPI statutory coverages are also afforded
  - III. Limits of Liability: \$1,000,000 combined single limit
- c. Acceptable alternate limits are combinations of primary and excess or umbrella limits to equal not less than those shown in (a) and (b) above.
- d. Description section of ACORD form is to read: *It is understood and agreed that the following shall be additional insured: The City of Auburn Hills, including all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Building Authority, and their employees, representatives and volunteers. The coverage shall be primary to the additional insured and not contributing with any other insurance or similar protection available to the additional insured. This shall not apply to the contractor's required worker's compensation/employer's liability.*
- e. The Description of Operation section of the Certificate shall also name or describe the project and/or event for which coverage is provided.

**2. Workers Compensation**

The Contractor shall procure and maintain during the life of the contract, statutory Michigan Workers Compensation and Employers Liability Insurance for all employees employed at or in the vicinity of the Contractor's property, or any property used in connection with the Contractor's operation or in carrying out any work related to this contract.

Michigan Workers Compensation and Employers Liability Insurance shall be procured and maintained with the following limits of liability:

- \$100,000 E.L. each accident
- \$100,000 E.L. each disease – each employee
- \$500,000 E.L. Disease – Policy Limit

This insurance shall comply with all applicable rules and regulations of the State of Michigan, and shall be in an insurance company acceptable to the City of Auburn Hills.

**3. Certificate of Insurance**

The Contractor agrees that he/she will file all required Certificates of Insurance satisfactory to the City of Auburn Hills with the City of Auburn Hills simultaneously with or prior to the execution of this contract indicating that the insurance required herein has been issued and is in full force and effect.

Further, the Contractor will provide updated certificates annually prior to the policies expiration dates, to indicate that the policies and conditions required hereunder are in full force and effect during the life of this contract.

It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change in coverage shall be mailed to:

City Clerk's Office  
City of Auburn Hills  
1827 North Squirrel Road  
Auburn Hills, MI 48326

**4. Sub-Contractors Insurance Requirements**

If approval is granted by the City of Auburn Hills for Contractor to subcontract any or all of this contract to others, then prior to commencing the subcontract, the Contractor shall furnish certificates evidencing the same insurance for the City of Auburn Hills as required in Sections 1 through 4 of the requirements.

**5. Requirement as Part of Contract**

These insurance requirements shall be expressly contained in and/or incorporated by reference into the contract executed between the contractor and the City.

**6. Hold Harmless Agreement**

It is further required that all contractors providing services or performing duties for the City of Auburn Hills shall enter into a Hold Harmless Agreement with the City and all other entities as set forth in Section 1 (d), which agreement shall hold the City harmless from any and all claims incurred while the contractor is performing work, jobs, duties, etc. on the City's behalf.

**CITY OF AUBURN HILLS**

**SIGNATURE PAGE**

**ITB CAH-08-23-2019-002**

**PRICES**

Prices quoted shall remain firm for 90 days or bid award, whichever comes first except the successful bidder(s) whose prices shall remain firm through completion and acceptance.

**CURRENCY**

All prices quoted are to be in U. S. Currency.

WARRANTY: As specified – See Specifications

**NOTE:**

The undersigned has carefully checked the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer.

VENDOR: Green Meadows Lawnscape, Inc.

ADDRESS 2359 Avon Industrial Drive


CITY Rochester Hills STATE MI ZIP 48309

TELEPHONE # (586) 254-7775

REPRESENTATIVE NAME Thomas D. DeClerck

(Print)

Signature of Authorized Company Representative:


\_\_\_\_\_

**CITY OF AUBURN HILLS**  
**BID PACKET ACKNOWLEDGEMENT PAGE**

**ITB CAH-08-23-2019-002**

I, Thomas D. DeClerck, certify that I have read the *entire bid packet* and that the bid proposal documents contained herein were obtained directly from the MITN site or the City of Auburn Hills Department of Public Works.

**Signature of Authorized Company Representative:**

  
\_\_\_\_\_

IMPORTANT: All City of Auburn Hills purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the "Right to Know" Law. Please include a copy of any relevant MSDS prior to commencing work.

## **Background**

The City of Auburn Hills is a commercial/residential community in Oakland County, Michigan, and covers 17 square miles of suburban community. Auburn Hills is located 30 miles north of Detroit. The City's population exceeds 23,000. General information regarding the City of Auburn Hills is available at [www.auburnhills.org](http://www.auburnhills.org).

## **Bidder Requirements & Information**

### *Introduction*

Through this ITB, the City of Auburn Hills hereby invites qualified vendors to submit bids to perform everything required to complete the scope of work described in Exhibit #1 at or below the guaranteed maximum price (GMP).

### *General Information*

The City of Auburn Hills maintains numerous landscaped areas throughout the City which require meticulous attention. These areas include high visibility areas such as our Streetscapes, the Downtown District and other areas as described in Exhibit #1.

It is expected that the contractor will take complete control and responsibility for the areas described and ensure that they are healthy, aesthetically pleasing, and conform to high quality standards. All landscaping elements are expected to be maintained according to the highest standards. Any changes to configurations, species or plant life or other adjustments may be done only in consultation with, and agreement in writing with the City of Auburn Hills.

### *Minimum Qualifications*

Bidders will be rejected and deemed non-responsible if they, as a business, do not meet the following qualifications:

- a. All bidding contractors shall have been in business for and have a minimum of five years of experience at the time of bidding.
- b. Bidding contractors must maintain a commercial office with staff available during normal business hours, Monday through Friday.
- c. Contractor must designate a foreman or manager for this project and the City must approve of this person. Contractor must replace this person at the request of the City for any reason at the City's sole discretion.
- d. Foreman/manager and an alternate for this project must provide a cellular phone number and e-mail address. The foreman/manager and their alternate must be highly responsive to calls and emails.
- e. The bidder must be duly licensed by any appropriate authorities to provide the services described in this ITB. Contractor should list in its proposal a list of any



employees holding licenses, certifications or other credentials, such as:

- a. Certified MDOT landscape contractor
  - b. Certified applicator's
  - c. Certified Arborist
  - d. Landscape Architect
  - e. Certified Horticulturalist
  - f. Those holding memberships with professional associations
  - g. Any licenses, memberships or other credentials similar in nature
- f. The bidder must provide three business references where similar contracted work has been completed in the past three years. Extra weight may be given to references that are other units of government such as municipalities, counties, school districts and similar entities.
- g. The bidder should supply adequate information about experience, employees, and capabilities which would demonstrate that they are capable and experienced to provide the type of work needed for this contract.

## **Scope of Work**

Complete care, maintenance, weeding, mulching, landscaping and plantings for all areas specified in Exhibit #1. Contractor will follow and conform to the schedule of services described, except when changes are mutually agreed between the contractor and the City, and authorized in writing. All areas must be visually inspected, weeded and all trash/debris removed every week.

Contractor is responsible for the repair of any irrigation system components that are damaged by the contractor's activity.

Double shredded hardwood mulch or approved substitute will be re-applied in all areas each spring where required. Mulch will be kept at a standard depth of 3" to 4" and will be of uniform size and color. Mulch will be maintained so it does not contact trees and existing mulch will be removed (in some cases) at the request of City staff to maintain a standard depth.

All maintenance must be performed in accordance with current acceptable standards as interpreted by the City of Auburn Hills.

Contractor will divide perennials annually, as needed and work with a City official on placement.

It shall be understood and agreed upon by the contractor that the work herein described shall be completed in every detail, even though every item involved is not specifically mentioned. The contractor shall be held to provide all labor and materials for the completion of work intended and described.

Equipment and materials provided shall be standard product of a manufacturer, regularly engaged

in the manufacture of the product that have been performing satisfactorily.

Contractor shall represent and warrant that the goods, materials and supplies or components offered to the City under this proposal are new and of high quality.

All work shall be performed in a professional manner in accordance with the specifications, and shall be consistent with the practices of the trade.

All vehicles used by the contractor must be identified with company identification including company name and phone number.

All employees of the contractor shall be uniformed in a neat and professional manner with clothing that clearly identifies the name of the vendor.

Contractor's employees must wear Personal Protective Equipment, wear high-visibility garments where required by workplace safety standards, and follow all other industry standards for safety.

Whenever contractor intends to block a lane of traffic or otherwise cause traffic to be impeded, contractor will obtain permission from the City in advance and develop a mutually agreed traffic control plan. The City may require the contractor to perform services during times of low traffic volume such as at night or the weekend, contractor will not charge any additional fees for these adjusted times.

Contractor will be responsible for setting up proper work zones in accordance with standard requirements, such as those in the Manual for Uniform Traffic Control Devices. Contractor will have to provide all necessary signage and equipment to set up their own safe work zones without assistance from The City

Contractor must submit a weekly report to The City detailing the services performed. This report can be sent by e-mail or dropped off in person at the Department of Public Works.

Information provided in this bid packet is believed to be reliable. However, the contractor should make a thorough field check prior to preparing submittals to assure themselves that they have a full understanding of the requirements. No extra charge to the City will be allowed for variations between indicated and actual field dimensions.

Contract Dates: This contract will commence on or about October 1, 2019 or a date determined by the City, and will expire October 1, 2022. If mutually agreed by the City and the contractor, this agreement can be extended for an additional 2 years.

## **Other Provisions**

If awarded the bid, the contractor will commence work as directed by the City in keeping with specifications. The City of Auburn Hills reserves the right to terminate the contract for unsatisfactory performance by the contractor.

It is a requirement that all bidders attend a pre-bid meeting with all other potential bidders. Bidders are expected to visit all sites described in Exhibit #1 in advance of the pre-bid meeting, and it is the bidder's responsibility to be familiar with field conditions and fully understand the scope of the required services. All questions regarding this contract should be asked at the pre-bid meeting. The City may reject and bidder who does not attend the pre-bid meeting or who have not performed a field inspection of the service areas.

Nothing in the bid shall be interpreted as conveying exclusivity to the contractor. The City reserves the right to make any physical repairs or modifications to the areas covered by the contract as it deems in the best interest of the City.

All work must be performed by the contractors own employees. There will be no subcontracting of any work covered by this bid.

If chemicals are used to control weeds, all MSDS information must be provided to the City of Auburn Hills upon award of the bid.

## **Contractor's Use of Site and Premises**

The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits and the Contract Documents and shall not unnecessarily encumber the site with materials and equipment.

The contractor shall be responsible for cleanup and removal of site debris, rubbish and materials daily.

Contractor will barricade the work area as appropriate and take all reasonable measures to prevent unauthorized people from entering any hazardous site.

Contractor shall be responsible for protection of any City property against damages caused by their employees, equipment or materials. Such damages, if any, shall be repaired at contractor's expense, to the satisfaction of the City.

All work shall be performed in a professional manner using quality equipment and materials, all of which must be maintained and operated with the highest standards as well as meeting all state and federal regulations.

Contractor is advised that their employees must act in a polite and professional manner at all times and refer any questions, complaints or concerns received from the public to a representative of the City.

The City reserves the right to require the contractor to replace any employee the City deems to have performed in a non-professional, or discourteous manner toward the public or any City representative.

All employees of the awarded firm assigned to this project shall carry proper company identification and be dressed in a company uniform so as to present a professional appearance.

All debris and waste materials resulting from the work (except those specifically noted to be returned to and retained by the City) shall be removed and hauled away expeditiously off-site and shall be considered property of the contractor.

Smoking by contractor's employees in view of the public is strongly discouraged.

### **Prices and Price Adjustment**

Prices/discounts shall remain firm for the duration of the contract unless otherwise stipulated.

Prices shall be stated in units of quantity specified in the proposal document.

All quantities stated, unless indicated otherwise are estimates and the City reserves the right to increase or decrease the quantity at the unit price bid as best fits its needs.

### **Payment**

Payments will be made on a monthly prorated basis from April through October. If an area or service is not performed, or cannot be performed, then the payment will be reduced by an amount equal to the value of that work.

### **Selection Criteria**

Proposals will be evaluated and ranked. The contractor selected for the award will be chosen on the basis of the greatest benefit to the City, in the complete and sole discretion of the City. Factors which may be considered when evaluating proposals are price, materials, experience, and completeness of the proposal.

**CITY OF AUBURN HILLS**  
**VENDOR QUESTIONNAIRE**

Date:	9/10/19			
Firm Name:	Green Meadows Lawnscape, Inc.			
Address:	2359 Avon Industrial Drive			
City:	Rochester Hills	State:	MI	Zip: 48309
Contact:	Thomas D. DeClerck			
Telephone Number:	(586)254-7775			
E-Mail Address:	greenmeadowslawnscape@yahoo.com			

Firm Established:	1990	Years in Business:	29
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Type of Organization (Circle One):				
Individual <input type="checkbox"/>	Partnership <input type="checkbox"/>	Corporation <input checked="" type="checkbox"/>	Joint Venture <input type="checkbox"/>	Other

How many years has your company been providing landscaping services?
We have providing landscaping services for the past 29 years.

How many clients does your company currently serve with the type of services described?

We service the entire City of Sterling Heights and over 250 commercial properties.

Please provide a list of 3 recent clients that you provided services similar in scope to this project. Include name, address, phone number and contact person. Please include public sector and clients within the State of Michigan if applicable.

1.

Sterling Heights 40555 Utica Rd. Sterling Hts, MI 48311 Josh Cole (586)446-2444

2.

MJC Companies 48377 Commonview Shelby Twp, MI 48317 Kevin (586)747-6042

3.

Avesta Mgmt. 31355 W 13 Mile Rd. Farmington Hills, MI 48334 Donna (248)855-5665

How many employees does your firm employ?			
Full-Time	75	Part-Time	10

Please provide a complete description of the services that you will provide for the City.
Please see attached.

What equipment do you have that would be used to service this account?
Please see attached.

Please list principles of the firm, information about the foreman and members of the firm with applicable licenses or professional memberships/certifications:

Please see attached.

Can meet City's insurance requirements?

YES



NO



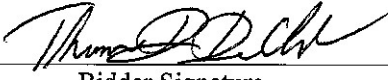


City of Auburn Hills  
INVITATION TO BID  
# CAH-08-30-2019-002  
**Landscape & Horticultural Services**

**COST PROPOSAL FORM**

Name of firm	Green Meadows Lawnscape, Inc.
Representative	Thomas D. DeClerck

Item	Description	Price
1.	Complete horticultural, landscaping, ornamental bed maintenance and services described in Exhibit #1	\$139,432.00
2.	Rate – Per Square foot of ornamental bed service (quantity adjustments)	\$0.87
3.	Rate – Per Hour for horticultural services	\$50.00

 Bidder Signature	Thomas D. DeClerck Bidder Name (printed)	9/10/19 Date
 City Representative	 City Rep. (printed)	 Date

*Green Meadows Lawnscape, Inc.  
2359 Avon Industrial Drive  
Rochester Hills, MI 48309*

*586-254-7775  
FAX 586-254-7785*



**Please provide a complete description of all the services that you will provide for the City.**

Green Meadows will take care of all the landscape beds weekly. Tulips will be planted in the fall, flowers will be planted before Memorial Day, and mums will be planted in the fall. Mulch will be installed in early spring. Fall clean-up and the perennials will be cut down in the fall. Plants will be inspected weekly. We are very close to the City and can be there at any time the city needs something special taken care of. Beds will be taken care of with the upmost quality and care.

**What equipment do you that would be used to service this account?**

Green Meadows has every landscape trailer equipped with all the tools needed to service this contract. Equipment needed for this contract would be dump trucks, bobcats, shovels, rakes, hedge trimmers, wheel barrows, back pack sprayers, roto-tillers, and blowers.

**Please list principles of the firm, information about the foreman and members of the firm with applicable licenses or professional memberships/certifications:**

Thomas D. DeClerck – 3A, 3B, 5, 6, 7A, 7B, 7F, Fum  
Daniel D. DeClerck - 3A, 3B, 5, 6, 7A, 7B, 7F, Fum  
Brad Milke - 3A, 3B, 5, 6, 7A, 7B, 7F, Fum  
Patrick O'Regan - 3A, 3B, 5, 6, 7A, 7B, 7F, Fum

Green Meadows is a member of the MGIA and MNLA.

Thomas DeClerck will be handling this contract along with Patrick O'Regan.



## ABOUT US:

---

Founded in 1990, Green Meadows Lawnscape, Inc. is a Michigan based lawn care company servicing the Metropolitan Detroit area. From a one person operation, Green Meadows has blossomed into a multifaceted full service landscaping company. Green Meadows prides itself on offering quality and environmentally responsible services. Here at Green Meadows, we believe in providing superior products and personalized service for all of our clients. Our professional, courteous, and friendly staff is here to work with you for all your landscaping and grounds maintenance needs.

The owners of Green Meadows Lawnscape, Inc. are involved in the planning and completion of all our work. Our goal is to earn your business based on the **VALUE AND QUALITY OF OUR SERVICE**. With us, you'll get your money's worth and then some. We stand behind our work and offer 100% customer satisfaction while striving to build our business one referral at a time.

Education, training, knowledge, and experience go a long way towards customer satisfaction and retention. Our staff attends several seminars each year in order to learn the newest and most advanced methods available in grounds maintenance and landscaping. As your full service landscape provider, quality service and customer satisfaction are and will remain our number one focus year round.

Green Meadows is fully licensed and insured so you can rest at ease knowing that we have your best interests in mind with every job performed.



## EQUIPMENT LIST:

TRACTORS  
CROZING  
MAINTENANCE  
EQUIPMENT

2008 – GMC Sierra 1500 Truck  
2007 – Ford F350 Super Duty Truck  
2006 – Ford F250 Super Duty Truck  
2004 – Ford F350 Super Duty Truck  
2003 – Ford F350 Diesel Dump Truck  
2002 – Ford F250 Super Duty Truck  
2002 – Ford F350 Super Duty Truck  
(2) 2001 – Ford F250 Super Duty  
2006 – Ford F650 Diesel Dump Truck

2 – 72" Exmark Zero Turn Rider Mowers  
48– 60" Exmark Zero Turn Rider Mowers  
4 – 66" Exmark Zero Turn Rider Mowers  
4 – 60" Hustler Zero Turn Rider Mowers  
2 – 48" Exmark Hydraulic Walk-Behinds  
4 – 52" Exmark Hydraulic Walk-Behind  
1 – 48" Hustler Hydraulic Walk-Behind  
1 – 48" Scag Hydraulic Walk-Behind  
2 – 48" Great Dane Hydraulic Walk-Behinds  
1 – 36" Hustler Hydraulic Walk-Behind  
1 – 32" Encore Walk-Behind  
5 – United Enclosed Trailers  
2 – 18' USA Open Trailers  
1 – 20' Rice Open Trailer  
1 – 20' Econoline Trailer  
1 – 16' USA Open Trailer  
1 – 12' Liberty Open Trailer  
1 – 14' Liberty Open Trailer  
1 – 12' Dump Trailer

1 – 10" Western Snow Plow  
2 – 9' Boss V Snow Plows  
2 – 8' Western Snow Plows  
2 – 8' Western V Snow Plows  
4 – 8' Boss V Snow Plows  
2 – 8' Boss Snow Plows  
1 – 8' Blizzard Snow Plow  
4 – Snow Ex Salt Spreaders  
3 – Western Tailgate Salt Spreaders  
18 – Toro Snow Blowers  
1 – Hydraulic Tailgate Salt Spreader

2001 – Chevrolet 1500 Truck  
2002 – Chevrolet 2500 HD Truck  
(2) 2000 – Ford F250 Super Duty Truck  
2001 – Ford F350 Super Duty Truck  
2000 – Chevrolet 1500 Truck  
1999 – Ford F250 Super Duty Truck  
2000 – GMC Top Lock C-Series Dump  
Truck  
2004 – Ford F450 Diesel Dump Truck  
1 – 16' Dump Trailer  
24 – Red Max Weed Whips  
24 – Red Max Backpack Blowers  
8 – Stihl Edgers  
4 – Billy Goat Truck Loaders  
4 – Exmark Ultra Vacs  
1 – Hustler Ultra Vac  
14 – Red Max Hedge Trimmers  
3 – Stihl Hedge Trimmers  
3 – Stihl Chainsaws  
1 – Ryan Aerator  
1 – Exmark Dethatcher  
4- 200 Gallon spray tanks  
2- Permagreen Sprayer/Fertilizing Units  
5 – Z Spray Max Sprayer/Fertilizing Unit  
1 – Z Spray Intermediate/Fertilizing Unit  
26- Backpack/Hand Held Sprayers  
2 – 2000 Bobcat 773 Skid Steer  
1 – 1999 Caterpillar Hydraulic Lift  
1 – Caterpillar 910 Loader





**Michigan Department of Agriculture  
and Rural Development**

**P.O. Box 30017  
Lansing, Michigan 48909**

**COMMERCIAL PESTICIDE APPLICATOR**

This certificate issued in accordance with Act 451,  
Public Acts of 1994, Part 83 as amended.

PI-079 (07/03)

Michigan Department of Agriculture & Rural Development  
Pesticide and Plant Pest Management Division  
**Pesticide Application Business License**

License No: 630375

Issue Date: 12/17/2018

Expiration: 12/31/2019

Issued To:

**GREEN MEADOWS LAWNSCAPE, INC.**

2359 AVON INDUSTRIAL DRIVE

ROCHESTER HILLS, MI 48309-

Category(ies): 3A, 3B, 6, 7A\*, 7F\*

\*Mailing Address:

GREEN MEADOWS LAWNSCAPE, INC.

2359 AVON INDUSTRIAL DRIVE

ROCHESTER HILLS, MI 48309-



**PAB**

GORDON WENK

Director of Agriculture  
& Rural Development

This license is issued in accordance with the provisions of Act 451, Part 83, PA of 1994, as amended & is only valid for the establishment, address, and categories listed above. Categories with an (\*) are RESTRICTED (see back). This license is not transferable.

Date Issued: 11/09/2017

ISSUED TO:

GREEN MEADOWS LAWNSCAPE INC  
2359 AVON INDUSTRIAL DR  
ROCHESTER HILLS, MI 48309

Responsible Party and Mailing Address:

THOMAS DECLERCK  
GREEN MEADOWS LAWNSCAPE INC  
2359 AVON INDUSTRIAL DR  
ROCHESTER HILLS MI 48309

**STATE OF MICHIGAN**  
**Department of Agriculture & Rural Development**  
**Pesticide and Plant Pest Management Division**  
**Expires: 10/31/2018**

**NURD017044**  
**NURSERY STOCK DEALER**



Jamie Clover Adams  
Director

This license is not transferable and is only valid for the establishment owner and address listed above. This license issued in accordance with provisions of Act 189, P.A. of 1931, as amended.





1827 N. Squirrel Road  
Auburn Hills, MI 48326-2753  
Phone (248) 370-9400  
Fax (248) 370-9346

Federal Tax I.D. 38-6029813

# Purchase Order

**Purchase Order No**

226418

The City of Auburn Hills is held free of payment of any State or Federal Taxes.

**Purchase Order Date** 04/19/2022

**Vendor**

GREEN MEADOWS LAWNSCAPE, INC  
2359 AVON INDUSTRIAL DR

**Ship To**

ROCHESTER HILLS, MI 48309-9362

**PO Description**

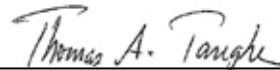
Mowing-Turf Maintenance Program

Vendor Number	Vendor Phone Number	Vendor Fax Number	Requisition Number
GREEN MEAD	(586) 254-7775	(586) 588-7884	226484

Qty.	Description	GL Number	Unit Price	Amount
1	General Mowing	101-266-802.000	64,470.56	64,470.56
1	Rough Mowing	101-266-802.000	8,211.28	8,211.28
1	Guardrail Trimming-Major	202-452-935.000	9,618.48	9,618.48
1	Guardrail Trimming-Local	203-453-935.000	891.84	891.84
1	General Mowing-TIFA A	251-735-802.000	22,225.28	22,225.28
1	General Mowing-TIFA B	252-736-800.199	2,981.44	2,981.44
1	Rough Mowing-TIFA B	252-736-800.199	22,576.40	22,576.40
1	General Mowing-TIFA D	253-737-800.199	23,789.92	23,789.92
<b>Total:</b>				<b>\$154,765.20</b>

Approved By \_\_\_\_\_

Date \_\_\_\_\_



City Manager

Green Meadows Lawnscape, Inc.  
2359 Avon Industrial Drive  
Rochester Hills, MI 48309

586-254-7775  
FAX 586-254-7785



**City of Auburn Hills – ITB-CAH-01-2019-001**

As a final year extension of our original contract for the years 2019-2021 and 2022 the rates are as follows:

Mowing Services Per Acre: \$44.00/acre

Guardrail Maintenance By Linear Foot: \$0.065/linear foot

**Green Meadows Lawnscape, Inc.**

By: Thomas D. Dellard  
Print name  
Its: President  
Title  
Thomas D. Dellard  
Signature  
Date: 2/7/2023

**City of Auburn Hills**

By: \_\_\_\_\_  
Print name  
Its: \_\_\_\_\_  
Title  
\_\_\_\_\_  
Signature  
Date: \_\_\_\_\_



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TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director; Tim Wisser, Manager of Municipal Properties

DATE: February 8, 2023

SUBJECT: Decorative Streetlight Replacements

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### **INTRODUCTION AND HISTORY**

In 2015 the downtown decorative streetlights were converted from a metal-halide version to LED using a retrofit replacement light that is no longer available as of 2019. Since then, the Department of Public Works has been using inventory to conduct replacements due to light failures or vehicle accidents. We have also seen an uptick in failures as these lights continue to age. At this time an average of 25 lights are replaced annually. In addition, over the years there were multiple different head styles and lenses installed throughout the downtown which has created an inconsistent aesthetic appearance resulting in various colors of light.

Since 2019 the Department of Public Works has explored options to resolve these issues. Most important was the consistent appearance, color of light, and maintaining our current lumen output. Staff determined the best replacement option to be the Amerlux 60 Watt LED post top.

In total we had 456 decorative light heads needing to be replaced over a four-year period starting last year. In 2022, TIFA approved the purchase of 102 units of which DPW staff were able to install with great success, achieving our desired color, lumens, and uniformity. The below pricing is based on current quoted numbers.

<b>2023</b>	<b>N. Squirrel</b>	<b>56 Units</b>	<b>\$84,381.36</b>	
<b>2023</b>	<b>Opdyke Road</b>	<b>40 Units</b>	<b>\$60,272.40</b>	
2024	Auburn (East)	81 Units	\$122,051.61	
2024	N. Squirrel	50 Units	\$75,340.50	
2025	Auburn (West)	61 Units	\$91,915.41	
2025	S. Squirrel	66 Units	\$99,449.46	
		354 Units	\$533,410.74	Total

The TIFA Board currently had these replacements budgeted beginning in 2022 through 2025, however replacement costs have increased over the past two years. Future budgets will be amended during the FY2024 budget preparation process. It is important to note that there is sufficient funding in the FY2023 budget to begin work this year and a budget amendment will not be necessary. That being said, there is currently \$65,000 budgeted in TIF District B for overhead streetlight replacements. Due to the current condition of the overhead streetlights in TIF District B, staff recommends deferring that project to future years and utilizing those funds on the replacement of the decorative streetlights.

Graybar Electric, who is a member of the cooperative purchasing consortium MiDEAL and US Communities, has provided a competitively bid amount of \$1,506.81 per Amerlux light head and parts. We have used cooperative bids throughout the years to purchase a variety of items that include vehicles, equipment, and road salt. The

**Decorative Streetlight Replacements**

cooperative bids that are used most often are the State of Michigan MiDEAL, the Oakland County Cooperative, Sourcewell, and the Rochester Hills Consortium. These cooperative bids are based on larger volumes which result in lower prices, a high-quality contract, and meet the spirit of the Purchasing Ordinance.

**STAFF RECOMMENDATION**

It is the recommendation of the Department of Public Works that the TIFA Board authorize the purchase of 40 decorative light heads for Opdyke Rd using funds (\$60,272.40) from account number 252-736-800.199 and the purchase of 56 decorative light heads for North Squirrel Road using funds (\$84,381.36) from account number 251-735-800.199

**An appropriate motion is:**

**Move 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.**



8350 HAGGERTY RD  
BELLEVILLE MI 48111-1667  
Phone: 734-252-8300  
Fax: 734-957-5501

To: AUBURN HILLS, CITY OF  
1827 NORTH SQUIRREL  
AUBURN HILLS MI 48326  
Attn: Tim Wisser  
Phone: 248-370-9400  
Email:  
Fax:

Date: 02/07/2023  
**Project Name:**  
**GB Quote #:** 0242648930  
Purchase Order Nbr:  
Release Nbr:  
Additional Ref#:  
Revision Nbr: 1  
Valid From: 02/07/2023  
Valid To: 03/09/2023  
Contact: BONNIE CAMPBELL  
Email: bonnie.campbell@graybar.com

### Proposal

We appreciate your request and take pleasure in responding as follows

**Notes:** \* Terms and conditions of sale: \* 1. Pricing is firm for 30 days from date of quotation, release of order Within 60 days from date of quotation and is based on the complete BOM. Changes will result in a requote. \* 2. Subject to manufacturer's published terms and conditions of sale, Std Warranties Apply unless otherwise noted. \* 3. Prices DO NOT include spare material, fuses, special finishes, mounting devices, installation, or applicable taxes unless otherwise noted. \* 4. The purchaser is responsible for verifying voltage, quantities. \* 5. Approved Submittals required prior to ordering. \* 6. Where applicable, Poles quoted are provided for the Fixture EPA's ONLY unless otherwise noted. \* 7. This quote may contain separately invoiced drawings, documentation, and field service fees. \* 8. All material should be inspected for damage and accounted for before the freight company leaves the site.

Item	ItemType	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
100		96	AMERLUX	EDR-8497-D77 0SSB-AVI-G3- SY-40-P3-BLK		\$1,386.36	1	\$133,090.56

**GB Part#:**NOF AMZ AMERLUX IN

**Ship From:**Drop Ship-Factory

\*\*\*Item Note:\*\*\* \* EDR-8497-D770SSB-AVI-G3-SY-40-P3-BLK \* AMERLUX 60w LED post top, 4000K, NO photocell, Black, 5 yr warranty

300		96	AMERLUX	EDR-8497-523 POST TOP ADAPTER-BLK	* REQUIRED FOR 5" ELA POLE REPLACEMENT	\$120.45	1	\$11,563.20
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**GB Part#:**NOF AMZ AMERLUX IN

**Ship From:**Drop Ship-Factory

\*\*\*Item Note:\*\*\* \* EDR-8497-523 POST TOP ADAPTER-BLK \* AMERLUX Post top adapter 5" round reduced to 3". Black

**Subtotal:** \$144,653.76

**Estimated Tax :** \$0.00

(Actual tax value will be calculated at time of order placement)

**Total :** \$144,653.76

**F O B:** \* FREIGHT ALLOWED AS QUOTED

**Delivery:**\* 10-12 WEEK LEAD TIME AFTER RECEIPT OF ORDER

This equipment and associated installation charges may be financed for a low monthly payment through Graybar Financial Services (subject to credit approval). For more information call 1-800-241-7408 to speak with a leasing specialist.

To: AUBURN HILLS, CITY OF  
1827 NORTH SQUIRREL  
AUBURN HILLS MI 48326  
Attn: Tim Wisser

Date: 02/07/2023  
Project Name:  
GB Quote #: 0242648930

Proposal

We appreciate your request and take pleasure in responding as follows

Item	ItemType	Quantity	Supplier	Catalog Nbr	Description	Price	Unit	Ext.Price
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TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director; Karen Adcock, Director of Senior Services

DATE: February 6, 2023

SUBJECT: Community Center Kitchen Renovation Project

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### **INTRODUCTION AND HISTORY**

As the Board may recall, staff has been interested in modifying our community center kitchen to not just 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.

Our Senior Services Department has worked diligently on attempting to seek grants and/or donations to make this project come to fruition. Staff had been working with Oakland University for quite some time to accomplish this task and to perhaps bring in some of their nutrition classes which would take place in our proposed prep kitchen. However, that partnership did not materialize. Therefore, staff 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 Tax Increment Finance Authority since \$100,000 is already budgeted in fiscal year 2023 for this endeavor. The total project cost is \$250,000 for the full kitchen conversion, so staff submitted an application for \$125,000. Staff was pleased to find out that the city was awarded a \$125,000 grant. As a result, staff has begun to work on bidding out the project with hopes of having a fully operational commercial prep kitchen by fall.

Because the kitchen renovation is already budgeted in the 2023 TIF District D budget, it would be appropriate for the Tax Increment Finance Authority to amend the 2023 budget to cover the remaining \$25,000 budget for this endeavor. Once the project is competitively bid, staff would present a recommendation for a bid award at a future TIFA Board of Directors meeting.

### **STAFF RECOMMENDATION**

Staff recommends approval of a budget amendment increasing appropriations by \$25,000 in the TIF District D budget in support of the Community Center Kitchen Expansion Project. Bids for the project will be presented to the Board for consideration at a future meeting.

### **An appropriate motion is:**

**Move to approve a budget amendment increasing appropriations by \$25,000 in TIF District D in support of the Community Center Kitchen Renovation Project.**



1200 N. Telegraph Road  
Pontiac, MI 48341-0475  
Phone: (248) 858-0100  
Fax: (248) 858-1572

January 17, 2023

Karen Adcock  
Auburn Hills Community Center  
1827 N Squirrel Rd  
Auburn Hills, MI 48326

Dear Karen Adcock,

I am pleased to inform you that upon recommendation of the Healthy Aging Oakland County Ad Hoc Committee the Auburn Hills Community Center's application has been approved in the amount of \$125,000.

This funding has been awarded to assist senior centers with improvement such as capital, technology, infrastructure, and equipment improvements or professional development.

For execution, you will be receiving a separate email requesting a signature on your Interlocal Agreement. This email will come from Ken Dobson with additional instructions. Following approval by your governing authority as applicable, and execution of the agreement, please sign the agreement and email it to Mr. Dobson.

If you have any questions regarding the program or agreement, please feel to contact Barbara Winter, Senior Policy Analyst of the Board of Commissioners at (248) 821-3065 or at [winterb@oakgov.com](mailto:winterb@oakgov.com). In addition, please feel free to contact me if I can be of further assistance.

Sincerely,

A handwritten signature in black ink that reads "Kristen Nelson". The signature is written in a cursive, flowing style.

Kristen Nelson  
Oakland County Commissioner  
Chair of the Healthy Aging Oakland County Ad Hoc Committee





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TO: Chairman Kneffel and Members of the TIFA Board of Directors

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director

DATE: February 6, 2023

SUBJECT: 2 Gather – Site Improvement Grant Application

---

### **INTRODUCTION AND HISTORY**

2 Gather is an event venue located in TIF District D along Cross Creek Parkway in Auburn Hills, just south of the City's Municipal Campus. Owners J. Michael McMillan and Kim McMillan began operations at 2 Gather in August 2019 but experienced a rapid decline in regularly scheduled events due to COVID-19 business restrictions. 2 Gather's primary business is to provide an event venue and related services to groups of 150+ persons, which was not permitted during the height of the COVID-19 pandemic. The McMillan's are seeking a grant for the installation of signage on the building, which provides the building with an identity for passing motorists. Not only will this provide additional advertising for their building, but it will also make it easier for those attending an event at 2 Gather to find the building. Those familiar with the location know that this building is not in an ideal location for the service it provides. J. Michael McMillan has applied for the TIFA Site Improvement Grant to assist with cost of signage at this location and is seeking a grant in the amount of approximately \$11,849. Included in your packet is an application narrative and other supplemental information submitted by Mr. McMillan.

### **INTENT OF THE SITE IMPROVEMENT GRANT**

The TIFA Site Improvement Grant is intended to promote economic vitality and community revitalization by providing an incentive to business and property owners to improve or enhance sites and/or buildings that are located within a TIFA district.

Unlike the TIFA Business Recruitment Grant, the Site Improvement Grant covers all three TIFA districts. New and existing businesses located in the TIFA districts are eligible to apply for the Site Improvement Grant. The TIFA reserves the right to accept or reject any application based on a review of the value, need and benefit of the project to the TIF District, and to award any amount anywhere between the minimum and maximum grant limits, regardless of the requested amount. Grants are awarded on a dollar-for-dollar matching basis. The minimum grant application is for \$5,000 up to a maximum of \$30,000. It is important to note that although the Site Improvement Grant covers all TIF districts, TIF District D does not currently have funding budgeted for the grant program in fiscal year 2023 and should a grant award be approved, a budget amendment would be required.

### **2 GATHER GRANT APPLICATION DETAILS**

2 Gather is located within TIF District D, making the site address eligible for funding. Included in the attached are three quotes supplied by contractors for the signage. The quotes range from approximately \$19,654 - \$21,728, which includes the sign cost only; labor costs are ineligible for grant funding. The applicant understands that labor is not a cost covered by the grant, that the grant is awarded on a dollar-for-dollar matching basis, that the grant is paid out on a reimbursement basis after all contractors have been paid, and that the applicant must adhere to the City's Purchasing Ordinance and other applicable ordinances including, but not limited to building code and all

## **2 Gather – Site Improvement Grant Application**

necessary inspections. It is important to note that 2 Gather has applied for and received the necessary approvals through the City's Building Department for the sign installation.

### **STAFF RECOMMENDATION**

The TIFA Board was provided the opportunity to review the grant application at the January 10 Board meeting. Following a review of the application materials, the Board assigned Secretary Goodhall, Dr. Eldredge, and Mr. Gudmundsen to a 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 not-to-exceed amount of \$9,827.24 for the proposed wall-mounted signs 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 reimbursement. Furthermore, approval of a budget amendment to fund this grant award is recommended.

### **An appropriate motion is:**

**Move 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.**

### **ATTACHMENTS**

Attachment 1 – Grant Application

Attachment 2 – Signage Quotes

Attachment 3 – Sign Specifications



2 Gather More AH LLC  
3391 Cross Creek Parkway  
Auburn Hills, MI 48326  
2GatherMore.com  
248-724-6282

December 15, 2022

Mr. Brandon Skopek, Executive Director of Auburn Hills TIFA  
1827 North Squirrel Road  
Auburn Hills, MI 48326

Dear Mr. Skopek:

Enclosed is our application for the TIFA Site Improvement Grant. Thank you in advance for your consideration! Please do not hesitate to call if you have any questions.

Our best to all in Auburn Hills for a Merry Christmas and the Happiest of Holidays!

Respectfully,

A handwritten signature in blue ink that reads "J. Michael McMillan". The signature is stylized with a large, sweeping loop at the end.

J. Michael McMillan



**SITE IMPROVEMENT GRANT APPLICATION**

**2 Gather**

BUILDING NAME: \_\_\_\_\_

**J. Michael McMillan**

NAME OF OWNER: \_\_\_\_\_

**2 Gather More AH LLC**

CORPORATION NAME: \_\_\_\_\_

**3391 Cross Creek Pkwy**

STREET ADDRESS: \_\_\_\_\_

**Auburn Hills, MI 48326**

CITY/STATE/ZIP CODE: \_\_\_\_\_

**682-558-1699**

TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FACSIMILE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Michael@tins.com**

EMAIL ADDRESS: \_\_\_\_\_

APPLICATION IS FOR: \$ 11,848<sup>87</sup> (minimum of \$5,000 – maximum of \$30,000)  
(must be matched dollar for dollar by the applicant)

DATE OF ANTICIPATED START OF PROJECT: 01 / 26 / 2023  
(project must be completed within 120 days of grant approval)

J. Michael McMillan **J. MICHAEL McMILLAN**  
I, \_\_\_\_\_ hereby submit this application for site improvement grant funding to the Auburn Hills Tax Increment Finance Authority, and by affixing my signature below, represent that I am authorized to do so as owner of the building. Furthermore, I have read the terms and conditions for funding as stated herein and agree to abide by said terms and conditions with the knowledge that funding may be withheld if I do not comply.

SIGNED: [Signature] TODAY'S DATE: 12 / 15 / 22

PROJECT DESCRIPTION:

Please describe the project (attach inventories, spec or cut sheets, drawings, plans, plant lists if applicable, etc.). Include location(s) of work to be performed. Continue on a separate sheet if necessary.

**See Attached**

Please state the purpose and objectives of this site improvement project in the space provided.

**The purpose of this site improvement is to enhance the professional identity of the site to the citizens of Auburn Hills and any visiting customers, vendors, or partners.**

In the space provided, please describe the project's short and long term impact on the City of Auburn Hills.

**Both the short and long-term impact of this project to the City of Auburn Hills is a positive and professional image of this site to its citizens as well as a positive financial impact to local vendors with increased traffic to/from the site with a new identity.**

Please add any other information in the space provided that you feel is significant to the project and may differentiate and/or give your application greater consideration over another.

**Beginning operations in August 2019, 2 Gather More AH LLC was rapidly growing for seven months before COVID-19 appeared. From mid-March 2020 until May 2021, the company was basically "shuttered" for nearly fifteen months due to its primary business of hosting events of 150-200+ persons being restricted by government officials. Substantial financial losses were experienced as well as lost momentum for growth by this new company.**

**Due to the significant impact on the financial health of the company, this project was delayed, and the site had no identity after removal of the previous tenant's signage. Any consideration to assistance to fund this project will be greatly appreciated.**

Please attach scaled drawings and a minimum of three (3) competitive quotes for your project. These are **mandatory** in order to make application for funding to the Tax Increment Finance Authority.

ADDITIONAL COMMENTS (if any):

**This project has been approved by the City of Auburn Hills and permits issued. 2 Gather More AH LLC has contracted with and secured with a deposit the construction of the signage. Presently, installation will begin in the latter part of January 2023.**

**2 Gather is grateful to the Auburn Hills TIFA for consideration of this grant, as well as our gratitude to all in the City of Auburn Hills for the assistance during our startup phase in 2019, our “shuttered” phase during 2020-2021, and our emergence as a thriving business in Auburn Hills!**

APPLICATIONS SHALL BE MAILED TO:

**Auburn Hills Tax Increment Finance Authority**

Attn: Site Improvement Grant  
1827 North Squirrel Road  
Auburn Hills, Michigan 48326

Questions may be directed to: Brandon Skopek – Assistant to the City Manager and Executive Director of the Auburn Hills TIFA  
Office: 248.364.6806 E-mail: [bskopek@auburnhills.org](mailto:bskopek@auburnhills.org)



PHONE  
(586) 779-8018

FAX  
(586) 779-8043

**HARDY & SONS**

**SIGN SERVICE**

ELECTRIC SIGN MAINTENANCE  
BONDED SIGN ERECTOR...

HAROLD E. HARDY  
DAVID M. HARDY

22334 HARPER  
ST. CLAIR SHORES  
MICHIGAN 48080

January 20, 2023

Gather Event Venue  
3391 Cross Creek Parkway  
Auburn Hills, MI 48326  
Attn: Jennifer Rickaby

**Ref: 3391 CROSS CREEK PKWY, AUBURN HILLS**

**Wall Sign**

Fabricate one wall sign –lit – halo and halo/side lit letters \$15,400.00  
Overall size to be about 41" x 18' – aluminum  
Sign to read **2 gather elegant event venue** Install \$2,299.00  
Letters fabricated from stainless steel  
Sign to be lit with LEDs **Total: \$17,699.00**

**Wall Sign #2**

Fabricate one wall sign –lit \$ 6,863.79  
Overall size to be about 29" x 79" – aluminum & painted  
Sign to read **2 gather** and be lit with LEDs Install \$2,099.00  
**Total: \$ 8,962.79**

**Ground Sign**

Fabricate one ground sign – double face –internally lit  
Overall size to be about 46" x 96" \$21,863.79  
Faces routered and hinged to read **2 gather elegant event venue**  
Sign to be lit with LEDs  
Acrylic – push through – with quality vinyl graphics Install \$2,599.00  
Sign to stand 60" tall with a 1' skirt that is aluminum  
Sign to be installed per client location - footing **Total: \$24,462.79**

**Ground Sign #2**

Fabricate one ground sign – double face –externally lit  
Overall size to be about 46" x 96" \$13,863.79  
Faces –alupanel with raised copy to read **2 gather elegant event venue**  
Sign to be lit with LEDs  
Acrylic – 1/2" - white. Install \$3,899.00  
Sign to stand 60" tall with a 1' skirt that is aluminum  
Two ground lights to be installed.  
Sign to be installed per client location - footing **Total: \$17,762.79**

Pricing subject to change after 14 days of quote.

\*\* A 50% deposit is required and balance is due COD upon completion

\*Note: Sign permit and electrical permit will be added as per city





30522 Caroline Emily  
Chesterfield, MI 48051  
586-646-0702  
ajsigns@yahoo.com  
Kim Hardy-Champagne

*Specializing in the sale & installation of scoreboards and message displays*

September 20, 2022

To: Gather Event Venue  
3391 Cross Creek Parkway  
Auburn Hills, MI 48326  
Jennifer R

- A. Channel letters Wall Sign 1 – 41 x 18 – 2 GATHER ELEGANT EVENT VENUE  
Lit – Halo LED and side lite, Aluminum letter painted, acrylic backs to be positioned on wall and verified with client
- B. Channel letter Wall Sign 2 – 29 x 78, 2 GATHER ELEGANT EVENT VENUE  
Lit – LED, Aluminum letter painted, to be positioned on wall and verified with client.
- C. Ground Sign 1 – 46 x 96 – 15" deep – routed faces and acrylic pushed through,  
Lit – white LED. Sign to have skirt about 11" with address in vinyl. Sign to be mounted on pole in footing and verified with client
- D. Ground Sign 2 – 46 x 96 – 15" deep – raised copy on alupanel faces.  
Lit – externally ground lighting. Sign to have skirt about 11" with address in vinyl. Sign to be mounted on pole in footing and verified with client.

SIGN	INSTALLATION	TOTAL
A. \$14,500	\$ 2,100	\$16,600
B. \$ 6,900	\$ 2,000	\$ 8,900
C. \$21,000	\$2,500	\$23,500
D. \$13,900	\$3,900	\$17,800

Permits are not included in the above prices. Prices subject to change within 2 weeks of quote. Any electrical connections are time and material basis. 50% deposit required and balance COD at completion.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

# phillips SIGN & LIGHTING INC.

40920 Executive Drive, Harrison Twp, MI 48045-1363

Phone: (586) 468-7110 Fax: (586) 468-7441 Visit us online at: [www.phillipssign.com](http://www.phillipssign.com)

## Contract:

### Gather Event Venue

3391 Cross Creek Parkway, Auburn Hills, MI. 48326

phone: (586) 850-4972 - fax: (586) Email: [Jennifer@2gathermore.com](mailto:Jennifer@2gathermore.com)

contact: Jennifer Rickaby

RE: 3391 Cross Creek Parkway, Auburn Hills, MI. 48326

#### Item: #2-R1

##### Wall Sign

consists of:

PS&L to fabricate (1) single faced internally illuminated wall sign.

Sign to consist of (1) group of halo lit and (1) group of halo/partial side lit letters.

Sign to read "2 Gather ELEGANT EVENT VENUE".

"2 Gather" letters to be about 41 5/8" tall - 18 5/8" tall x 3" deep.

Script copy to have several seams.

Letters to be fabricated from aluminum with a painted finish.

Letters to have clear polycarbonate backs and insides painted white.

Letters to be halo lit with White LEDs.

LEDs to be powered by high efficient energy saving electronic power supplies.

"ELEGANT EVENT VENUE" to be about 7" tall x 2 1/2" deep.

Letters to be fabricated from stainless steel with a painted finish.

Letters to have white acrylic backs with 1/2" exposed.

Letters to be halo/partial side lit with White LEDs.

LEDs to be powered by high efficient energy saving electronic power supplies.

PS&L to install @ site and verify location with client.

**\*Note:** Final electrical connection to be completed on a time and material basis.

Normal rates apply.

Price quoted assumes reasonable access for remote mounting of power supplies and interior wiring.

#### Item: #5

##### Wall Sign

consists of:

PS&L to fabricate (1) single faced internally illuminated wall sign.

Sign to consist of halo lit letters.

Sign to read "2 Gather".

Sign to have an overall size of about 29 1/2" tall x 79 3/4" wide x 3" deep.

Script copy to have several seams.

Letters to be fabricated from aluminum with a painted finish.

Letters to have clear polycarbonate backs and insides painted white.

Letters to be halo lit with White LEDs.

LEDs to be powered by high efficient energy saving electronic power supplies.

PS&L to install @ site and verify location with client.

**\*Note:** Final electrical connection to be completed on a time and material basis.

Normal rates apply.

Price quoted assumes reasonable access for remote mounting of power supplies and interior wiring.

Continued on next page.

**Contract:**  
**Continued from previous page.**

**Item: #8** Electrical (Wall Sign - Item #5)  
 consists of:  
 PS&L to run electrical from existing sign circuit to new sign location for wall sign in Item #5.  
 Sign to utilize existing sign controls at the site.

	<u>Item: #2-R1</u> Wall Sign	<u>Item: #5</u> Wall Sign	<u>Item: #8</u> Electrical	=	Total
permit cost:	per city	per city	per city		per city
sign cost:	13,777.31	5,636.98	240.19		19,654.48
6% sales tax:					
installation:	2,025.00	1,449.00	569.25		4,043.25
<b>total:</b>	<b>15,802.31</b>	<b>7,085.98</b>	<b>809.44</b>		<b>23,697.73</b>
down payment:					11,848.86
balance C.O.D.:					11,848.87

• Price is subject to review after 15 days due to fluctuating material costs. X\_\_\_\_\_

(print)

acceptance:

date:

salesperson:

date:

**Warranty (Materials & Labor)** - 5 years on construction workmanship, 1 year on lighting & electrical components.

\* Warranty excludes existing items, mdo signs, banners, acts of God and vandalism. Electrical UL listed.

**EXTRAS** - Sign Permit, Electrical Permit, and X\_\_\_\_\_ staff time fee (for permit procurement), as required.

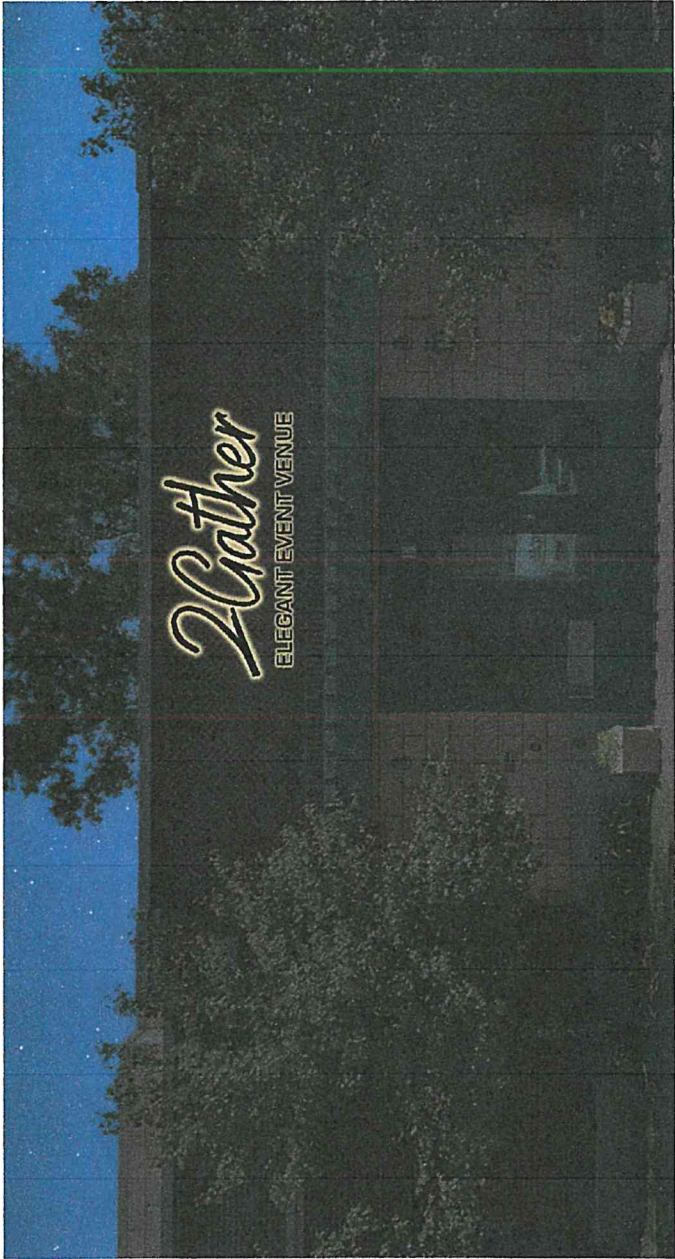
- Client is responsible for landlord approval and final electrical hook-up. Installation based on normal conditions X\_\_\_\_\_
- Additional costs may be incurred if problems are encountered during excavation of footing (i.e., poor soil conditions, buried objects, sprinklers, etc.). PS&L assumes no responsibility for any sprinkler damage X\_\_\_\_\_.
- PS&L assumes no responsibility for damage to landscaping/grass due to install. X\_\_\_\_\_
- If clean art work is not provided, art work will be generated at a rate of **\$50.00** Per Hr. X\_\_\_\_\_
- Engineer sealed drawings, if required, to be provided at additional cost. X\_\_\_\_\_
- PS&L takes all precautionary steps to protect parking surfaces during installations. PS&L cannot be held liable for parking lot repairs if required. X\_\_\_\_\_
- Price quoted assumes reasonable access for installation and wiring of signage and components. X\_\_\_\_\_
- Installation quotations are estimates subject to verification of technical survey and confirmed access to signage. X\_\_\_\_\_
- No sign construction will begin prior to obtaining permits without written authorization of client. X\_\_\_\_\_
- Any additional required endorsements or changes to PS&L's current liability insurance certificate may be subject to additional costs. X\_\_\_\_\_
- Photographs and/or videos of signage may be used by PS&L for marketing purposes. X\_\_\_\_\_
- Credit Card orders over \$1,000.00 will be subject to a 3% fee. X\_\_\_\_\_
- Invoices over 30 days are subject to 2% finance charges. X\_\_\_\_\_



Simulated Elevation View



Simulated Night View



Item #2-R1

TOTAL SIGN AREA: 49 Sq. Ft.

Channel Letters

Lead #: P21001493

PROJECT: Gather Event Venue

FILE: Gather Event Sign 2-R1

SITE ADDRESS: 3391 Cross Creek Parkway,  
Auburn Hills, MI, 48326

LEAD: JR  
REVISION:  
KP-7-19-22

LAYOUT: KP

Date:  
7-14-22

Deliver, install and place representative signs on the  
site property of Phillips and Lighting, Inc.  
All signs and materials shall be installed in accordance with  
the approved plans. Approval to place signs and materials  
on site is contingent upon receipt of a signed permit from the  
appropriate authority.

Phillips SIGN & LIGHTING Inc.



Ph: 586.468.7110

40920 Executive Drive  
Harrison Twp., MI  
48045-1363

visit us at: [phillipssign.com](http://phillipssign.com)

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Permit: \_\_\_\_\_



Item #2-R1

TOTAL SIGN AREA: 49 Sq. Ft.

Channel Letters

Lead #: P21001493

PROJECT: Gather Event Venue

FILE: Gather Event Sign 2-R1

SITE ADDRESS: 3391 Cross Creek Parkway,  
Auburn Hills, MI. 48326

REVISION:  
KP-7-19-22

LEAD: JR

LAYOUT: KP

Date:  
7-14-22

**1 Channel Letters:**  
Fabricated metal letters.  
Color / Finish T.B.D.  
Clear polycarbonate backs.  
Internally halo illuminated  
with L.E.D.s  
--Logo to be separated  
as necessary for production.  
-- Remote Mounted

**2 Channel Letters:**  
Fabricated metal letters.  
Color / Finish T.B.D.  
Acrylic backs with  
1/2" projection.  
Edge / halo illuminated  
with L.E.D.s  
--Remote Mounted

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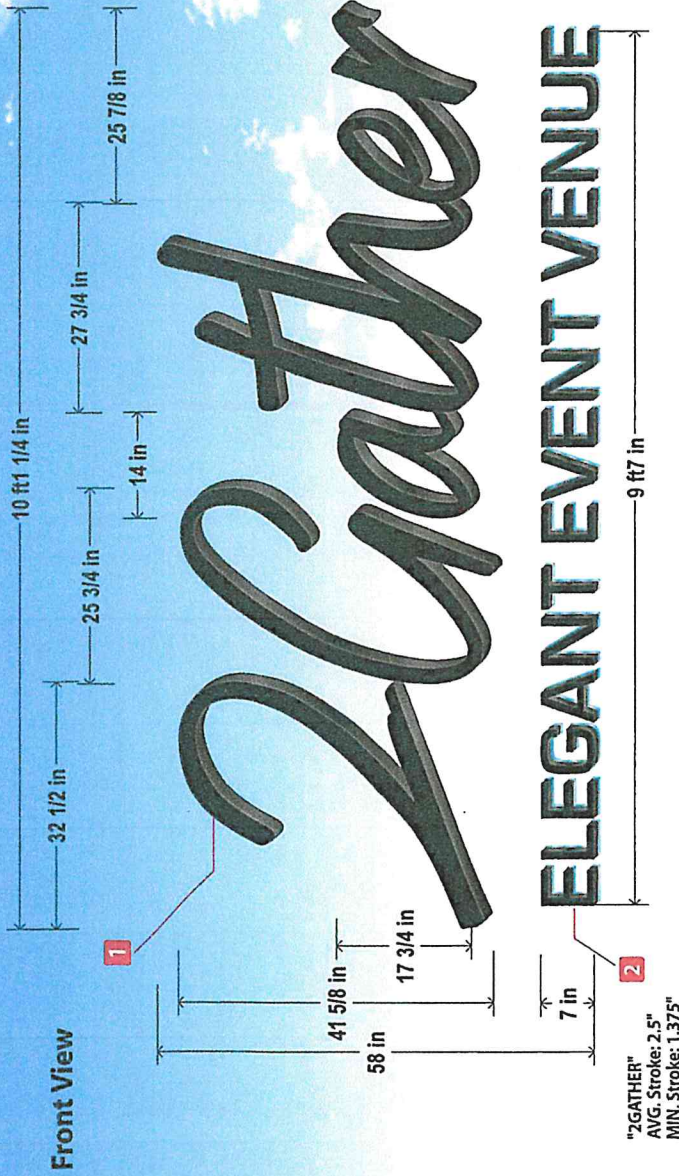
phillips SIGN & LIGHTING inc.

**PS&L**

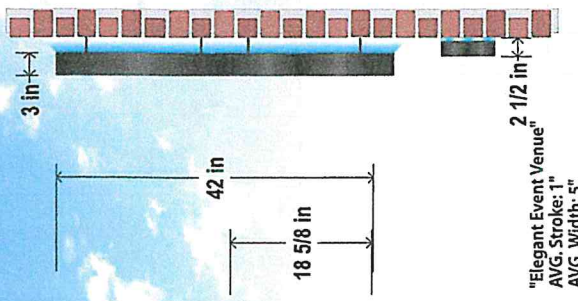
Ph: 586.468.7110

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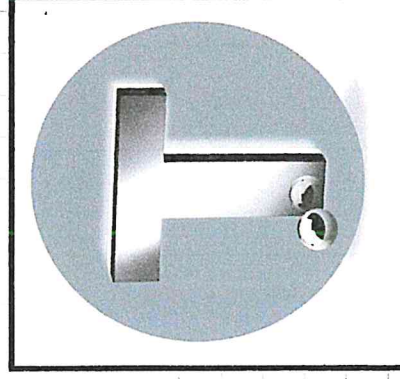
Front View



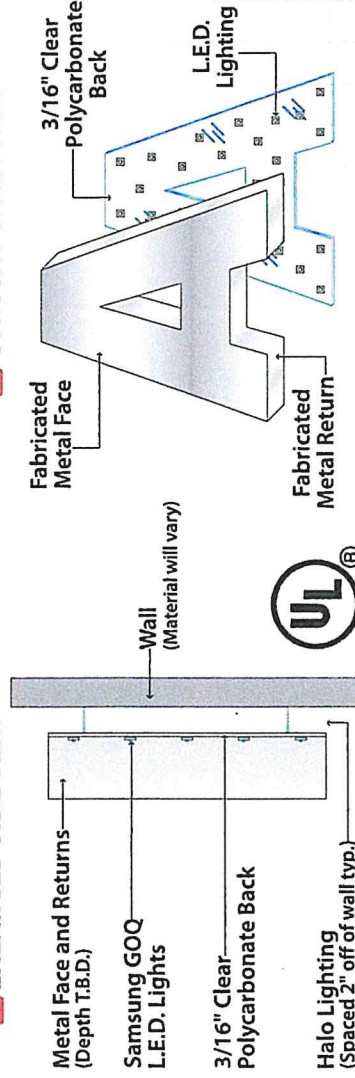
Side View



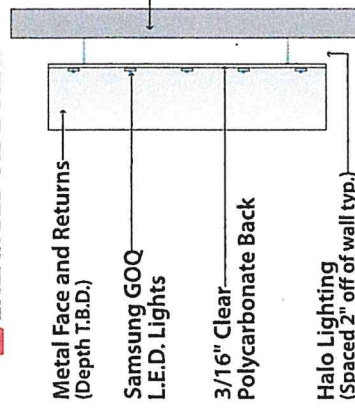
**2 Reference: Edge Lit Letters**



**1 CONSTRUCTION VIEW**



**1 ENLARGED SIDE VIEW**



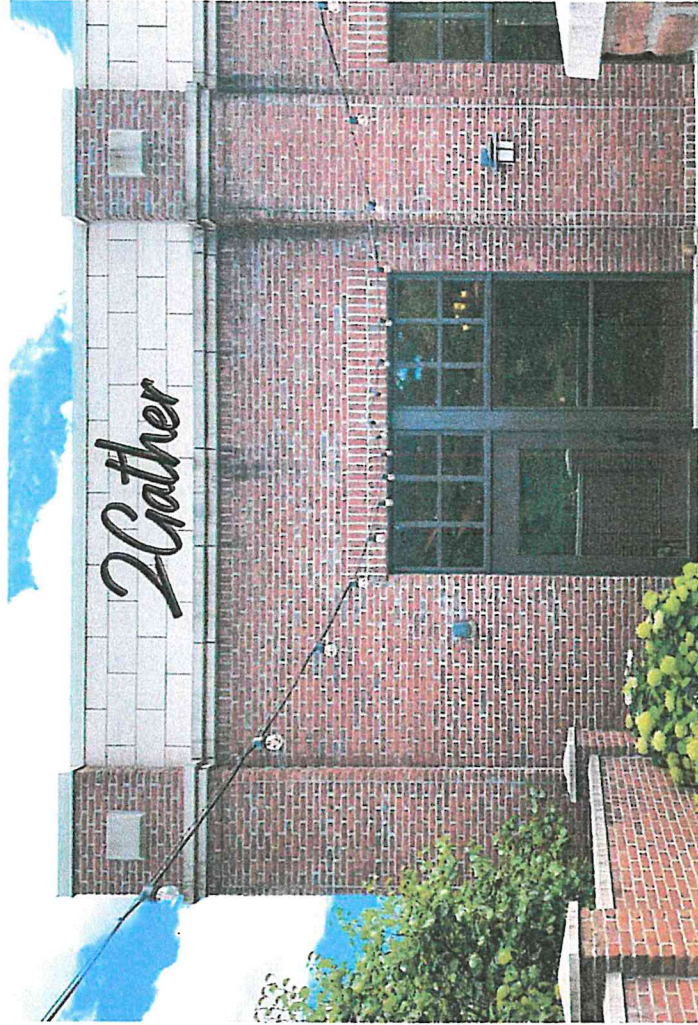
Permit: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

visit us at: **phillipssign.com**



Simulated Elevation View



Simulated Night View



Item #5

TOTAL SIGN AREA: 16.3 Sq. Ft.

Channel Letters

Lead #: P21001493

PROJECT: Gather Event Venue

FILE: Gather Event Sign 5

SITE ADDRESS: 3391 Cross Creek Parkway,  
Auburn Hills, MI. 48326

LEAD: JR

REVISION:

LAYOUT: KP

Date:  
8-1-22

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**PS&L**

Ph: 586.468.7110

visit us at: **phillipssign.com**

Approved: \_\_\_\_\_

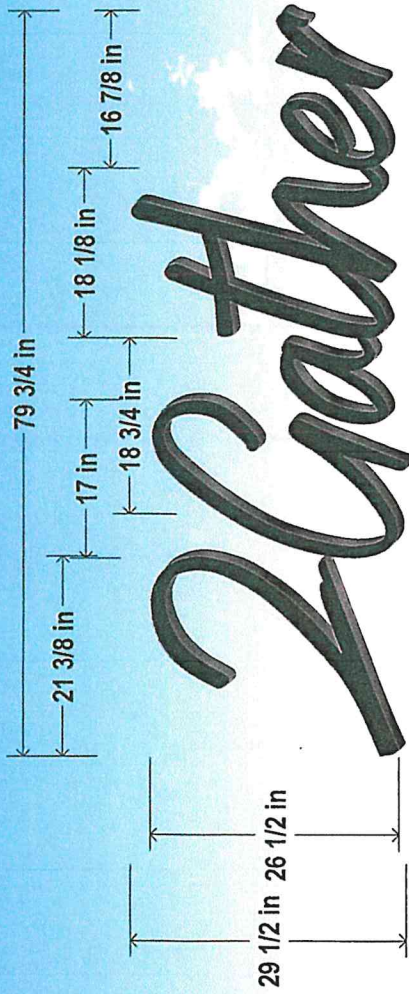
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Permit: \_\_\_\_\_

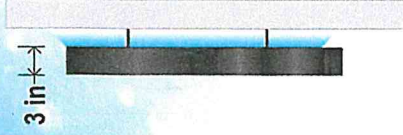
40920 Executive Drive  
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48045-1363



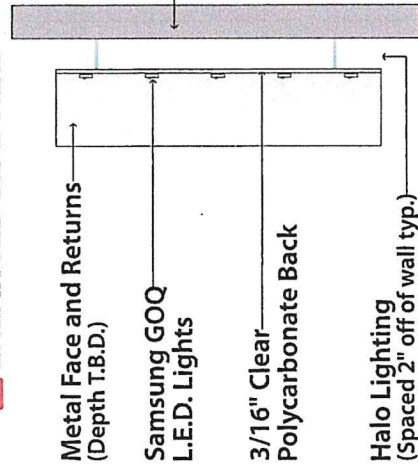
Front View



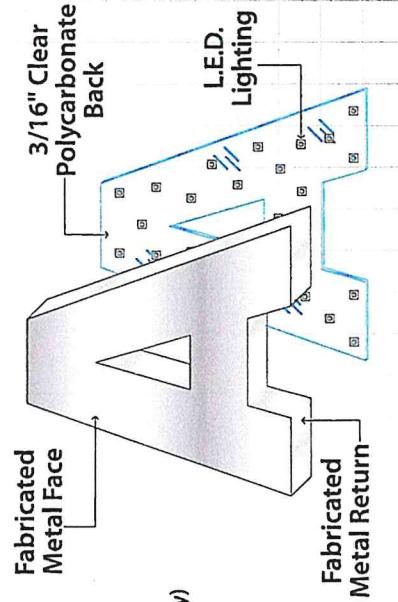
Side View



1 ENLARGED SIDE VIEW



1 CONSTRUCTION VIEW



Item #5

TOTAL SIGN AREA: 16.3 Sq. Ft.

Channel Letters

Lead #: P21001493

Project: Gather Event Venue

File: Gather Event Sign 5

SITE ADDRESS: 3391 Cross Creek Parkway,  
Auburn Hills, MI, 48326

REVISION:

LEAD: JR

LAYOUT: KP

Date:  
8-1-22

1 Channel Letters:

Fabricated metal letters.  
Color / Finish T.B.D.  
Clear polycarbonate backs.  
Internally halo illuminated  
with L.E.D.s  
-- Logo to be separated  
as necessary for production.  
-- Remote Mounted

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owners. Written consent may result in legal representation.

phillips SIGN & LIGHTING inc.

**PS&L**

Ph: 586.468.7110

visit us at:

**phillipssign.com**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Permit: \_\_\_\_\_

40920 Executive Drive  
Harrison Twp., MI  
48045-1563