



## **SPECIAL BOARD OF DIRECTORS MEETING**

July 25, 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) NEW BUSINESS
  - a) Award a Contract for Professional Services for the Fire Station 2 Modernization Project
- 4) EXECUTIVE SESSION
  - a) Discussion of the Acquisition of Real Estate
- 5) ADJOURNMENT



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

FROM: Brandon Skopek, Assistant City Manager, TIFA Executive Director; Adam Massingill, Fire Chief

DATE: July 17, 2023

SUBJECT: Award a Contract for Professional Services for the Fire Station 2 Modernization Project

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### **INTRODUCTION AND HISTORY**

Over the past 20 years, the fire department has transitioned from a paid on-call to a full-time fire department that operates from our three strategically located stations. Twenty-five full-time personnel and twelve part-time personnel rotate work with three shifts each working 24-hours at a time. The existing stations were not designed for 24-hour staffing and have been adapted as best possible to accommodate overnight crews. As with most communities, the department continues to see a steady increase in call volume and increased demand on our responders. As the working model for firefighters has evolved, the design and layout of Station 2 has become obsolete and in need of modernization.

In January 2023 Fire Department Administrative Staff moved from Station 2, which is in the Public Safety Building on the municipal campus into a new administrative building. The purpose of this move was in part to allow for the modernization of Station 2. The goal of the modernization is to improve working conditions, increase productivity, and improve service delivery. Modern facilities that incorporate decontamination and isolation of carcinogens through a hot, warm, and cold zone design will help to improve working conditions for firefighters. Updated workstations and better work area layout will increase productivity, and the ability to relocate bunkrooms from the basement to the first floor will decrease response times at Station 2, which is the busiest station.

Based on the RFP created by staff, the department received six bids and a bid opening was conducted on June 6, 2023. Below is a table representing the bid amount from lowest to highest.

<b>Spicer Group</b>	<b>\$58,500.00</b>
Auger Klein Aller Architects, Inc	\$62,500.00
Redstone Architects	\$30,360.00 + 12% Construction Cost
DLZ	\$80,500.00
Wightman	\$96,988.00
A3C Collaborative Architecture	\$78,750.00

Following the bid opening, staff reviewed each of the proposals to ensure bidders met the requirements described in the RFP. The evaluation process followed framework established when the Fire Department and DPW collaborated to identify an architecture firm for Fire Station 1 and Station 3 modernization design in 2021. Staff determined that all bid submissions met the intent of the RFP and that all bidders would be capable of performing the work in a satisfactory manner. Based on staff evaluations, Fire Department and DPW staff interviewed the

**Award a Contract for Professional Services for the Fire Station 2 Modernization Project**

Spicer Group as the identified lowest bidder for the design work. Following the interview, both Fire Department and DPW staff agreed that Spicer Group would be recommended to TIFA for design work to complete modernization of Fire Station 2.

**STAFF RECOMMENDATION**

There is sufficient funding for this endeavor in TIF D District budget. Staff recommends awarding a contract for professional services for architectural design for Fire Station 2 Modernization to Spicer Group.

**MOTION**

**Move to award a contract for professional services for architectural design for the Fire Station 2 Modernization Project to Spicer Group in the amount not to exceed \$58,500. Funding for this endeavor is budgeted in account number 253-737-975.000-FIRESTATION2.**

**PROPOSAL TO PROVIDE  
ARCHITECTURAL AND  
ENGINEERING DESIGN  
TO THE CITY OF AUBURN  
HILLS FOR FIRE STATION #2  
MODERNIZATION PROJECT**



**JUNE 6TH 2023**



## Section II: Firm Past Experience Requirements / References /Signatures

To assure submitting firms have prior experience in municipal public safety facility assessment and designs, submitters must provide past projects/references with current contact information. In addition, it will be required for an official owner or designee to sign the submitted proposal.

Please Provide List of Public Safety / Fire Departments of past work references (State of Michigan is preferred).

	Agency	Contact	Phone
1	New Bear Lake Township Fire Station #1	Bear Lake Township, Jeffery Harthun – Supervisor	(231) 864-3620
2	New Greendale Township First Responder Station	Greendale Township, James LeViere – Supervisor	(989) 317-3337
3	Grand Blanc Township Fire Station #3 Addition and Renovations	Grand Blanc Twp., Robert Burdette – Fire Chief	(810) 694-7211
4	New Jerome Township Fire Station #1	Jerome Township., Jerry Cole-Fire Chief	(989) 687-2600
5	New Rogers City Are Fire Department Station #1	Rogers City Area Fire Department Authority	(989) 474-9009
6	Washington Township Fire Station #2 Renovations	Washington Township (design build with Superior Contracting), Brian S. Tyrell – Fire Chief	(586) 786-0010
7	City of Dearborn 911 Dispatch and Emergency Operations Center	City of Dearborn, Spring Tremaine	(734) 646-1833
8	Saginaw Charter Township Fire Station #2 Expansion	Saginaw Township, Chris Van Loo	(989) 792-9691
9	Peninsula Township Fire Station Needs Assessments	Peninsula Township, Fred Gilstorff	(231) 223-4443

## Request for Proposal Submission Final Official Signatures

Company: Spicer Group, Inc.

Address: 230 S. Washington Ave. Saginaw, MI 48607

Telephone: 989-754-4717 Fax: 989-754-4440

Email: daveb@spicergroup.com

Tax ID / EIN Number: 38-1612017

  
\_\_\_\_\_  
Authorized Signature

President  
\_\_\_\_\_  
Title

Ronald Hansen  
\_\_\_\_\_  
Printed Name

6-6-2023  
\_\_\_\_\_  
Date

## **Section IV: Project Specifications**

### **Aesthetic Specifications:**

1. A building that fits within and responds well to the site and its residential community in all aspects.  
Comply [ X ]    No [   ]    Exception [   ]
2. Focus maintaining a simple, attractive, exterior appearance.  
Comply [ X ]    No [   ]    Exception [   ]

### **Functionality Specifications:**

3. Consideration of both immediate and long-term goals and needs of the fire and emergency medical services (EMS). Keep possibility of future expansion in mind.  
Comply [ X ]    No [   ]    Exception [   ]
4. Provide individual sleeping areas with built-in uniform storage for full-time firefighters.
  - Station 2 – Main Station – 6 to 9 full time firefighters.
  - Includes a Captains quarters and Lieutenant quarters.Comply [ X ]    No [   ]    Exception [   ]
5. Single floor design for best emergency response.  
Comply [ X ]    No [   ]    Exception [   ]
6. Fire station commercial kitchen areas designed for full time 24 hours work schedules that are code compliant.  
Comply [ X ]    No [   ]    Exception [   ]
7. Fire station living area adequately sized for 6 to 9 firefighters.  
Comply [ X ]    No [   ]    Exception [   ]
8. Provide EMS storage room on main floor attached to apparatus bay.  
Comply [ X ]    No [   ]    Exception [   ]
9. Provide a report writing office with 2 workstations.  
Comply [ X ]    No [   ]    Exception [   ]
10. Provide a room or closet for technology, radios, servers, etc.  
Comply [ X ]    No [   ]    Exception [   ]

### Working/Individualized Environment Specifications

11. A newly renovated fitness center located in the basement of the station needs to have an access point for all City employees to access without walking through administrative working or suppression living space areas.

Comply ☒ No ☐ Exception ☐

12. Fire Station bathrooms configured to utilize existing space, to support gender neutrality, to provide personal storage capacity (lockers), and to be compliant with all applicable building codes.

Comply ☒ No ☐ Exception ☐

### Technology Specifications:

13. Integration of current station emergency dispatching and alerting systems throughout the building with emphasis on heart healthy alerting in the dorm rooms.

### Safe Environment Specifications:

14. Distinguish between hot and cold zones, regarding contamination from apparatus and fire gear.

Comply ☒ No ☐ Exception ☐

15. Hot, warm and cold zones with appropriate physical barriers and ventilation controls to reduce the risk of contaminating office and living spaces.

Comply ☒ No ☐ Exception ☐

16. Develop a station layout that provides for separation of living quarters from contaminants, toxins, and carcinogens.

Comply ☒ No ☐ Exception ☐

17. Up to date security aspects.

Comply ☒ No ☐ Exception ☐

### Building Infrastructure and High Energy Efficiency Specifications:

18. Adequate insulation and HVAC operations.

- Hot and cold Michigan environments
- Insulated windows and doors

Comply ☒ No ☐ Exception ☐

19. Electrical infrastructure that complies with applicable building codes.

Comply ☒ No ☐ Exception ☐



20. Energy efficient infrastructure.

Comply [ X ] No [ ] Exception [ ]

21. Replace existing windows with modern high efficiency windows as needed.

Comply [ X ] No [ ] Exception [ ]

22. Use of quality materials and appropriate construction details that provide long-term durability for interior spaces.

Comply [ X ] No [ ] Exception [ ]

23. Sustainable design features where feasible and cost effective. Provide energy efficiency and ease of maintenance both inside and out.

Comply [ X ] No [ ] Exception [ ]

Station Study Architectural Cost Projection Specifications:

24. The City wishes to know the best estimated station cost of implementing assessed recommended architectural design upgrades. A conceptual Project Cost Projections for the station submitted upgrade recommendations shall be written in on Section VI: Bid Cost Form to assist the City of Auburn Hills in moving forward in implementing the submitted architectural designs.

Comply [ X ] No [ ] Exception [ ]



### ***Background***

It is Spicer Group's understanding that the City of Auburn Hills has been operating Fire Station 2 as a manned facility for some time under temporary conditions that are less than ideal. As a result, the City is soliciting design firms to assess and improve the conditions at the station. Station 2 is currently staffed with 4-5 firefighters that work 24-hour shifts.

The project includes the design of permanent living quarters with amenities for onsite staff. Spicer Group will also include a separation of the employee gymnasium from the fire station quarters as discussed during the pre-bid meeting. The project may include relocation of administrative offices, new employee work areas, common areas such as a day room improvement, new fire fighter living, eating, laundry, decontamination, and sleeping spaces. It is important to locate the living quarters on the same floor as the apparatus bays to improve response times.

**Spicer Group's project approach includes the following steps:**

***Pre-Design Phase:*** This task includes existing facility analysis, program criteria and budget confirmation. We will be reviewing the following in our analysis:

- Space Needs Programming Interviews with Staff
- Review the Existing Space Needs
- Study Content
  - Space needs recommendation
  - Assessment of the condition of the Fire Station portion of the building
  - Provide recommendations for corrective actions
  - Evaluation of ADA compliance
  - Identify safety and security deficiencies.
  - Data Gathering through session with City Staff
  - Space programming
  - Provide probable cost estimates

### **Building Programming and Conceptual Design**

Our tasks for programming and conceptual design is included as follows:

***Task One:*** Spicer Group's architect will meet with the design committee and staff to review the programming and needs for the new fire station. The end goal of this task is to make informed recommendations with committee input on the direction conceptual design will take. Spicer group will provide meeting minutes of each meeting and provide draft minutes for review and approval by the City.

***Task Two:*** Spicer Group will develop a comprehensive list of desires and needs for the facility in the form of space programming. Programming will include present and future staffing requirements, specific spaces, square footages, building systems and specialized equipment. We have a great deal of experience developing building programming for municipalities, especially for emergency services. Utilizing the programming results, Spicer Group will produce block diagrams and rough sketches that reflect the requirements of the project. We will include a written description of the character, use, and

June 1, 2023

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requirements of each room or space within the project. In addition, each option will include implications of local, state, and federal codes, ordinances, and standards which could have an impact on the project.

**Task Three:** Spicer Group will develop conceptual budgets for each recommendation. These budgets will be reported so the City may consider priorities and potential phasing. Spicer will present a draft report and diagrams to the building Committee. Once the committee has given a final direction, Spicer Group will be honored to see the project through schematic design, design development, final design, bidding and construction administration.

**Schematic Design Phase:** During this phase we will be interviewing the team and developing a program of needs for the new fire station. We will also review the project budget and discuss how it relates to the project goals in terms of space, materials, longevity, and amenities. Once we have concluded our interviews, we will develop a first draft layout for the building and site for owner review and input.

**Design Development Phase:** During this phase we further define the wishes and objectives of each of the scope items. We will meet with the City's team and personnel to receive input on their aesthetic, material, equipment, and operational preferences, and provide the team with ideas, options, and pricing to help form an agreed upon design. Preliminary design will take place during this phase, including investigation, surveying, calculations, code review and permit planning. Once design development is complete and there is a clear and approved path forward, Spicer will enter the design phase of the project. At the end of this phase the project will be fully defined and ready for site plan approval.

**Construction Document Phase:** During this phase, we select equipment, and generate drawings, schedules, and specifications. We will provide incremental review sets for review, comment, and approval, and work towards finalizing permit drawings, bidding, and construction documents. If the schedule is such that it makes sense to issue a permit set of drawings for code review prior to finalizing the bidding documents, Spicer will provide the necessary documentation to expedite the review process and will remain flexible for the City's team.

**Bidding Phase:** Spicer Group will provide the bidding support needed to help the City receive complete and competitive bids. We will provide bidding outreach to Southeastern-Michigan's most suitable contractors, of which we've worked alongside for many years. We will provide a pre-bid conference and walk-through, and work with bidders to ensure they understand the key attributes and finer details of the project. Spicer Group believes that extra work with contractors and suppliers during the bidding phase helps to minimize misinterpretations and added costs during construction. Spicer Group will also review all bids and provide recommendations for awarding the project.

**Construction Stage:** During the construction phase Spicer Group will provide phone and email support to the contractors. We can provide evening and weekend support as required as well. We will be present at all scheduled construction meetings, and with offices in Saginaw and Bingham Farms, along with staff throughout Michigan, we will be available to respond to issues promptly, and visit the site as scheduled and requested.

June 1, 2023

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**Project Close-out:** During the final stages of construction, Spicer will provide final inspections and punch lists to ensure all work has been completed to the highest degree. We will verify all training has been documented, warranties are in place, close out documents are complete and that the contractors have issued all available energy rebates.

Schedule Worksheet	
Activity	Weeks
Pre Design Phase	2
Conceptual Design	3
Schematic Design	3
Design Development	3
Construction Documents	12
Bidding Phase	4
Construction Phase	26
Project close-out	4

**Warranty Period:** From the project close-out date and the start of the warranty period, Spicer will continue to support the City. In the event an issue arises, Spicer Group will coordinate with the installation contractor, equipment supplier, and manufacturers as needed, to ensure the warranties are honored.

**Project Success and Continued Support:** After the one-year contractor's warranty period expires Spicer Group hopes to continue to provide support and guidance to the City. This project will not be fully successful to Spicer Group unless we become the Townships design professional of choice. Even if you just have a question or two Spicer Group will be there to offer professional advice.

***Familiarity with State and Local Standards and Requirements***

**Experience with UFAS and ADA Standards:** Spicer Group has extensive experience regarding accessible buildings and sites ranging from state parks to building remodeling. In this past year we have worked on new buildings, building remodels, and ADA compliance studies that have all required an extensive knowledge of what it takes to not just be accessible but really make the buildings appropriate for people with differing abilities. We have designed accessible municipal buildings, office buildings, apartment buildings, single family homes, and retail establishments. Currently, Spicer Group is working on a new fire station project with Bear Lake Township that includes UFAS and ADA standards.

**State Building Codes:** Referencing the Michigan Building Code 2015 is the first step in every project we undertake. A thorough code search can reveal unexpected limitations and suggest new options. This task is made much easier by the fact that our project architect is also a State of Michigan Code Official and is extremely knowledgeable. From there we reference several other codes and organizations to ensure a safe building. These include International Association of Fire Fighters, National Fire Protection Association, NEC, ASHRAE, OSHA, NFPA, FSRs, and FAA.

We take code compliance seriously, not just to get through a plan review, but to protect the health, safety, and welfare of every person that uses a facility we have designed or inspected.

**Energy Codes:** We work to find the proper balance of energy efficiency and long-term costs by following the guidelines of Michigan Energy Code, EnergySTAR, NEPA, LEED, and other organizations. Our commitment is to the comfort, health, and welfare of a building's users as well as to the environment.

**Appendix B:  
Hold Harmless/Indemnification Agreement**

**CITY OF AUBURN HILLS  
HOLD HARMLESS AGREEMENT**

As required for approval of the RFP-CAH-06-06-2023 Fire Station 2 Modernization  
(Activity)

Spicer Group, Inc. herein after referred to as Spicer Group  
(Name of Company) (Abbreviated Name Form)

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 the Downtown Development 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.

In addition, Spicer Group, Inc. agrees to furnish an ACORD certificate of insurance  
(Abbreviated Name Form)

- a. as required by the City of Auburn Hills with the description of the ACORD form to read as follows: *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, representatives and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development 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.*

Name of Company

Spicer Group, Inc.

By David Boersma

Dated 6-5-23

Witnesses

Stephanie Wizner

6-5-23



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/5/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23 Brighton MI 48114-9861		<b>CONTACT NAME:</b> certs@pciaonline.com <b>PHONE (A/C, No, Ext):</b> (800) 969-4041 <b>E-MAIL ADDRESS:</b> certs@pciaonline.com <b>FAX (A/C, No):</b> (800) 969-4081															
<b>INSURED</b> Spicer Group, Inc. 230 S Washington Ave Saginaw MI 48607		<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: National Fire Insurance of Hartford</td><td>20478</td></tr><tr><td>INSURER B: The Continental Insurance Company</td><td>35289</td></tr><tr><td>INSURER C: Travelers</td><td>41769</td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: National Fire Insurance of Hartford	20478	INSURER B: The Continental Insurance Company	35289	INSURER C: Travelers	41769	INSURER D:		INSURER E:		INSURER F:	
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INSURER E:																	
INSURER F:																	

**COVERAGES****CERTIFICATE NUMBER:** 23-24**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			7036157831	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000				
	<input checked="" type="checkbox"/> X,C,U		MED EXP (Any one person) \$ 15,000				
	<input checked="" type="checkbox"/> Contractual Liability		PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
A	AUTOMOBILE LIABILITY			7036157828	1/1/2023	1/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO		BODILY INJURY (Per person) \$				
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	BODILY INJURY (Per accident) \$				
	<input checked="" type="checkbox"/> HIRED AUTOS		PROPERTY DAMAGE (Per accident) \$				
	10					\$	
B	<input checked="" type="checkbox"/> UMBRELLA LIAB			7036194538	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR	AGGREGATE \$ 10,000,000				
	<input type="checkbox"/> RETENTION \$ 10,000	<input type="checkbox"/> CLAIMS-MADE	\$				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			7036157845	1/1/2023	1/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input checked="" type="checkbox"/> N	E.L. EACH ACCIDENT \$ 1,000,000				
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000				
			E.L. DISEASE - POLICY LIMIT \$ 1,000,000				
C	Professional Liability			106428805	1/1/2023	1/1/2024	Each Claim 5,000,000
			Aggregate 5,000,000				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

For Information Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mike Cosgrove/KATHRY

*Michael Cosgrove*



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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: July 17, 2023

SUBJECT: Executive Session to Discuss the Acquisition of Real Estate

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No written material provided.

**MOTION**

**Move to enter into executive session to discuss the acquisition of real estate.**