



BOARD OF DIRECTORS MEETING

December 12, 2023

Immediately Following the Informational Meeting at 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 Informational Meeting Minutes – November 14, 2023
- b) TIFA Regular Meeting Minutes – November 14, 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 – November 30, 2023
- b) FY 2023 Year-End Budget Amendments

6) UNFINISHED BUSINESS

7) NEW BUSINESS

- a) Bid Award for the Demolition of 3257 Auburn Road
- b) Election of Officers
 - I. Chairman
 - II. Vice Chairman
 - III. Secretary

8) EXECUTIVE DIRECTOR REPORT

9) BOARD MEMBER COMMENTS

10) ADJOURNMENT

Next Meeting is Scheduled for January 9, 2024 at 4:00 p.m.



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: DECEMBER 4, 2023

AGENDA ITEM NO _____

TAX INCREMENT FINANCE AUTHORITY

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

November 14, 2023

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

ROLL CALL: Present: Kneffel, Goodhall, Eldredge, Gudmundsen, Moniz
Absent: Waltenspiel, Carrier
Also Present: Brandon Skopek, Assistant City Manager / TIFA Executive Director; Karen Adcock, Director of Recreation & Senior Services; Tim Wisser, Manager of Municipal Properties; Andrew Hagge, Management Assistant
Guests: None

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

PERSONS WISHING TO BE HEARD

None.

REVIEW OF PROJECTS COMPLETED OVER THE LAST YEAR

Mr. Skopek reviewed the list of completed TIFA projects in each TIF District in fiscal year 2023.

FISCAL YEAR 2022 PLANS

Mr. Skopek reviewed the project plans for each TIF District in fiscal year 2024.

ADJOURNMENT

Moved by Mr. Moniz to adjourn the TIFA Informational Meeting.

Seconded by Mr. Goodhall

Yes: Kneffel, Moniz, Goodhall, Gudmundsen, Eldredge

No: none

Motion carried

The TIFA Informational Meeting adjourned at 4:09 p.m.

Steve Goodhall
Secretary of the Board

Andrew Hagge
Management Assistant



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: DECEMBER 12, 2023

AGENDA ITEM NO _____

TAX INCREMENT FINANCE AUTHORITY

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

November 14, 2023

CALL TO ORDER: Chairman Kneffel called the meeting to order at 4:09 PM.

ROLL CALL: Present: Kneffel, Goodhall, Eldredge, Gudmundsen, Moniz
Absent: Waltenspiel, Carrier
Also Present: Brandon Skopek, Assistant City Manager / TIFA Executive Director; Karen Adcock, Director of Recreation & Senior Services; Tim Wisser, Manager of Municipal Properties; Andrew Hagge, Management Assistant
Guests: None

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

PERSONS WISHING TO BE HEARD

None.

APPROVAL OF MINUTES

A. TIFA Regular Meeting Minutes – October 10, 2023

There was no discussion on the approval of the minutes.

**Moved by Mr. Goodhall I to approve the TIFA Board of Directors Meeting Minutes from October 10, 2023 as presented.
Seconded by Mr. Moniz**

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

Motion carried

CONSENT AGENDA

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

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

**Moved by Mr. Moniz to approve the Consent Agenda.
Seconded by Mr. Goodhall**

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

Motion carried

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Bid Award for Community Center Kitchen Remodel

Mr. Wisser and Ms. Adcock presented the agenda item related to the kitchen remodel at the Community Center to the TIFA Board. Included in that presentation, Mr. Wisser advised the TIFA Board of the process to go out to bid and why they landed on K&S Ventures. Ms. Adcock explained to the TIFA Board why this action was necessary and how this remodel project would enhance the activities that can take place in the Community Center. The TIFA Board asked clarifying questions about the bid winner and their qualifications regarding kitchen appliances.

Moved by Mr. Moniz to award the contract for the kitchen renovation at the Community Center to K&S Ventures, for a total of \$271,304 and amend the TIF-D budget by increasing appropriations by \$146,304.

Seconded by Mr. Goodhall

Yes: Kneffel, Goodhall, Eldredge, Gudmundsen, Moniz

No: None

Motion Carried

B. Bid Award for Opdyke Road Streetscape Improvements

Mr. Wisser presented the agenda item related to the Opdyke Road streetscape improvements to the TIFA Board. Mr. Wisser explained the general wear and tear that has occurred to the landscaping, lighting, and irrigation improvements that were made over the last decade-plus within the Opdyke Road corridor. Furthermore, Mr. Wisser advised the TIFA Board about the city's positive working relationship with Green Meadows Lawnscape, which was the bid winner for this project.

Moved by Mr. Eldredge to award the Opdyke Road Streetscape Improvements project to Green Meadows Lawnscape for a total of \$114,426 and to amend the 2023 TIF-B budget by increasing appropriations by \$14,426.00.

Seconded by Mr. Gudmundsen

Yes: Kneffel, Goodhall, Eldredge, Gudmundsen, Moniz

No: None

Motion Carried

C. Overhead Streetlight Replacements on Executive Hills Boulevard and Featherstone Road

Mr. Wisser presented the agenda item related to overhead streetlight replacements on Executive Hills Boulevard and Featherstone Road to the TIFA Board. Mr. Wisser explained to the TIFA Board that the City of Auburn Hills now assumes responsibility for all future light replacements and associated costs. The TIFA Board asked if the 73 Cree light heads were enough, Mr. Wisser assured the TIFA Board that was the case.

Moved by Mr. Moniz to approve the procurement of 73 Cree light heads and parts from Graybar Electric, Inc., Belleville, Michigan under the MiDEAL contract #180000000463 in the amount of \$38,684.06.

Seconded by Gudmundsen

Yes: Kneffel, Goodhall, Eldredge, Gudmundsen, Moniz

No: None

Motion Carried

D. Resolution Authorizing the Executive Director to Execute MLCC Application Documents

Mr. Skopek presented the agenda item related to the execution of MLCC application documents to the TIFA Board. Mr. Skopek explained to the TIFA Board that there were some deficiencies in the application submitted by Hot Taco of Auburn Hills, LLC. The TIFA Board asked if this action was required in the previous transfer of the Class C liquor license, which involved Larco Bros. Pizza. Mr. Skopek informed the TIFA Board that this step was not previously required. Furthermore, Mr. Skopek reassured the TIFA Board that the action has been reviewed and approved by city attorney, Derk Beckerleg.

Moved by Mr. Moniz to authorize Brandon Skopek, in his capacity as Executive Director of the Auburn Hills Tax Increment Finance Authority, to execute and submit all Michigan Liquor Control Commission documents required for the transfer and removal from escrow of the Auburn Hills Tax Increment Finance Authority's Class C liquor license currently held in escrow to Hot Taco of Auburn Hills, LLC and to further authorize Brandon Skopek, in his capacity as Executive Director of the Auburn Hills Tax Increment Finance Authority, to execute on behalf of the Auburn Hills Tax Increment Finance Authority, all other documents required by the Michigan Liquor Control Commission and to also perform on behalf of the Auburn Hills Tax Increment Finance Authority all other lawful acts required by the Michigan Liquor Control Commission. Further, the Agreement between the Auburn Hills Tax Increment Finance Authority and Hot Taco of Auburn Hills, LLC dated July 12, 2023, shall remain in full force and effect.

Seconded by Mr. Eldredge

Yes: Kneffel, Goodhall, Eldredge, Gudmundsen, Moniz
No: None

Motion Carried

EXECUTIVE DIRECTOR REPORT

Mr. Skopek provided updates on the downtown parking study and the property located at 3257 Auburn Road. Regarding the downtown parking study, Mr. Skopek stated that city staff are currently working with the parking study consultant to review their findings. Mr. Skopek stated that he expects a final report, regarding downtown parking, to be published during the first quarter of 2024.

Regarding the property located at 3257 Auburn Road, Mr. Skopek notified the board that an RFP for the demolition of the building at 3257 Auburn Road has been published. The bid opening for the demolition project is scheduled for Wednesday, November 29, 2023.

BOARD MEMBER COMMENTS

The TIFA Board requested an update on Cantina El Dorado, the anticipated Mexican restaurant in downtown Auburn Hills. Mr. Skopek provided an update regarding the liquor license transfer process noting that the restaurant has applied for a conditional liquor license so that they may open the restaurant while awaiting a permanent liquor license. The restaurant hopes to open within the next month.

ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, December 12, 2023 at 4:00 p.m. in the Administrative Conference Room in City Hall at, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

ADJOURNMENT

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

Seconded by Mr. Gudmundsen

Yes: Kneffel, Goodhall, Eldredge, Gudmundsen, Moniz
No: None

Motion carried

The TIFA Board of Directors meeting adjourned at 5:15 p.m.

Steve Goodhall
Secretary of the Board

Andrew Hagge
Management Assistant



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

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director; Andrew Hagge, Management Assistant

DATE: December 4, 2023

SUBJECT: FY 2023 Adopted Budget and YTD Summary – November 30, 2023

STATEMENT OF NET POSITION

- TIF-A Cash \$2.0 million
- \$1.2 million invested TIF-A
 - \$443,613 – Investment Pooling
 - \$283,934 – Insight
 - \$559,654– MiClass
- TIF-B Cash \$3.1 million
- \$11 million invested in TIF-B
 - \$7.9 million – Insight
 - \$3.1 million – MiClass
- TIF-D Cash \$2.8 million
- \$1.3 million invested TIF-D – Insight

TIFA 85-A STATEMENT OF REVENUES AND EXPENDITURES

- Approximately 107% of budgeted revenues have been received for TIF-A in fiscal year 2023.

Property Taxes:	\$1,110,218
PPT Reimbursement:	\$281,622
Building Rental:	\$53,867
Interest:	\$41,635
EV Charging Fees:	\$622
	<u>\$1,487,964</u>
- Approximately 82% of budgeted expenditures have been utilized for fiscal year 2023.

TIFA 85-B STATEMENT OF REVENUES AND EXPENDITURES

- Approximately 126% of budgeted revenues have been received for TIF-B in fiscal year 2023.

Property Taxes:	\$1,624,914
PPT Reimbursement:	\$121,082
Interest:	\$346,962
	<u>\$2,092,958</u>
- Approximately 12% of budgeted expenditures have been utilized for fiscal year 2023.

TIFA 86-D STATEMENT OF REVENUES AND EXPENDITURES

- Approximately 177% of budgeted revenues have been received for TIF-D in fiscal year 2023.

Property Taxes:	\$196,205
PPT Reimbursement:	\$859,336
Interest:	\$65,171
EV Charging Fees:	\$445

FY 2023 Adopted Budget and YTD Summary – November 30, 2023

Federal Grants:	\$130,020
	<hr/>
	\$1,251,177

- Approximately 24% 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 November 30, 2023

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS
Balance As of 11/30/2023

GL Number	Description	YTD Balance 11/30/2023
Fund: 251 TIFA A		
*** Assets ***		
251-000-001.000	CASH	2,065,137.98
251-000-017.000	CASH - INVESTMENT POOLING	443,613.55
251-000-017.002	INVESTMENT MANAGER - CUTWATER	283,934.52
251-000-017.004	CASH - MICLASS	559,654.77
251-000-062.000	Lease Receivable	191,845.00
251-000-072.000	DUE FROM COUNTIES	510.15
251-000-084.703	DUE FROM TRUST AND AGENCY	(510.15)
251-000-130.000	LAND	6,120,355.86
251-000-132.000	LAND IMPROVEMENTS	5,170,325.27
251-000-133.000	ACCUM DEPREC-LAND & IMPROV	(2,242,635.19)
251-000-136.000	BLDGS, BLDG ADDITIONS AND	6,409,122.17
251-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(1,461,254.64)
251-000-146.000	OFFICE EQUIPMENT AND FURN	164,753.78
251-000-147.000	ACC. DEPR. - OFFICE EQUIP	(164,754.07)
251-000-158.000	CONSTRUCTION-IN-PROGRESS	15,000.26
251-000-159.000	MACHINERY & EQUIPMENT	167,877.38
251-000-160.000	ACCUM DEPREC-MACH & EQUIP	(89,156.33)
251-000-163.000	ROADS & INFRASTRUCTURE	17,713,486.23
251-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(9,202,137.80)
Total Assets		26,145,168.74
*** Liabilities ***		
251-000-211.000	RETAINAGE PAYABLE	20,613.11
251-000-275.000	DUE TO TAXPAYERS	665.88
251-000-360.001	Deferred Inflow of Resources	191,845.00
Total Liabilities		213,123.99
*** Fund Equity ***		
251-000-390.000	FUND BALANCE	25,656,500.25
Total Fund Equity		25,656,500.25
Total Fund 251:		
TOTAL ASSETS		26,145,168.74
BEG. FUND BALANCE		25,656,500.25
+ NET OF REVENUES & EXPENDITURES		275,544.50
= ENDING FUND BALANCE		25,932,044.75
+ LIABILITIES		213,123.99
= TOTAL LIABILITIES AND FUND BALANCE		26,145,168.74

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS
Balance As of 11/30/2023

GL Number	Description	YTD Balance 11/30/2023
Fund: 252 TIFA B		
*** Assets ***		
252-000-001.000	CASH	3,134,285.31
252-000-017.002	INVESTMENT MANAGER - CUTWATER	7,943,407.52
252-000-017.005	CASH - MICLASS EDGE	3,114,794.56
252-000-132.000	LAND IMPROVEMENTS	1,415,205.92
252-000-133.000	ACCUM DEPREC-LAND & IMPROV	(987,566.76)
252-000-159.000	MACHINERY & EQUIPMENT	34,200.00
252-000-160.000	ACCUM DEPREC-MACH & EQUIP	(6,840.00)
252-000-163.000	ROADS & INFRASTRUCTURE	9,772,855.05
252-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(3,033,858.03)
Total Assets		21,386,483.57
*** Liabilities ***		
252-000-275.000	DUE TO TAXPAYERS	15.12
Total Liabilities		15.12
*** Fund Equity ***		
252-000-390.000	FUND BALANCE	19,538,195.65
Total Fund Equity		19,538,195.65
Total Fund 252:		
TOTAL ASSETS		21,386,483.57
BEG. FUND BALANCE		19,538,195.65
+ NET OF REVENUES & EXPENDITURES		1,848,272.80
= ENDING FUND BALANCE		21,386,468.45
+ LIABILITIES		15.12
= TOTAL LIABILITIES AND FUND BALANCE		21,386,483.57

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS
Balance As of 11/30/2023

GL Number	Description	YTD Balance 11/30/2023
Fund: 253 TIFA D		
*** Assets ***		
253-000-001.000	CASH	2,802,850.03
253-000-017.002	INVESTMENT MANAGER - CUTWATER	1,365,832.83
253-000-130.000	LAND	2,017,211.00
253-000-132.000	LAND IMPROVEMENTS	3,726,962.87
253-000-133.000	ACCUM DEPREC-LAND & IMPROV	(1,295,202.07)
253-000-136.000	BLDGS, BLDG ADDITIONS AND	20,418,257.57
253-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(9,424,695.97)
253-000-146.000	OFFICE EQUIPMENT AND FURN	25,794.03
253-000-147.000	ACC. DEPR. - OFFICE EQUIP	(5,158.13)
253-000-158.000	CONSTRUCTION-IN-PROGRESS	170,403.43
253-000-159.000	MACHINERY & EQUIPMENT	42,919.48
253-000-160.000	ACCUM DEPREC-MACH & EQUIP	(34,852.93)
253-000-163.000	ROADS & INFRASTRUCTURE	8,984,067.60
253-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(2,530,353.23)
Total Assets		26,264,036.51
*** Liabilities ***		
253-000-275.000	DUE TO TAXPAYERS	18,625.00
Total Liabilities		18,625.00
*** Fund Equity ***		
253-000-390.000	FUND BALANCE	25,391,499.20
Total Fund Equity		25,391,499.20
Total Fund 253:		
TOTAL ASSETS		26,264,036.51
BEG. FUND BALANCE		25,391,499.20
+ NET OF REVENUES & EXPENDITURES		853,912.31
= ENDING FUND BALANCE		26,245,411.51
+ LIABILITIES		18,625.00
= TOTAL LIABILITIES AND FUND BALANCE		26,264,036.51

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 11/30/2023

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2023 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 251 TIFA A						
Account Category: Revenues						
Department: 735 TIFA A						
251-735-402.000	AD VALOREM	1,103,139.00	1,110,217.73	0.00	(7,078.73)	100.64
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 SHARE	226,970.00	281,621.73	0.00	(54,651.73)	124.08
251-735-651.400	U&A FEES - ELECTRIC VEHICLE CHARGING	300.00	622.39	0.00	(322.39)	207.46
251-735-665.000	INTEREST REVENUE	0.00	73,887.35	0.00	(73,887.35)	100.00
251-735-667.000-CHAMBER_3395	BUILDING RENTAL - EXTERNAL	20,255.00	18,528.00	1,727.00	1,727.00	91.47
251-735-667.000-PKSTRUC_3381	BUILDING RENTAL - EXTERNAL	39,539.00	35,339.04	0.00	4,199.96	89.38
251-735-669.001	INTEREST REV EXT MANAGERS	0.00	(32,252.00)	0.00	32,252.00	100.00
Total Dept 735 - TIFA A		1,390,403.00	1,487,964.24	1,727.00	(97,561.24)	107.02
Revenues		1,390,403.00	1,487,964.24	1,727.00	(97,561.24)	107.02
Account Category: Expenditures						
Department: 735 TIFA A						
251-735-722.000	WORKERS COMPENSATION	82.72	82.72	0.00	0.00	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	172.03	0.00	77.97	68.81
251-735-732.000	SOFTWARE & LICENSES SUBSCRIPTIONS	0.00	13,705.00	0.00	(13,705.00)	100.00
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	200,615.00	118,958.31	2,242.00	81,656.69	59.30
251-735-802.000	CONTRACTED SERVICES	23,000.00	17,822.54	0.00	5,177.46	77.49
251-735-802.000-CHAMBER_3395	CONTRACTED SERVICES	6,250.00	4,316.55	439.65	1,933.45	69.06
251-735-802.000-THEDEN__3388	CONTRACTED SERVICES	6,250.00	4,316.55	439.65	1,933.45	69.06
251-735-810.000	INVESTMENT MANAGEMENT FEES	410.00	1,122.14	18.29	(712.14)	273.69
251-735-817.000	CONSULTANT SERVICES	25,400.00	15,102.99	0.00	10,297.01	59.46
251-735-851.000-PKSTRUC_3381	TELEPHONE	1,160.00	1,355.81	0.00	(195.81)	116.88
251-735-851.000-THEDEN__3388	TELEPHONE	0.00	819.21	0.00	(819.21)	100.00
251-735-885.000	COMMUNITY RELATIONS	5,000.00	3,361.28	0.00	1,638.72	67.23
251-735-885.000-TREELIGHTING	COMMUNITY RELATIONS	10,000.00	8,684.16	6,527.50	1,315.84	86.84
251-735-901.000	ADVERTISING/MARKETING	5,000.00	690.00	0.00	4,310.00	13.80
251-735-921.000-CHAMBER_3395	ELECTRIC	2,086.00	1,409.68	112.75	676.32	67.58
251-735-921.000-PKSTRUC_3381	ELECTRIC	25,000.00	16,803.06	2,207.49	8,196.94	67.21
251-735-921.000-THEDEN__3388	ELECTRIC	2,260.00	1,408.77	161.91	851.23	62.33
251-735-922.000	STREET LIGHTING	41,000.00	37,996.03	4,227.98	3,003.97	92.67
251-735-922.000-RIVERSD_3311	STREET LIGHTING	6,000.00	7,464.65	684.41	(1,464.65)	124.41
251-735-922.000-SKATEPRK_202	STREET LIGHTING	300.00	215.93	23.10	84.07	71.98
251-735-923.000-CHAMBER_3395	HEAT	1,600.00	1,052.15	85.67	547.85	65.76
251-735-923.000-PKSTRUC_3381	HEAT	250.00	157.74	21.17	92.26	63.10
251-735-923.000-THEDEN__3388	HEAT	1,500.00	1,223.34	96.86	276.66	81.56
251-735-924.000-CHAMBER_3395	CABLE TV SERVICES	1,455.00	1,154.68	0.00	300.32	79.36
251-735-924.000-THEDEN__3388	CABLE TV SERVICES	2,139.00	2,458.07	0.00	(319.07)	114.92
251-735-927.000-CHAMBER_3395	WATER CONSUMPTION	1,000.00	116.05	21.10	883.95	11.61
251-735-927.000-FIREST1_3483	WATER CONSUMPTION	3,300.00	2,424.80	122.17	875.20	73.48
251-735-927.000-PKSTRUC_3381	WATER CONSUMPTION	670.00	114.99	9.10	555.01	17.16
251-735-927.000-RIVERSD_3311	WATER CONSUMPTION	42,800.00	17,240.35	105.50	25,559.65	40.28
251-735-927.000-RIVERWDS_300	WATER CONSUMPTION	1,000.00	445.21	32.70	554.79	44.52
251-735-927.000-THEDEN__3388	WATER CONSUMPTION	800.00	117.36	5.46	682.64	14.67

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 11/30/2023

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2023 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 251 TIFA A						
Account Category: Expenditures						
Department: 735 TIFA A						
251-735-929.000	IRRIGATION WATER AND MAINT.	20,000.00	44,118.71	177.29	(24,118.71)	220.59
251-735-929.000-SKATEPRK_202	IRRIGATION WATER AND MAINT.	0.00	2.23	0.00	(2.23)	100.00
251-735-931.000-CHAMBER_3395	BLDG. MAINTENANCE	6,253.00	3,941.64	75.00	2,311.36	63.04
251-735-931.000-PKSTRUC_3381	BLDG. MAINTENANCE	466,150.50	460,110.75	1,732.50	6,039.75	98.70
251-735-931.000-RIVERSD_3311	BLDG. MAINTENANCE	9,000.00	9,000.00	0.00	0.00	100.00
251-735-931.000-THEDEN_3388	BLDG. MAINTENANCE	9,000.00	7,301.49	75.00	1,698.51	81.13
251-735-937.000	PARKING LOT MAINTENANCE	2,500.00	0.00	0.00	2,500.00	0.00
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	1,588.78	0.00	(1,488.78)	1,588.78
251-735-957.002	LIABILITY INSURANCE	7,528.00	7,527.59	0.00	0.41	99.99
251-735-959.000	PROPERTY TAXES	5,500.00	1,683.66	0.00	3,816.34	30.61
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	211,898.61	0.00	(61,898.61)	141.27
251-735-972.000-RIVERSD_3311	LAND AND IMPROVEMENTS	0.00	13,790.25	0.00	(13,790.25)	100.00
251-735-995.004	ADMINISTRATIVE CHARGES	51,949.00	51,949.00	0.00	0.00	100.00
251-735-995.007	INTERFUND SERVICES	72,952.00	72,952.00	0.00	0.00	100.00
251-735-995.101	TRANSFER TO GENERAL FUND	44,242.88	44,242.88	0.00	0.00	100.00
Total Dept 735 - TIFA A		1,473,753.10	1,212,419.74	19,644.25	261,333.36	82.27
Expenditures		1,473,753.10	1,212,419.74	19,644.25	261,333.36	82.27
Fund 251 - TIFA A:						
TOTAL REVENUES		1,390,403.00	1,487,964.24	1,727.00	(97,561.24)	
TOTAL EXPENDITURES		1,473,753.10	1,212,419.74	19,644.25	261,333.36	
NET OF REVENUES & EXPENDITURES:		(83,350.10)	275,544.50	(17,917.25)	(358,894.60)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 11/30/2023

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2023 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdg Used
Fund: 252 TIFA B						
Account Category: Revenues						
Department: 736 TIFA B						
252-736-402.000	AD VALOREM	1,614,688.00	1,624,798.65	331.34	(10,110.65)	100.63
252-736-412.000	DELINQUENT PERSONAL PROPERTY	3,600.00	115.06	0.00	3,484.94	3.20
252-736-414.000	MTT YE ACCRUAL	(1,000.00)	0.00	0.00	(1,000.00)	0.00
252-736-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	121,081.86	0.00	(121,081.86)	100.00
252-736-665.000	INTEREST REVENUE	1,254.00	170,807.03	0.00	(169,553.03)	13,620.98
252-736-669.001	INTEREST REV EXT MANAGERS	0.00	176,155.00	0.00	(176,155.00)	100.00
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	2,092,957.60	331.34	(432,624.60)	126.06
Revenues		1,660,333.00	2,092,957.60	331.34	(432,624.60)	126.06
Account Category: Expenditures						
Department: 736 TIFA B						
252-736-702.000	SALARIES/WAGES	55,640.00	11,272.24	11,272.24	44,367.76	20.26
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	850.63	850.63	3,423.37	19.90
252-736-716.000	MEDICAL INSURANCE	7,192.00	2,791.71	2,571.89	4,400.29	38.82
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	34.72	23.80	223.28	13.46
252-736-719.000	EYE/DENTAL INSURANCE	1,714.00	266.93	222.96	1,447.07	15.57
252-736-720.000	PENSION DC	9,126.00	1,848.34	1,848.34	7,277.66	20.25
252-736-724.000	DISABILITY INSURANCE	1,115.00	214.81	141.14	900.19	19.27
252-736-725.000	PRESCRIPTION DRUGS	2,494.00	489.18	455.45	2,004.82	19.61
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	30,000.00	0.00	0.00	100.00
252-736-800.199	LANDSCAPE/GEN MAINT	210,426.00	89,282.49	4,972.25	121,143.51	42.43
252-736-810.000	INVESTMENT MANAGEMENT FEES	6,500.00	3,866.32	420.04	2,633.68	59.48
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	10,153.71	1,009.57	(3,453.71)	151.55
252-736-929.000	IRRIGATION WATER AND MAINT.	40,000.00	33,337.94	35.72	6,662.06	83.34
252-736-957.000	MISC/CONTINGENCY	600.00	40.78	0.00	559.22	6.80
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	0.00	0.00	100.00
252-736-995.007	INTERFUND SERVICES	30,692.00	30,692.00	0.00	0.00	100.00
Total Dept 736 - TIFA B		2,062,604.00	244,684.80	23,824.03	1,817,919.20	11.86
Expenditures		2,062,604.00	244,684.80	23,824.03	1,817,919.20	11.86
Fund 252 - TIFA B:						
TOTAL REVENUES		1,660,333.00	2,092,957.60	331.34	(432,624.60)	
TOTAL EXPENDITURES		2,062,604.00	244,684.80	23,824.03	1,817,919.20	
NET OF REVENUES & EXPENDITURES:		(402,271.00)	1,848,272.80	(23,492.69)	(2,250,543.80)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 11/30/2023

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2023 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdg Used
Fund: 253 TIFA D						
Account Category: Revenues						
Department: 737 TIFA D						
253-737-402.000	AD VALOREM	0.00	196,205.09	11.40	(196,205.09)	100.00
253-737-507.000-HAVAELECTION	FEDERAL GRANTS	0.00	5,020.00	0.00	(5,020.00)	100.00
253-737-528.000-COMMCTRKITCH	OTHER FEDERAL GRANTS	0.00	125,000.00	0.00	(125,000.00)	100.00
253-737-573.000	LOCAL COMMUNITY STABILIZATION SHARE	708,036.00	859,336.28	0.00	(151,300.28)	121.37
253-737-651.400	U&A FEES - ELECTRIC VEHICLE CHARGING	250.00	444.91	0.00	(194.91)	177.96
253-737-665.000	INTEREST REVENUE	0.00	46,107.84	0.00	(46,107.84)	100.00
253-737-669.001	INTEREST REV EXT MANAGERS	0.00	19,063.00	0.00	(19,063.00)	100.00
Total Dept 737 - TIFA D		708,286.00	1,251,177.12	11.40	(542,891.12)	176.65
Revenues		708,286.00	1,251,177.12	11.40	(542,891.12)	176.65
Account Category: Expenditures						
Department: 737 TIFA D						
253-737-757.000-FIREADM_3410	OPERATING SUPPLIES	0.00	49.66	0.00	(49.66)	100.00
253-737-800.199	LANDSCAPE/GEN MAINT	44,000.00	22,821.64	0.00	21,178.36	51.87
253-737-810.000	INVESTMENT MANAGEMENT FEES	1,200.00	1,006.88	77.91	193.12	83.91
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	56,976.20	6,215.19	(4,976.20)	109.57
253-737-927.000	WATER CONSUMPTION	100.00	354.58	0.00	(254.58)	354.58
253-737-927.000-2424SEYBURNX	WATER CONSUMPTION	400.00	0.00	0.00	400.00	0.00
253-737-927.000-2458ESEYBURN	WATER CONSUMPTION	0.00	18.75	1.16	(18.75)	100.00
253-737-927.000-ADMBLDG_1827	WATER CONSUMPTION	6,000.00	3,944.40	82.10	2,055.60	65.74
253-737-927.000-FIREADM_3410	WATER CONSUMPTION	0.00	175.52	18.57	(175.52)	100.00
253-737-927.000-LIBRARY_3400	WATER CONSUMPTION	4,000.00	2,560.49	225.56	1,439.51	64.01
253-737-927.000-SEYBURN MNSN	WATER CONSUMPTION	0.00	3,094.17	5.69	(3,094.17)	100.00
253-737-927.000-SPORTFD_1800	WATER CONSUMPTION	12,000.00	7,825.48	1,027.09	4,174.52	65.21
253-737-929.000	IRRIGATION WATER AND MAINT.	76,000.00	49,127.47	1,453.21	26,872.53	64.64
253-737-931.000-ADMBLDG_1827	BLDG. MAINTENANCE	132,850.00	39,789.00	6,939.00	93,061.00	29.95
253-737-931.000-COMMCTR_3350	BLDG. MAINTENANCE	38,750.00	38,750.00	0.00	0.00	100.00
253-737-931.000-LIBRARY_3400	BLDG. MAINTENANCE	34,800.00	34,800.00	0.00	0.00	100.00
253-737-931.000-OUTBLDG_1827	BLDG. MAINTENANCE	4,400.00	4,400.00	0.00	0.00	100.00
253-737-931.001-CIVICPK_1827	PARK MAINTENANCE	17,733.00	17,733.00	0.00	0.00	100.00
253-737-937.000	PARKING LOT MAINTENANCE	123,600.00	18,150.00	7,050.00	105,450.00	14.68
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	40.78	0.00	59.22	40.78
253-737-967.100	SITE IMPROVEMENT GRANTS	9,828.00	9,827.24	0.00	0.76	99.99
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	76,064.29	26,945.90	6,025.00	49,118.39	35.43
253-737-975.000-COMMCTRKITCH	BLDG. ADDITIONS & IMPROVEMENTS	271,304.00	12,794.69	0.00	258,509.31	4.72
253-737-975.000-FIREADM_3410	BLDG. ADDITIONS & IMPROVEMENTS	13,651.42	14,265.75	0.00	(614.33)	104.50
253-737-975.000-FIRESTATION2	BLDG. ADDITIONS & IMPROVEMENTS	580,000.00	0.00	0.00	580,000.00	0.00
253-737-975.000-STORAGE_BLDG	BLDG. ADDITIONS & IMPROVEMENTS	0.00	(60.79)	0.00	60.79	100.00
253-737-975.085	COMMUNITY CENTER	0.00	9,975.00	0.00	(9,975.00)	100.00
253-737-995.004	ADMINISTRATIVE CHARGES	16,150.00	16,150.00	0.00	0.00	100.00
253-737-995.007	INTERFUND SERVICES	5,749.00	5,749.00	0.00	0.00	100.00
Total Dept 737 - TIFA D		1,652,179.71	397,264.81	29,120.48	1,254,914.90	24.04
Expenditures		1,652,179.71	397,264.81	29,120.48	1,254,914.90	24.04

REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 11/30/2023

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	2023 Amended Budget	YTD Balance 11/30/2023	Activity For 11/30/2023	Available Balance 11/30/2023	% Bdgt Used
Fund: 253 TIFA D						
Fund 253 - TIFA D:						
TOTAL REVENUES		708,286.00	1,251,177.12	11.40	(542,891.12)	
TOTAL EXPENDITURES		1,652,179.71	397,264.81	29,120.48	1,254,914.90	
NET OF REVENUES & EXPENDITURES:		<u>(943,893.71)</u>	<u>853,912.31</u>	<u>(29,109.08)</u>	<u>(1,797,806.02)</u>	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		3,759,022.00	4,832,098.96	2,069.74	(1,073,076.96)	
TOTAL EXPENDITURES - ALL FUNDS		5,188,536.81	1,854,369.35	72,588.76	3,334,167.46	
NET OF REVENUES & EXPENDITURES:		<u>(1,429,514.81)</u>	<u>2,977,729.61</u>	<u>(70,519.02)</u>	<u>(4,407,244.42)</u>	



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

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

DATE: December 5, 2023

SUBJECT: FY 2023 Year-End Budget Amendments

INTRODUCTION AND HISTORY

Throughout the year the Tax Increment Finance Authority (TIFA) authorizes budget amendments for projects as necessary. During staff's year-end budget review, we seek to ensure the budgets are on track and whether amendments are required prior to year-end. While most line items do not require an amendment, there are a few amendments required for specific line items as identified below.

FINAL TIFA BUDGET AMENDMENTS - FY2023 (as of December 5, 2023)					
	Current Budget	Utilized	% used	Proposed Amendment	Increase/(Decrease)
<u>Dept 735 - TIFA A</u>					
251-735-732.000	-	13,705	100%	13,705	13,705
251-735-929.000	20,000	44,119	221%	45,000	25,000
251-735-972.000	150,000	211,899	141%	211,899	61,899
251-735-972.000-RIVERSD_3311	-	13,790	100%	13,791	13,791
				Total	114,395

251-735-732.000 – SOFTWARE & LICENSES SUBSCRIPTIONS

This line item contains expenses related to the EV charging stations located on the City's Municipal Campus and throughout downtown. 2023 expenses include the necessary 4G upgrades for the stations, which were approved by the TIFA Board in late 2022. Expenses also include annual support from Chargepoint, the vendor for the EV chargers.

251-735-929.000 – IRRIGATION WATER & MAINTENANCE

This line item contains expenses related to irrigation in select areas throughout the TIF-A district. As the Board may recall, this particular line item is traditionally difficult to budget for due to unknown weather conditions throughout the year.

251-735-972.000 – LAND AND IMPROVEMENTS

This line item contains expenses related to the purchase of 3257 Auburn Road. The FY2023 budget originally contained \$150,000 for the replacement of the play structure in River Woods Park, but that project has been moved to the 2024 budget and no funds or that project will be utilized in FY2023. The only anticipated expenses out of this account for 2023 are those items related to the purchase of 3257 Auburn Road. Demolition activities for 3257 Auburn Road will take place in FY 2024.

FY 2023 Year-End Budget Amendments

251-735-972.000-RIVERSD 3311 – LAND AND IMPROVEMENTS (RIVERSIDE PARK)

This line item contains expenses related to improvements within Riverside Park. Expenses for FY2023 include final retainage payments for the streambank stabilization project that was completed in 2022.

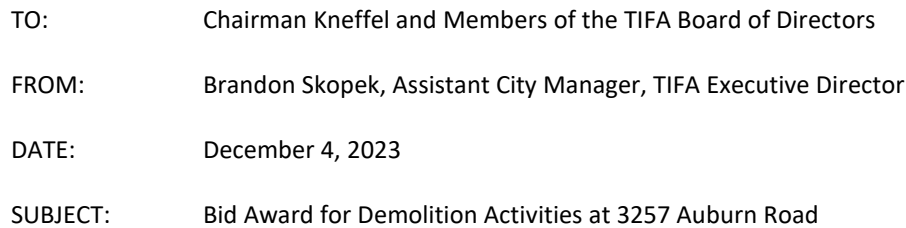
Staff has reviewed, and will continue to monitor, 2023 encumbered funds for projects that are reserved through the City's purchase order system. During the year-end budget review of expenditures, there are appropriated funds for 2023 that likely will not be realized or realized-in-full prior to the end of the year. The TIFA Board can expect to see an amendment rolling forward encumbered funds to 2023 into 2024 and amending the 2024 budget appropriately for these encumbered funds.

STAFF RECOMMENDATION

Staff recommends approval of the budget amendments for the Tax Increment Finance Authority as of December 5, 2023.



An appropriate motion is:

Move to approve the budget amendments for the Auburn Hills Tax Increment Finance Authority as of December 5, 2023 as shown in the attached amendment detail.



In August 2023 the Tax Increment Finance Authority (TIFA) Board of Directors authorized the purchase of property located at 3257 Auburn Road in downtown Auburn Hills. Following Board authorization, staff executed a purchase agreement with the seller and initiated due diligence activities at the site. Due diligence activities included a lead-based paint and asbestos survey of the building, and survey work to identify the true location of property lines. Lead-based paint and asbestos containing materials were identified during due diligence activities, but this was not unexpected due to the age of the building. Further, these items can be easily remediated by a licensed contractor prior to demolition activities. The property line survey identified that the building is encroaching approximately four (4) feet into the property located to the east. Staff had a conversation with the adjacent property owner to bring this property line discrepancy to their attention and received authorization to encroach into their property to conduct demolition activities. Staff was satisfied with the results of the due diligence activities and closed on the property on October 26, 2023.



BID ITEM:	Demolition Work 3257 Auburn Road					
BID OPENING DATE:	November 29, 2023					
BID OPENING TIME:	9:30AM					
ATTENDED BY:	Devin Lang					
COMPANY NAME	ADDRESS		Lump Sum Estimate	Anticipated Start Date	Estimated Completion Date	
Blue Star	21950 Hoover Rd. Warren, MI		\$31,400.00	n/a	8 working days	
Falcon Demolition	1087 E Lake Rd, Clio, MI 48420		\$28,900.00	01/01/24	02/01/24	
Dalco Services LLC	59187 North Ave, Ray, MI 48096		\$30,480.00	n/a	n/a	
 Mailboxes have been checked for bids that may have been mailed in						

Bid Award for Demolition Activities at 3257 Auburn Road

Falcon Demolition, LLC was the low bid at \$28,900. Falcon Demolition has favorable references and has worked with the City in the past. The Board may recall that Falcon Demolition provided demolition activities at the Seyburn Mansion in 2020. The Community Development Department has concluded that Falcon Demolition meets the minimum requirements for selection and recommends awarding the bid for demolition activities to Falcon Demolition. If awarded, Falcon Demolition could begin demolition activities as early as January 1, 2024. Demolition and restoration activities will take approximately four weeks to complete.

STAFF RECOMMENDATION

Staff recommends awarding the bid for demolition activities at 3257 Auburn Road to Falcon Demolition, LLC in an amount not to exceed \$28,900.

An appropriate motion is:

Move to award the bid for demolition activities at 3257 Auburn Road to Falcon Demolition, LLC, 1087 E. Lake Road, Clio, Michigan 48420, in the not to exceed amount of \$28,900. Furthermore, authorize a budget amendment increasing appropriations by \$28,900 in the 2024 TIF-A budget for the work that is to be conducted.



Community Development Department

1827 N. Squirrel Road - Auburn Hills, MI 48326

Phone: (248) 364-6900

Date: December 1, 2023

To: Brandon Skopek, Assistant City Manager

From: Steven J. Cohen, Director of Community Development; Devin M. Lang, Construction Coordinator

Subject: Demolition Work at 3257 Auburn Road

Per the direction of Assistant City Manager, Brandon Skopek, staff prepared a bid invitation soliciting proposals from firms for the removal of all building components, along with site demolition, on the property located at 3257 Auburn Road. The bid invitation was posted on the Michigan Inter-governmental Trade Network (MITN) on November 15, 2023.

Project Scope



1. Obtain a Demolition Permit from the City. *Notes: Permit and inspection fees will be waived. The City will arrange, secure, and pay for utility cut-offs.*
2. Secure the demolition site with temporary construction fencing and all necessary soil erosion prevention measures as required.
3. Complete the required asbestos abatement – Survey results in Appendix A.
4. Raze and remove the existing structure, which is approximately 2,128 square feet in size.
5. Break up and remove all basements, footings, foundations, slabs, etc., under the demolished structure. *Notes: Removal of the basement foundation will likely require asphalt removal in the neighboring parking lot to the East. Appropriate vehicle barricades must be provided during demolition.*
6. Remove and dispose of all debris off-site in a legal manner.
7. Backfill and compact basement and voids with engineered fill (95% modified compaction).
8. Supply and install two inches of topsoil over the disturbed areas and evenly grade.
9. Seed and mulch the disturbed areas.
10. Repair / replace disturbed concrete and asphalt as necessary.



Location of Subject Property and Surroundings

A Mandatory Pre-Bid Meeting and Site Walk was held on November 21, 2023 at 2:00 p.m. at the property. All contractors who wished to be considered for this project were required to attend. Staff allowed access to the building to five (5) contractors and answered questions raised by all those who attended.

Three (3) sealed bids were opened by Isabel Lopez, Voter Registration Clerk, on November 29, 2023 at 9:30 a.m. at the office of the City Clerk at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326. **Falcon Demolition LLC, 1087 E. Lake Road, Clio, MI 48420, submitted the lowest bid amount at \$28,900.**

BID ITEM:	Demolition Work 3257 Auburn Road					
BID OPENING DATE:	November 29, 2023					
BID OPENING TIME:	9:30AM					
ATTENDED BY:	Devin Lang					
COMPANY NAME	ADDRESS	Lump Sum Estimate	Anticipated Start Date	Estimated Completion Date		
Blue Star	21950 Hoover Rd. Warren, MI	\$31,400.00	n/a	8 working days		
Falcon Demolition	1087 E Lake Rd, Clio, MI 48420	\$28,900.00	01/01/24	02/01/24		
Dalco Services LLC	59187 North Ave, Ray, MI 48096	\$30,480.00	n/a	n/a		
 Mailboxes have been checked for bids that may have been mailed in						

Falcon Demolition LLC (Falcon) performed the demolition of the Seyburn Mansion for Auburn Hills in 2020. Auburn Hills staff had a positive experience with Falcon during this demolition. *Note: In 2020, Falcon submitted three municipal references to staff: City of Mt. Clemens, City of St. Clair Shores, and the Ottawa County Parks and Recreation. In 2020, all three agencies informed staff that Falcon Demolition LLC did a fine job with their demolition projects.*

The owner, Daniel Wayne Olds, holds a valid license as a Residential Maintenance and Alteration Contractor by the State of Michigan Department of Licensing and Regulatory Affairs.

Based on this information, Jeff Spencer, Building Official, has determined that Falcon Demolition LLC meets the minimum requirements for selection.

<u>City Manager's Office</u>	<u>Community Development Department</u>
Thomas Tanghe, City Manager	Steven Cohen, Director
Brandon Skopek, Assistant City Manager	Jeffrey Spencer, Building Official
	Devin Lang, Construction Coordinator

Staff Recommendation

Based on the results of the bid invitation process, it would be appropriate for the Tax Increment Finance Authority to award the demolition contract to Falcon Demolition LLC in the lump sum amount of \$28,900 for the removal of all building components, along with site demolition, on the property located at 3257 Auburn Road.

Falcon Demolition LLC has visited the site, participated in the November 21, 2023, pre-bid meeting, and has signed the bid document acknowledging that the company has satisfied itself with the conditions under which the work will be performed.

**CITY OF AUBURN HILLS
INVITATION TO BID**



BID NUMBER: ITB- CAH11292023-3257

BID ITEM: Demolition Work 3257 Auburn Road
Demolition and removal of the building known as 3257 Auburn Road, along with site restoration.

BID DEADLINE: **Wednesday, November 29, 2023, at 9:30 a.m.**

On behalf of the Auburn Hills Tax Increment Finance Authority (TIFA), the City of Auburn Hills (City) is soliciting bids from qualified contractors for the removal of all building components and site demolition on the property located at 3257 Auburn Road, Auburn Hills, Michigan.

General Scope of Work – City Expectations of the Contractor:

1. Obtain a Demolition Permit from the City. *Notes: Permit and inspection fees will be waived. The City will arrange, secure, and pay for utility cut-offs.*
2. Secure the demolition site with temporary construction fencing and all necessary soil erosion prevention measures as required.
3. Complete the required asbestos abatement – Survey results in Appendix A.
4. Raze and remove the existing structure, which is approximately 2,128 square feet in size.
5. Break up and remove all basements, footings, foundations, slabs, etc., under the demolished structure. *Notes: Removal of the basement foundation will likely require asphalt removal in the neighboring parking lot to the East. Appropriate vehicle barricades must be provided during demolition.*
6. Remove and dispose of all debris off-site in a legal manner.
7. Backfill and compact basement and voids with engineered fill (95% modified compaction).
8. Supply and install two inches of topsoil over the disturbed areas and evenly grade.
9. Seed and mulch the disturbed areas.
10. Repair / replace disturbed concrete and asphalt as necessary.



Location of Subject Property and Surrounding

A Mandatory Pre-Bid Meeting and Site Walk will be held on Tuesday, November 21, 2023, at 2:00 p.m. at the Property located at 3257 Auburn Road, Auburn Hills, Michigan. All Contractors who wish to be considered for this project must attend. Any proposal received from a Contractor who does not attend will not be considered for the project.

Bids to receive consideration shall be received before the specified time of opening as designated on the bid form. **NO LATE BIDS WILL BE ACCEPTED.** Submissions are to be marked **BID NUMBER AND BID NAME.** Sealed bids shall be submitted to the office of the City Clerk at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326

1) **SUBMISSION OF BIDS**

- A) All bids shall be submitted in sealed envelopes and shall include the following information on the face of the envelope:

**Bidder's Name
Bidder's Address
Bid Number
Bid Item (Name of Bid)**

Failure to do so may result in a premature opening of or failure to open such proposal. **All bids must be hand-delivered or mailed to:**

**Auburn Hills City Clerk's Office
1827 N. Squirrel Road Auburn Hills, MI 48326**

- B) Bidders are responsible for submitting proposals before the stated closing time. Delays in the mail will not be considered. Any proposal received after the stated deadline will be rejected.
- C) Any bid may be withdrawn by giving written notice to the Clerk's Office before stated closing time. After stated closing time, no bid may be withdrawn or canceled for one-hundred and eight (180) days.

2) **MINIMUM QUALIFICATIONS**

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

- A) The bidder and/or their subcontractors must be duly licensed by the appropriate authorities to provide the services required.
- B) The bidder must provide two business references where similar contracted services have been completed in the past two years.

3) **SELECTION CRITERIA**

- A) Bids will be evaluated and ranked. The bidder selected for the award will be chosen based on the greatest benefit to the City, in the complete and sole discretion of the City. Factors that may be considered when evaluating bids are price, experience, and completeness of the bid.
- B) The City's acceptance of a bid shall not constitute a formed contract, and the acceptance of a bid and award shall be contingent and conditioned upon the parties' entry into an agreement acceptable to the City.

C) Please direct your questions to Devin Lang at 248-431-2384, Monday through Friday, from 8:00 a.m. to 5:00 p.m., or via email at dlang@auburnhills.org. The deadline for City response to questions/inquiries shall be noon on Monday, November 27, 2023.

Insurance requirements for work on or within City property/facilities

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
 - \$2,000,000 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. Commercial Umbrella of at least \$4,000,000.
- d. The Contractor shall insure the Contractor's equipment and property and the City and those persons and entities described in section 1(e) herein shall not be liable and/or responsible for any damage to said equipment and/ or property.
- e. 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 their officers, 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.*
- f. The Description of Operation section of the Certificate shall also name or describe the project and/or event for which coverage is provided.

2. Owner's and Contractor's Protective Liability

The Contractor shall procure and maintain during the life of the contract Owner's and Contractor's Protective Liability and Insurance in the name of the City of Auburn Hills, in an amount not less than \$2,000,000 per occurrence, and \$4,000,000 aggregate for injuries, including death, to persons and property damage including loss of use thereof. This insurance shall be in an insurance company acceptable to the City of Auburn Hills.

3. 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:

- \$500,000 E.L. each accident
- \$500,000 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.

4. 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

5. 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

6. 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.

7. Hold Harmless/Indemnification Agreement

It is further required that all contractors providing services or performing duties for the City of Auburn Hills and/or its Authorities shall enter into a Hold Harmless/Indemnification Agreement with the City and all other entities as set forth in section 1(e) herein, in which Agreement the Contractor and its employees, representatives and agents agrees to release, indemnify, defend, and hold harmless The City of Auburn Hills, including all elected and appointed officials, all employees, representatives, and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority, and their officers, employees, representatives and volunteers from any injuries, liability, damages, expenses, attorney's fees, causes of action, suits, claims or judgments, costs, incurred and/or arising from the Contractor's performing its work, jobs, duties and/or any other actions and/or omissions of the Contractor and/or its employees, representatives and/or agents pertaining to and/or in connection with the Activity

BID NUMBER:
ITB- CAH03182020-1827

BID ITEM:
Demolition Work 3257 Auburn Road
3257 Auburn Road



BID DEADLINE:
Wednesday, November 29, 2023, at 9:30 am

- The City reserves the right to reject any or all bids or waive any irregularities which it deems in the best interest of the City.
- The bidding contractor is responsible for all costs associated with the research and preparation of their bidding document.
- Attachments may be submitted with this form
- The bidder shall be held to have visited the site, participated in a pre-bid meeting, and to have satisfied itself with the conditions under which the work will be performed.
- Price shall be held for 180 days after the date of the bid deadline.

BID SUBMISSION

Lump Sum Estimate	
Anticipated Start Date <i>(After January 1, 2023 – Timing dependent on utility disconnects)</i>	
Anticipated Completion Date	

The undersigned does hereby submit a bid to the City of Auburn Hills for the above stated services.

Company: _____

Address: _____

Phone: _____

Email: _____

Authorized Signature

Title

Printed Name

Date



Environmental Services, Inc.

28054 Center Oaks Court, Suite B • Wixom, Michigan 48393 • Voice: 248.926.3800 • Fax: 248.926.3838
105 Bradford Road, Suite 320 • Wexford, PA 15090 • Voice: 412.463.6576

Appendix A

ITB - CAH11292023-3257

September 15, 2023

Mr. Devin Lang
City of Auburn Hills
1827 N. Squirrel Road
Auburn Hills, MI 48326

**RE: ASBESTOS INSPECTION REPORT
3257 AUBURN ROAD
AUBURN HILLS, MICHIGAN
PERFORMANCE PROJECT# 2310895**

Dear Mr. Lang:

In accordance with your request, Performance Environmental Services, Inc. (*Performance*) conducted an asbestos inspection at the above referenced location. The inspection included an on-site investigation and collection of samples suspected of containing asbestos in accessible areas within the study area. The purpose of this inspection was to locate and identify materials suspected of containing asbestos.

As a result of our inspection and laboratory analysis, **the following asbestos-containing materials were identified:**

HA #	Material Description (See Bulk Sample Location Maps for locations)	Asbestos-Containing Material	~ Quantity
5	Textured paint (white) over 12" x 12" ceiling tile and brown gluepods	Gluepods	250 ft ²
7	12" x 12" Floor tile (beige) and black mastic	Floor tile	25 ft ²

Attached, please find the Asbestos Inspection Report, which includes the complete laboratory data, the chain of custody records, and Bulk Sample/HA Location Maps. If there are any questions or comments concerning this report or our recommendations, please do not hesitate to contact us.

Respectfully,

PERFORMANCE ENVIRONMENTAL SERVICES, INC.

Jeffrey S. Gross
Senior Project Manager

Dennis A. Wood
Senior Project Manager

JSG/DAW:hr

Attachments

TABLE OF CONTENTS

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3.0 INSPECTION OVERVIEW AND FINDINGS 1

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APPENDIX 1 INSPECTION DOCUMENTATION

APPENDIX 2 BULK SAMPLE/HA LOCATION MAPS

1.0 INTRODUCTION

The City of Auburn Hills contracted Performance Environmental Services, Inc. (*Performance*) to conduct an asbestos inspection of 3257 Auburn Road in Auburn Hills, Michigan. The purpose of the inspection was to identify and test materials suspected of containing asbestos. *Performance* representative Mr. Jason Skelton (Accreditation #A45759) conducted the on-site inspection and sample collection activities on September 8, 2023.

2.0 SCOPE OF WORK

The City of Auburn Hills provided locations for the scope of work and the subsequent inspection area. An EPA certified and Michigan Department of Labor and Economic Opportunity (LEO) accredited Asbestos Building Inspector performed the inspection to locate and sample materials suspected of containing asbestos. *Performance* also provided project review, report preparation and consultation services during the course of this project.

As part of this study, *Performance* completed the following:

- 1) Conducted an inspection of accessible areas to locate building materials suspected of containing asbestos;
- 2) Collected bulk material samples for subsequent analysis by Polarized Light Microscopy (PLM); and,
- 3) Submitted bulk samples collected during this inspection to a National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratory for PLM analysis.

Performance assembled the information collected during the study in this report, which details the laboratory results and locations of sampled materials.

3.0 INSPECTION OVERVIEW AND FINDINGS

3.1 SUSPECTED ASBESTOS-CONTAINING MATERIALS

As a result of our inspection, *Performance* observed twelve (12) types of material suspected of containing asbestos. The suspect materials were classified into homogeneous areas. A homogeneous area (HA) is a building material that appears similar in terms of color, texture, and apparent date of application. The materials were assigned HA numbers 1 through 12 and were compiled as follows:

HA #	Material Description	Friable (F) or Nonfriable (Cat I/II NF*)
1	Plaster (finish coat over base coat) over drywall	F
2	3" Faux wood plank flooring (white) and clear mastic	Cat I NF
3	Textured paint (white)	F
4	Sink undercoating (black)	Cat II NF
5	Textured paint (white) over 12" x 12" ceiling tile and brown gluepods	F/F/Cat II NF
6	Carpet glue (yellow)	Cat I NF

HA #	Material Description	Friable (F) or Nonfriable (Cat I/II NF*)
7	12" x 12" Floor tile (beige) and black mastic	Cat I NF
8	Roof flashing material (black)	Cat I NF
9	Flat roof membrane (black)	Cat I NF
10	Exterior door caulk (tan)	Cat II NF
11	Exterior window caulk (white)	Cat II NF
12	Exterior window glaze (white)	Cat II NF

*Cat I NF = Category I NF = Asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products, Cat II NF = All other nonfriable materials excluding Cat I NF.

3.2 IDENTIFIED ASBESTOS-CONTAINING BUILDING MATERIALS

Performance collected twenty-eight (28) bulk material samples of the identified homogeneous areas and submitted them to an NVLAP-accredited laboratory for PLM analysis. As the laboratory results indicate, **asbestos was detected in the following HA numbers:**

HA #	Material Description	Asbestos-Containing Material	Asbestos Content
5	Textured paint (white) over 12" x 12" ceiling tile and brown gluepods	Gluepods	NAD/ NAD/ 2% Chrysotile
7	12" x 12" Floor tile (beige) and black mastic	Floor tile	5% Chrysotile/ NAD

Refer to the attached Appendices for the complete laboratory data, the chain of custody records, and the Bulk Sample/HA Location Maps.

3.3 DISCUSSION

3.3.1 Asbestos Control and Management

Renovation and demolition activities, as well as some maintenance activities have the potential to disturb materials and release asbestos fibers into the environment; therefore, government agencies have created regulations to protect the health of workers potentially exposed as well as the environment.

EPA:

The Environmental Protection Agency (EPA), under the National Emission Standards for Hazardous Air Pollutants (NESHAPS), requires notification and procedures for emissions control depending on whether the asbestos material in question falls into the definition of "Regulated Asbestos-Containing Material" (RACM). NESHAPS defines RACM as:

- (a) Friable asbestos material;
- (b) Category I nonfriable ACM that has become friable;
- (c) Category I nonfriable ACM that will be or has been subjected to sanding, grinding, cutting, or abrading; or,

- (d) Category II nonfriable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.

The proceeding items summarize basic requirements for demolition and renovation projects according to the EPA NESHAPS:

(1) In a facility being **demolished**, notification requirements and procedures for asbestos emission control apply if the combined amount of RACM is (i) At least 260 linear feet on pipes or at least 160 square feet on other facility components, or (ii) At least 35 cubic feet off facility components where the length or area could not be measured previously.

(2) In a facility being **demolished**, only the notification requirements apply, if the combined amount of RACM is (i) Less than 260 linear feet on pipes or less than 160 square feet on other facility components, or (ii) Less than 35 cubic feet off facility components where the length or area could not be measured previously or there is no asbestos.

(3) If the facility is being **demolished** under an order of a State or local government agency issued because the facility is structurally unsound and in danger of imminent collapse, specific requirements apply (see NESHAPS for details).

(4) If the facility is being **renovated**, notification requirements and procedures for asbestos emission control apply if the combined amount of RACM to be stripped, removed, dislodged, cut, drilled, or similarly disturbed is (i) at least 260 linear feet on pipes, or (ii) at least 160 square feet on other facility components, or (iii) at least 35 cubic feet off facility components where the length or area could not be measured previously.

Michigan LEO:

According to the Michigan Department of Labor and Economic Opportunity (LEO), in a facility where demolition, renovation or encapsulation is to occur, notification requirements and procedures for asbestos emission control apply if the combined amount of friable asbestos-containing materials is at least 10 linear feet on pipes or at least 15 square feet on other facility components.

3.3.2 Inspection Limitations and Miscellaneous Field Notes

Performance was usually not able to conduct destructive bulk sampling in areas such as behind finished surfaces (e.g. plaster or drywall walls, hard ceilings), inside mechanical pipe chases, behind mirrored walls or behind chalkboards; therefore, the inspection was limited to areas that were accessible and/or easily exposed.

Performance did not sample any system that presented a health and safety hazard to the inspector such as energized electrical systems, elevator components, active mechanical systems, or within confined spaces.

The scope of work for this project did not include the sampling of ceramic tile. Potential asbestos-containing materials associated with ceramic tile include underlying flooring materials and/or mastic.

Although *Performance* made reasonable attempt to locate below floor heating ducts, there may be asbestos-containing heating ducts inside or under the cement slab floor that were not visible or were inaccessible.

Performance made reasonable attempt to sample the chimney stack (if present); however, there may be asbestos-containing material inside the stack that was not visible or was inaccessible.

Remodeling and renovations within buildings often result in asbestos-containing flooring products (flooring and mastics) being covered with non-asbestos flooring products. Although reasonable attempt is made to delineate flooring types during inspection activities, due to the limited destructive nature of sampling *Performance* assumes asbestos-containing materials may be present below sampled flooring in areas not inspected. It is imperative that if flooring finishes in an area differ from areas where samples were collected; additional samples are collected and analyzed of the newly uncovered material before disturbance occurs.

Polarized Light Microscopy (PLM) is not consistently reliable in detecting asbestos in certain flooring materials that may contain very small asbestos fibers that are not visible by PLM. The fibers may also be bound or obscured by the matrix of the material. Therefore, negative PLM results are not guaranteed by the laboratory. *Performance* recommends that any samples report <1% or below limit of detection should be further tested by Transmission Electron Microscopy (TEM) to positively determine if the material is an ACM.

If there are any friable asbestos-containing materials present and there is either limited or no visibility above a ceiling area, then *Performance* assumes that there may be suspect asbestos-containing debris above the ceiling areas. *Performance* recommends abating the assumed debris if located later prior to any work that might disturb this material.

Performance has prepared this report for the express use of its clients and their approved agents. Although some of the information included in this report or in portions of this report may be required to be included in notifications to various parties, this report is not intended to be used as an asbestos specification or work plan.

This report is based upon conditions observed at the property at the time of the inspection. This report does not intend to identify all hazards or to indicate that other hazards do not exist at the project site. Environmental conditions and regulations are subject to constant change and reinterpretation.

4.0 SUMMARY AND RECOMMENDATIONS

Friable Materials:

Performance did not locate any friable asbestos-containing materials during the inspection.

Category I Nonfriable Materials:

Referring to the definition of RACM in section 3.3.1, EPA NESHAPS requires removal of Category I nonfriable ACM prior to a renovation or demolition if they have become friable or if they will be or have been subjected to sanding, grinding, cutting, or abrading. *Performance* recommends abating the flooring material (HA#7) if it has the potential to be disturbed. If the identified material is not removed or disturbed and is remaining in place, then *Performance* recommends that an Operations and Maintenance Program be prepared to facilitate the in-place management of this asbestos-containing material.

Category II Nonfriable Materials:

Referring to the definition of RACM in section 3.3.1, EPA NESHAPS requires removal prior to a renovation or demolition of all Category II nonfriable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations. Due to this requirement and regulatory enforcement, *Performance* recommends abating the gluepods (HA#5) if they have the potential to be disturbed. If the identified material is not removed or disturbed, then *Performance* recommends that an Operations and Maintenance Program be prepared to facilitate the in-place management of this asbestos-containing material.

Assumed Materials:

Performance did not locate any assumed asbestos-containing materials during the inspection.

APPENDIX 1

INSPECTION DOCUMENTATION

CONTENTS

-
- ▶ **CERTIFICATES OF
LABORATORY ANALYSIS**
 - ▶ **CHAIN OF CUSTODY RECORDS**

Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)

Project: 3257 Auburn Road
Project #: 2310895

**Report To:**

Mr. Jason Skelton
Performance Environmental Services, Inc.
28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information**Asbestos Type/Percent****Non-Asbestos Material**

Lab ID #: 106330 - 01
Cust. #: 1-1
Material: Drywall/Plaster Finish Coat
Location:
Appearance: white, nonfibrous, homogenous
Layer: 1 of 2

Asbestos Present: **NO**
No Asbestos Observed

Other - 100%

Lab ID #: 106330 - 01a
Cust. #: 1-1
Material: Plaster Base Coat
Location:
Appearance: grey, nonfibrous, homogenous
Layer: 2 of 2

Asbestos Present: **NO**
No Asbestos Observed

Other - 100%

Lab ID #: 106330 - 02
Cust. #: 1-2
Material: Drywall/Plaster Finish Coat
Location:
Appearance: white, fibrous, homogenous
Layer: 1 of 2

Asbestos Present: **NO**
No Asbestos Observed

Other - 100%

For Layered Samples, each component will be analyzed and reported separately.

A handwritten signature in black ink, appearing to read "Robert T. Letarte Jr.".

Robert T. Letarte Jr., Laboratory Director

Test Method EPA 40 CFR - Part 763 and/or EPA 600/R-93/116 was used to analyze the above samples. Matrix interference and/or resolution limits may yield false/negative results in certain circumstances. Suspect floor tiles containing <1% should be tested with SEM or TEM. This certificate of analysis relates only to the samples as submitted and to insure the integrity of the results, may only be reproduced in full. This certificate must not be used by the customer to claim product certification, approval, or endorsement by NVLAP, NIST, or any agency of the Federal Government. Liability limited to cost of analysis.



NVLAP Lab Code 102118-0

APEX Research Inc., 7717 Kensington Ct., Brighton, MI 48116
(734) 449-9990, Fax (734) 449-9991

Page 1 of 15

Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)

Project: 3257 Auburn Road
Project #: 2310895

**Report To:**

Mr. Jason Skelton
Performance Environmental Services, Inc.
28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 106330 - 02a Cust. #: 1-2 Material: Plaster Base Coat Location: Appearance: grey,fibrous,homogenous Layer: 2 of 2	Asbestos Present: NO No Asbestos Observed	Cellulose - 2% Other - 98%
Lab ID #: 106330 - 03 Cust. #: 1-3 Material: Plaster Finish Coat Location: Appearance: white,nonfibrous,homogenous Layer: 1 of 3	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 106330 - 03a Cust. #: 1-3 Material: Plaster Base Coat Location: Appearance: grey,fibrous,homogenous Layer: 2 of 3	Asbestos Present: NO No Asbestos Observed	Cellulose - 1% Other - 99%

For Layered Samples, each component will be analyzed and reported separately.

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Robert T. Letarte Jr., Laboratory Director

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Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)

Project: 3257 Auburn Road
Project #: 2310895

**Report To:**

Mr. Jason Skelton
Performance Environmental Services, Inc.
28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information**Asbestos Type/Percent****Non-Asbestos Material**

Lab ID #: 106330 - 03b
Cust. #: 1-3
Material: Drywall
Location:
Appearance: white, fibrous, nonhomogenous
Layer: 3 of 3

Asbestos Present: **NO**
No Asbestos Observed

Cellulose - 20%
Other - 80%

Lab ID #: 106330 - 04
Cust. #: 1-4
Material: Plaster Finish Coat
Location:
Appearance: white, nonfibrous, homogenous
Layer: 1 of 3

Asbestos Present: **NO**
No Asbestos Observed

Other - 100%

Lab ID #: 106330 - 04a
Cust. #: 1-4
Material: Plaster Base Coat
Location:
Appearance: grey, fibrous, homogenous
Layer: 2 of 3

Asbestos Present: **NO**
No Asbestos Observed

Cellulose - 2%
Other - 98%

For Layered Samples, each component will be analyzed and reported separately.

A handwritten signature in black ink, appearing to read "Robert T. Letarte Jr.".

Robert T. Letarte Jr., Laboratory Director

Test Method EPA 40 CFR - Part 763 and/or EPA 600/R-93/116 was used to analyze the above samples. Matrix interference and/or resolution limits may yield false/negative results in certain circumstances. Suspect floor tiles containing <1% should be tested with SEM or TEM. This certificate of analysis relates only to the samples as submitted and to insure the integrity of the results, may only be reproduced in full. This certificate must not be used by the customer to claim product certification, approval, or endorsement by NVLAP, NIST, or any agency of the Federal Government. Liability limited to cost of analysis.



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Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)



Project: 3257 Auburn Road
Project #: 2310895

Report To:

Mr. Jason Skelton
Performance Environmental Services, Inc.
28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information**Asbestos Type/Percent****Non-Asbestos Material**

Lab ID #: 106330 - 04b
Cust. #: 1-4
Material: Drywall
Location:
Appearance: white, fibrous, nonhomogenous
Layer: 3 of 3

Asbestos Present: **NO**
No Asbestos Observed

Cellulose - 20%
Other - 80%

Lab ID #: 106330 - 05
Cust. #: 2-1
Material: 3" Faux Wood Plank Flooring-White
Location:
Appearance: brown, nonfibrous, homogenous
Layer: 1 of 3

Asbestos Present: **NO**
No Asbestos Observed

Other - 100%

Lab ID #: 106330 - 05a
Cust. #: 2-1
Material: Glue
Location:
Appearance: clear, nonfibrous, homogenous
Layer: 2 of 3

Asbestos Present: **NO**
No Asbestos Observed

Other - 100%

For Layered Samples, each component will be analyzed and reported separately.

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Robert T. Letarte Jr., Laboratory Director

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Test Method, Polarized Light Microscopy (PLM)



Project: 3257 Auburn Road
Project #: 2310895

Report To:

Mr. Jason Skelton
Performance Environmental Services, Inc.
28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information**Asbestos Type/Percent****Non-Asbestos Material**

Lab ID #: 106330 - 05b

Cust. #: 2-1

Material: Fiberboard

Location:

Appearance: brown, fibrous, homogenous

Layer: 3 of 3

Asbestos Present: **NO**

No Asbestos Observed

Cellulose - 90%

Other - 10%

Lab ID #: 106330 - 06

Cust. #: 2-2

Material: 3" Faux Wood Plank Flooring-White

Location:

Appearance: brown, nonfibrous, homogenous

Layer: 1 of 3

Asbestos Present: **NO**

No Asbestos Observed

Other - 100%

Lab ID #: 106330 - 06a

Cust. #: 2-2

Material: Glue

Location:

Appearance: clear, nonfibrous, homogenous

Layer: 2 of 3

Asbestos Present: **NO**

No Asbestos Observed

Other - 100%

For Layered Samples, each component will be analyzed and reported separately.

A handwritten signature in black ink, appearing to read "Robert T. Letarte Jr.".

Robert T. Letarte Jr., Laboratory Director

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Page 5 of 15

Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)



Project: 3257 Auburn Road
Project #: 2310895

Report To:

Mr. Jason Skelton
Performance Environmental Services, Inc.
28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information**Asbestos Type/Percent****Non-Asbestos Material**

Lab ID #: 106330 - 06b
Cust. #: 2-2
Material: Fiberboard
Location:
Appearance: brown, fibrous, homogenous
Layer: 3 of 3

Asbestos Present: **NO**
No Asbestos Observed

Cellulose - 80%
Other - 20%

Lab ID #: 106330 - 07
Cust. #: 3-1
Material: Textured Paint-White
Location:
Appearance: white, nonfibrous, homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Wollastonite - 1%
Other - 99%

Lab ID #: 106330 - 08
Cust. #: 3-2
Material: Textured Paint-White
Location:
Appearance: white, nonfibrous, homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Wollastonite - 1%
Other - 99%

For Layered Samples, each component will be analyzed and reported separately.

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Robert T. Letarte Jr., Laboratory Director

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Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)



Project: 3257 Auburn Road
Project #: 2310895

Report To:

Mr. Jason Skelton
Performance Environmental Services, Inc.
28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information**Asbestos Type/Percent****Non-Asbestos Material**

Lab ID #: 106330 - 09
Cust. #: 3-3
Material: Textured Paint-White
Location:
Appearance: white, nonfibrous, homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Wollastonite - 1%
Other - 99%

Lab ID #: 106330 - 10
Cust. #: 3-4
Material: Textured Paint-White
Location:
Appearance: white, nonfibrous, homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Wollastonite - 1%
Other - 99%

Lab ID #: 106330 - 11
Cust. #: 4-1
Material: Sink Undercoating-Black
Location:
Appearance: black, nonfibrous, homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Cellulose - 1%
Other - 99%

For Layered Samples, each component will be analyzed and reported separately.

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Robert T. Letarte Jr., Laboratory Director

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Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)



Project: 3257 Auburn Road
Project #: 2310895

Report To:

Mr. Jason Skelton
Performance Environmental Services, Inc.
28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information**Asbestos Type/Percent****Non-Asbestos Material**

Lab ID #: 106330 - 12
Cust. #: 4-2
Material: Sink Undercoating-Black
Location:
Appearance: white, nonfibrous, homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Cellulose - 1%
Other - 99%

Lab ID #: 106330 - 13
Cust. #: 5-1
Material: Textured Paint-White
Location:
Appearance: white, nonfibrous, homogenous
Layer: 1 of 3

Asbestos Present: **NO**
No Asbestos Observed

Wollastonite - 1%
Other - 99%

Lab ID #: 106330 - 13a
Cust. #: 5-1
Material: 12"x12" Ceiling Tile-Brown
Location:
Appearance: brown, fibrous, homogenous
Layer: 2 of 3

Asbestos Present: **NO**
No Asbestos Observed

Cellulose - 90%
Other - 10%

For Layered Samples, each component will be analyzed and reported separately.

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Robert T. Letarte Jr., Laboratory Director

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Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)



Project: 3257 Auburn Road
Project #: 2310895

Report To:

Mr. Jason Skelton
Performance Environmental Services, Inc.
28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information**Asbestos Type/Percent****Non-Asbestos Material**

Lab ID #: 106330 - 13b
Cust. #: 5-1
Material: Glue Pod-Brown
Location:
Appearance: brown, fibrous, homogenous
Layer: 3 of 3

Asbestos Present: **YES**
Chrysotile - 2%

Other - 98%

Lab ID #: 106330 - 14
Cust. #: 5-2
Material: Textured Paint-White
Location:
Appearance: white, nonfibrous, homogenous
Layer: 1 of 3

Asbestos Present: **NO**
No Asbestos Observed

Wollastonite - 1%
Other - 99%

Lab ID #: 106330 - 14a
Cust. #: 5-2
Material: 12"x12" Ceiling Tile-Brown
Location:
Appearance: brown, fibrous, homogenous
Layer: 2 of 3

Asbestos Present: **NO**
No Asbestos Observed

Cellulose - 90%
Other - 10%

For Layered Samples, each component will be analyzed and reported separately.

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Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)



Project: 3257 Auburn Road
Project #: 2310895

Report To:

Mr. Jason Skelton
Performance Environmental Services, Inc.
28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information**Asbestos Type/Percent****Non-Asbestos Material**

Lab ID #: 106330 - 14b
Cust. #: 5-2
Material: Glue Pod-Brown
Location:
Appearance:
Layer: 3 of 3

Asbestos Present:

NOT ANALYZED

Lab ID #: 106330 - 15
Cust. #: 6-1
Material: Carpet Glue-Yellow
Location:
Appearance: yellow,nonfibrous,homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Other - 100%

Lab ID #: 106330 - 16
Cust. #: 6-2
Material: Carpet Glue-Yellow
Location:
Appearance: yellow,nonfibrous,homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Other - 100%

For Layered Samples, each component will be analyzed and reported separately.

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Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)

Project: 3257 Auburn Road
Project #: 2310895

**Report To:**

Mr. Jason Skelton
Performance Environmental Services, Inc.
28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 106330 - 17 Cust. #: 7-1 Material: 12"x12" Floor Tile-Beige Location: Appearance: grey,fibrous,homogenous Layer: 1 of 2	Asbestos Present: YES Chrysotile - 5%	Other - 95%
Lab ID #: 106330 - 17a Cust. #: 7-1 Material: Black Mastic Location: Appearance: black,nonfibrous,homogenous Layer: 2 of 2	Asbestos Present: NO No Asbestos Observed	Other - 100%
Lab ID #: 106330 - 18 Cust. #: 7-2 Material: 12"x12" Floor Tile-Beige Location: Appearance: Layer: 1 of 2	Asbestos Present: NOT ANALYZED	

For Layered Samples, each component will be analyzed and reported separately.

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Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)



Project: 3257 Auburn Road
Project #: 2310895

Report To:

Mr. Jason Skelton
Performance Environmental Services, Inc.
28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information**Asbestos Type/Percent****Non-Asbestos Material**

Lab ID #: 106330 - 18a
Cust. #: 7-2
Material: Black Mastic
Location:
Appearance: black, nonfibrous, homogenous
Layer: 2 of 2

Asbestos Present: **NO**
No Asbestos Observed

Other - 100%

Lab ID #: 106330 - 19
Cust. #: 8-1
Material: Roof Flashing Material-Black
Location:
Appearance: black, fibrous, homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Cellulose - 20%
Other - 80%

Lab ID #: 106330 - 20
Cust. #: 8-2
Material: Roof Flashing Material-Black
Location:
Appearance: black, fibrous, homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Cellulose - 20%
Other - 80%

For Layered Samples, each component will be analyzed and reported separately.

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Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)

Project: 3257 Auburn Road
Project #: 2310895

**Report To:**

Mr. Jason Skelton
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28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information	Asbestos Type/Percent	Non-Asbestos Material
Lab ID #: 106330 - 21 Cust. #: 9-1 Material: Flat Roof Membrane-Black/Tar & Felt Location: Appearance: black, fibrous, nonhomogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 10% Synthetic - 15% Other - 75%
Lab ID #: 106330 - 22 Cust. #: 9-2 Material: Flat Roof Membrane-Black/Tar & Felt Location: Appearance: black, fibrous, nonhomogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Cellulose - 10% Synthetic - 20% Other - 70%
Lab ID #: 106330 - 23 Cust. #: 10-1 Material: Exterior Door Caulk-Tan Location: Appearance: beige, nonfibrous, homogenous Layer: 1 of 1	Asbestos Present: NO No Asbestos Observed	Other - 100%

For Layered Samples, each component will be analyzed and reported separately.

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Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)

Project: 3257 Auburn Road
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Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information**Asbestos Type/Percent****Non-Asbestos Material**

Lab ID #: 106330 - 24
Cust. #: 10-2
Material: Exterior Door Caulk-Tan
Location:
Appearance: beige, nonfibrous, homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Other - 100%

Lab ID #: 106330 - 25
Cust. #: 11-1
Material: Exterior Window Caulk-White
Location:
Appearance: white, nonfibrous, homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Other - 100%

Lab ID #: 106330 - 26
Cust. #: 11-2
Material: Exterior Window Caulk-White
Location:
Appearance: white, nonfibrous, homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Other - 100%

For Layered Samples, each component will be analyzed and reported separately.

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Certificate of Laboratory Analysis

Test Method, Polarized Light Microscopy (PLM)



Project: 3257 Auburn Road
Project #: 2310895

Report To:

Mr. Jason Skelton
Performance Environmental Services, Inc.
28054 Center Oak Ct. Ste B
Wixom, MI 48393

ARI Report # 23-106330
Date Collected: 09/08/23
Date Received: 09/11/23
Date Analyzed: 09/12/23
Date Reported: 09/13/23

Sample Information**Asbestos Type/Percent****Non-Asbestos Material**

Lab ID #: 106330 - 27
Cust. #: 12-1
Material: Exterior Window Glaze-White
Location:
Appearance: white, nonfibrous, homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Cellulose - 1%
Other - 99%

Lab ID #: 106330 - 28
Cust. #: 12-2
Material: Exterior Window Glaze-White
Location:
Appearance: white, nonfibrous, homogenous
Layer: 1 of 1

Asbestos Present: **NO**
No Asbestos Observed

Other - 100%

Lab ID #:
Cust. #:
Material:
Location:
Appearance:
Layer: of

Asbestos Present:

For Layered Samples, each component will be analyzed and reported separately.

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Robert T. Letarte Jr., Laboratory Director

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Page 15 of 15

PROJECT #:

2310895

CLIENT:

City of Auburn Hills

DATE COLLECTED:

9/8/23

PROJECT:

3257 Auburn Road

LOCATION:

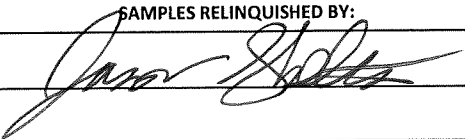
Auburn Hills, MI

TECHNICIAN 1:

Jason Skelton

TECHNICIAN 2:

RECEIVED

SAMPLES RELINQUISHED BY:		DATE:		SAMPLES ACCEPTED BY:		DATE: 2023
		9/8/23		GHTB 1012		SEP 11 2023
						APEX RESEARCH
NOTIFY RESULTS VIA:		labdata@perform-env.com	TURNAROUND TIME:	48 hour	TEST HA LAYERS UNTIL POSITIVE:	yes
HA NUMBER	SAMPLE NUMBER	MATERIAL DESCRIPTION	SAMPLING LOCATION	TEM VERIFY (PLM ≤ 1%)	COMMENTS/RESULTS	
1	1-1	Drywall and Joint Compound	SEE MAP			
1	1-2	↓ ↓	↓			
1	1-3					
1	1-4					
2	2-1	3" Faux wood Plank flooring (white)				
2	2-2	↓ ↓	↓			
3	3-1	Textured Paint (white)				
3	3-2	↓ ↓	↓			
3	3-3					
3	3-4	↓ ↓	↓			

Performance

Environmental Services, Inc.

Apex #

106330

Page

2

PLM LABORATORY CHAIN OF CUSTODY

PROJECT #: 2310895 CLIENT: City of Auburn Hills DATE COLLECTED: 9/8/23
 PROJECT: 3257 Auburn Road LOCATION: Auburn Hills, MI
 TECHNICIAN 1: Jason Skelton TECHNICIAN 2:

RECEIVED

SAMPLES RELINQUISHED BY:			DATE:	SAMPLES ACCEPTED BY:		DATE:
Jason Skelton			9/8/23	C. Skelton		SEP 11 2023
						APEX RESEARCH
NOTIFY RESULTS VIA:		labdata@perform-env.com	TURNAROUND TIME:	48 hour	TEST HA LAYERS UNTIL POSITIVE:	yes
HA NUMBER	SAMPLE NUMBER	MATERIAL DESCRIPTION	SAMPLING LOCATION	TEM VERIFY (PLM ≤ 1%)	COMMENTS/RESULTS	
4	4-1	Sink Undercoating (black)	SEE MAP			
4	4-2	↓ ↓				
5	5-1	Textured Paint (white) over 12"x12" ceiling tile and				
5	5-2	glue Pops (brown) ↓				
6	6-1	Carpet glue (yellow)				
6	6-2	↓ ↓				
7	7-1	12"x12" Floor tile (beige) and black mastic				
7	7-2	↓ ↓				
8	8-1	Roof flashing material (black)				
8	8-2	↓ ↓				

Performance

Environmental Services, Inc.

Apex #

106330

Page



3

PLM LABORATORY CHAIN OF CUSTODY

PROJECT #: 2310895 CLIENT: City of Auburn Hills DATE COLLECTED: 9/8/23

PROJECT: 3257 Auburn Road LOCATION: Auburn Hills, MI

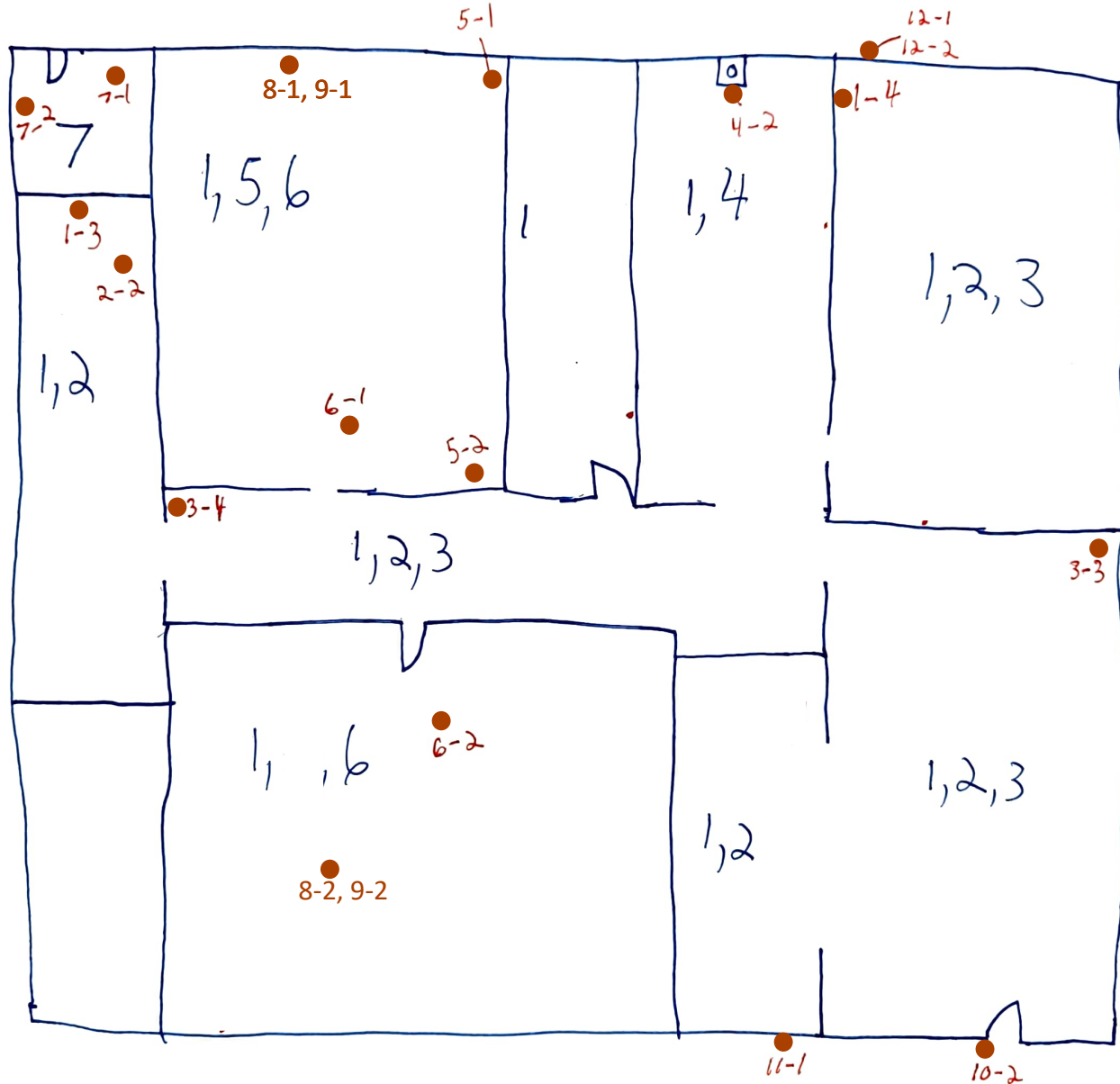
TECHNICIAN 1: Jason Skelton TECHNICIAN 2:

SAMPLES RELINQUISHED BY:			DATE:	SAMPLES ACCEPTED BY:		RECEIVED DATE:
			9/8/23			SEP 11 2023
NOTIFY RESULTS VIA:			labdata@perform-env.com	TURNAROUND TIME:	48 hour	TEST HA LAYERS UNTIL POSITIVE: YES
HA NUMBER	SAMPLE NUMBER	MATERIAL DESCRIPTION	SAMPLING LOCATION	TEM VERIFY (PLM ≤ 1%)	COMMENTS/RESULTS	
9	9-1	Flat roof membrane (black)	SEE MAP ↓ ↓ ↓ ↓ ↓ ↓ ↓			
9	9-2	↓ ↓				
10	10-1	Exterior door caulk (tan)				
10	10-2	↓ ↓				
11	11-1	Exterior window caulk (white)				
11	11-2	↓ ↓				
12	12-1	Exterior window glaze (white)				
12	12-2	↓ ↓				

APPENDIX 2

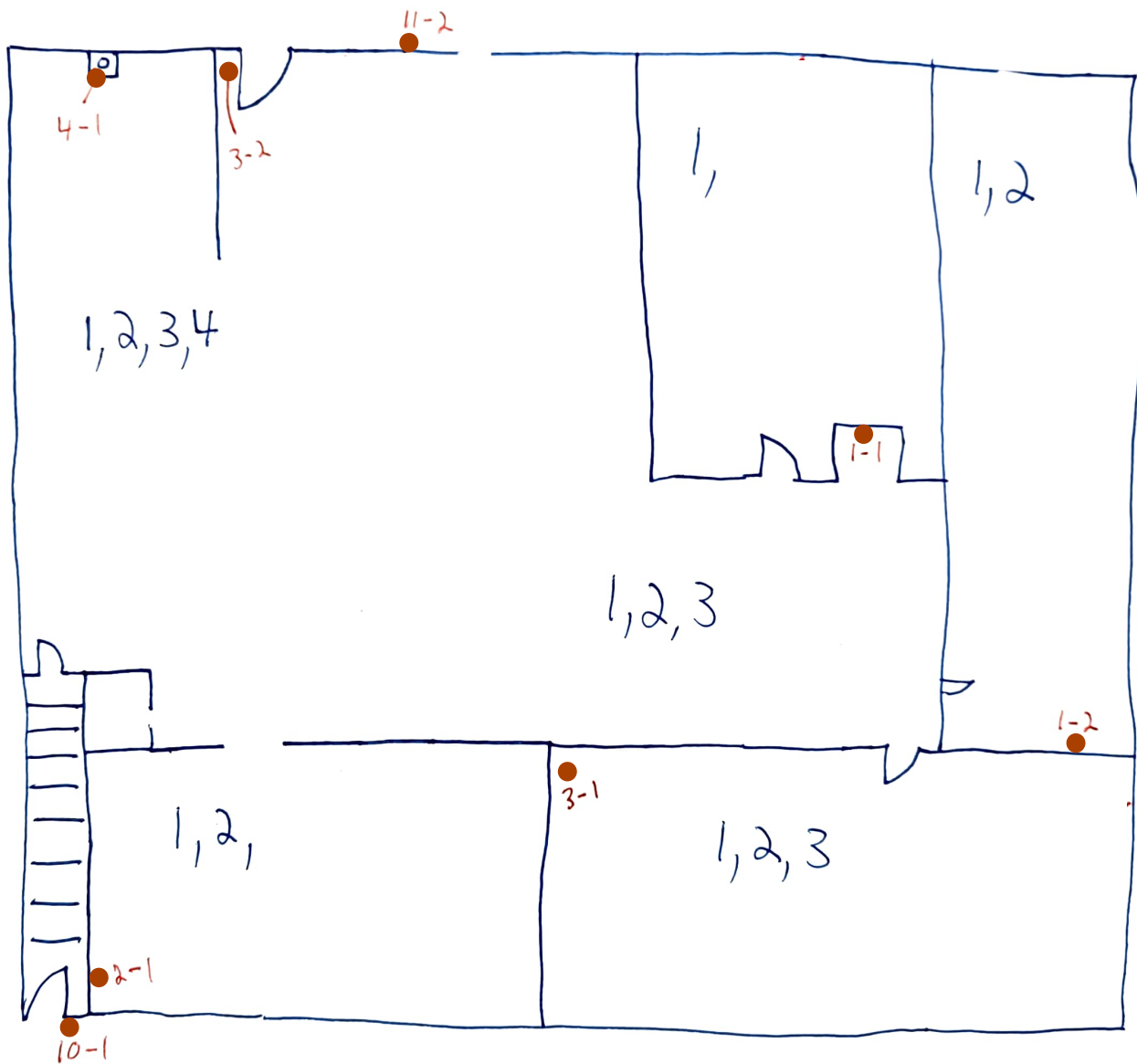
BULK SAMPLE/HA LOCATION MAPS

Unit B





Unit A



BID NUMBER:
ITB-CAH03182020-1827

BID ITEM:
Demolition Work 3257 Auburn Road
3257 Auburn Road



BID DEADLINE:
Wednesday, November 29, 2023, at 9:30 am

- The City reserves the right to reject any or all bids or waive any irregularities which it deems in the best interest of the City.
- The bidding contractor is responsible for all costs associated with the research and preparation of their bidding document.
- Attachments may be submitted with this form
- The bidder shall be held to have visited the site, participated in a pre-bid meeting, and to have satisfied itself with the conditions under which the work will be performed.
- Price shall be held for 180 days after the date of the bid deadline.

BID SUBMISSION

Lump Sum Estimate	\$28,900. —
Anticipated Start Date (After January 1, 2023 – Timing dependent on utility disconnects)	1-1-24
Anticipated Completion Date	2-1-24

The undersigned does hereby submit a bid to the City of Auburn Hills for the above stated services.

Company: Falcon Demolition LLC
Address: 1087 E. Lake Rd Clia MI 48420
Phone: (810) 336-5849
Email: FalconDemolition@gmail.com


Authorized Signature

Owner
Title

Daniel W Olds
Printed Name

11/27/23
Date



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

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

DATE: December 4, 2023

SUBJECT: Election of Officers

No additional written material provided.

At this time, the floor will be opened for nomination of Chairperson, Vice Chairperson, and Secretary of the Board for 2024.