



AUBURN HILLS MEETING SCHEDULE  
248-370-9402 | WWW.AUBURNHILLS.ORG

## FEBRUARY 2025

DAY	TITLE	TIME	LOCATION
3	City Council Workshop	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
3	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
5	Planning Commission	6:30 PM	Administrative Conference Room 1827 N. Squirrel Road
10	Library Board	7:00 PM	Auburn Hills Public Library 3400 Seyburn Drive
11	Tax Increment Finance Authority	4:00 PM	Administrative Conference Room 1827 N. Squirrel Road
<del>13</del>	<del>Zoning Board of Appeals</del>	<del>4:00 PM</del>	<b>CANCELLED</b>
17	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
<del>18</del>	<del>Brownfield Redevelopment Authority</del>	<del>6:00 PM</del>	<b>CANCELLED</b>
25	Public Safety Advisory Committee	5:00 PM	Public Safety Building 1899 N. Squirrel Road

**NOTE:** Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248.370.9402 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements. PLEASE BE ADVISED, DUE TO A LACK OF AGENDA ITEMS, SOME MEETINGS MAY BE CANCELED.



# AUBURN HILLS MEETING SCHEDULE

248-370-9402 | WWW.AUBURNHILLS.ORG

## MARCH 2025

DAY	TITLE	TIME	LOCATION
3	City Council Workshop	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
3	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
4	Board of Review Organizational Meeting	9:00 AM	Administrative Conference Room 1827 N. Squirrel Road
5	Planning Commission	7:00 PM	Council Conference Room 1827 N. Squirrel Road
10	Board of Review	9:00 AM	Administrative Conference Room 1827 N. Squirrel Road
10	Downtown Development Authority	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
10	Library Board	7:00 PM	Auburn Hills Public Library 3400 Seyburn Drive
11	Board of Review	2:00 PM	Administrative Conference Room 1827 N. Squirrel Road
11	Tax Increment Finance Authority	4:00 PM	Council Chamber 1827 N. Squirrel Road
12	Pension Board	3:00 PM	Administrative Conference Room 1827 N. Squirrel Road
12	Retiree Health Care	Immediately following the Pension Board meeting	Administrative Conference Room 1827 N. Squirrel Road
13	Zoning Board of Appeals	7:00 PM	Council Chamber 1827 N. Squirrel Road
17	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
18	Brownfield Redevelopment Authority	6:00PM	Administrative Conference Room 1827 N. Squirrel Road

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**CITY OF AUBURN HILLS**  
**MONDAY, FEBRUARY 17, 2025**  
**Regular City Council Meeting ♦ 7:00 PM**

Council Chamber, 1827 N. Squirrel Road, Auburn Hills MI  
248-370-9402 ♦ [www.auburnhills.org](http://www.auburnhills.org)

- 1. MEETING CALLED TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL OF COUNCIL**
- 4. APPROVAL OF MINUTES**
  - 4a. City Council Workshop Minutes, February 3, 2025
  - 4b. City Council Regular Meeting Minutes, February 3, 2025
- 5. APPOINTMENTS AND PRESENTATIONS**
  - 5a. Presentation by Michigan Municipal Executives of the 2025 Executive of the Year Award to City Manager Thomas A. Tanghe.
  - 5b. Motion – To confirm the reappointment of Michael Kneffel, Ron Moniz, Dr. Cody Eldredge, Paul Gudmundsen, and Anthony Barash to the Tax Increment Finance Authority.
- 6. PUBLIC COMMENT**
- 7. CONSENT AGENDA**

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

  - 7a. Board and Commission Minutes
    - 7a1. Brownfield Redevelopment Authority, January 21, 2024.
    - 7a2. Planning Commission, February 5, 2025.
  - 7b. Motion – To approve a budget amendment for utility relocation cost associated with the Parking Deck Extension.
  - 7c. Motion – To approve the MOU’s for Police Patrol and Police Detective Units.
  - 7d. Motion – To receive and file the encumbrance 2025 budget amendment increasing the 2025 budget for encumbered goods or services not yet received as of 12/31/2024.
  - 7e. Motion – To approve a budget amendment for tree maintenance at Fieldstone Golf Club.
  - 7f. Motion – To approve the 2025 Concrete Maintenance Scope of Engineering Services.
  - 7g. Motion – To approve a proposal for traffic signal mast arm fabrication review by SME for M-24 Improvements.
- 8. UNFINISHED BUSINESS**
- 9. NEW BUSINESS**
  - 9a. Public Hearing/Motion to consider non-renewal of the hotel license for Suburban Studios – 1180 Doris Rd.
  - 9b. Public Hearing/Motion to consider non-renewal of the hotel license for MainStay Suites Detroit Auburn Hills – 1650 N. Opdyke Rd.
  - 9c. Public Hearing/Motion to consider non-renewal of the hotel license for Baymont Inn – 2100 Featherstone Rd.
  - 9d. Public Hearing/Motion to consider non-renewal of the hotel license for Red Roof (Auburn Fields Hotel, Inc.) – 1294 N. Opdyke Rd.
  - 9e. Motion – To approve a contract for engineering design services for a traffic signal at N. Squirrel Road and Shimmons Road.
- 10. COMMENTS AND MOTIONS FROM COUNCIL**

City Council meeting minutes are on file in the City Clerk’s Office. NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk’s Office at 248.370.9402 or the City Manager’s Office at 248.370.9440 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements.

11. CITY ATTORNEY REPORT
12. CITY MANAGER REPORT
13. ADJOURNMENT

City Council meeting minutes are on file in the City Clerk's Office. NOTE: Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248.370.9402 or the City Manager's Office at 248.370.9440 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements.



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 17, 2025

AGENDA ITEM NO 4A

CITY COUNCIL



## CITY OF AUBURN HILLS

City Council Workshop

**Draft** Minutes

FEBRUARY 3, 2025

**CALL TO ORDER:** Mayor Marzolf at 5:30 PM

**LOCATION:** Admin Conference Room, City Hall, 1827 N. Squirrel Rd, Auburn Hills, MI 48326  
Present: Mayor Marzolf, Council Members Ferguson, Fletcher, Hawkins, Knight, McDaniel and Verbeke  
Absent: None

Also Present: City Manager Tanghe, Assistant City Manager Skopek, City Attorney Beckerleg, Clerk Pierce, Community Development Director Cohen, Asst Dir of Community Development Lang, Chief of Police Gagnon, Fire Chief Massingill, Economic Development Mgr Carroll, DPW Director Baldante, Assistant to the Manager Hagge, Engineer Juidici

1 Guest

Workshop Topic: E-mobility

Mr. Lang presented an overview of e-mobility. He discussed electric mobility devices on sidewalks, trails, and other public places. He summarized the state and local law as it pertains to e-bikes, electric personal assistive mobility devices, and electric skateboards/scooters. He reviewed the staff recommendation regarding regulation of these devices.

Mr. Lang discussed the City policy on other power-driven mobility devices (OPDMD) designed primarily for use by an individual with a mobility disability. He reviewed the federal statute regarding OPDMD. He explained the staff recommendation to adopt an OPDMD policy in order to provide clear, safe direction regarding what OPDMDs can be reasonably accommodated.

Discussion ensued regarding OPDMDs. Concern was expressed that these devices could be driven on the sidewalk, close to pedestrians, especially during events downtown. It was pointed out that they would have to be driven at walking speed and only by an individual with a mobility disability. Mr. Lang explained that there are provisions that could be enacted to require the OPDMD driver to provide a signal and yield to pedestrians.

Mr. Lang discussed the difference between golf carts and low-speed vehicles. He addressed the state law pertaining to these vehicles when operated on neighborhood streets. Mr. Lang noted that

a golf cart could be considered a low-speed vehicle if it had all the safety equipment which makes a golf cart meet the same criteria as a low-speed vehicle.

Discussion ensued. Council commented that they would rather have a policy for enforcement purposes and for the public to know the regulations.

The workshop adjourned at 6:47 PM.

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Brian W. Marzolf, Mayor

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Laura M. Pierce, City Clerk



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 17, 2025

AGENDA ITEM NO 4B

CITY COUNCIL



## CITY OF AUBURN HILLS REGULAR CITY COUNCIL MEETING **DRAFT** MINUTES

FEBRUARY 3, 2025

**CALL TO ORDER &** Mayor Marzolf at 7:00 PM.

**PLEDGE OF ALLEGIANCE:**

**LOCATION:** Council Chamber, 1827 N. Squirrel Road, Auburn Hills MI

**ROLL CALL:** Present: Council Members Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, and Verbeke

Absent: None

Also Present: City Manager Tanghe, Assistant City Manager Skopek, City Attorney Beckerleg, City Clerk Pierce, Chief of Police Gagnon, Fire Chief Massingill, Economic Development Mgr Carroll, Deputy Treasurer Jones, DPW Director Baldante, Assistant to the Mgr Hagge, Engineer Judici

4 Guests

A workshop session was held prior to the regular City Council meeting at 5:30 PM. Workshop Topic: E-mobility.

#### 4. APPROVAL OF MINUTES

4a. City Council Regular Meeting Minutes, January 20, 2025

Moved by Knight, Seconded by Ferguson.

**RESOLVED:** To approve the City Council Regular Meeting Minutes of January 20, 2025.

**VOTE: Yes:** Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke

**No:** None

**Resolution No. 25.02.023**

**Motion Carried (7 - 0)**

#### 5. APPOINTMENTS AND PRESENTATIONS

#### 6. PUBLIC COMMENT

There was no public comment.

#### 7. CONSENT AGENDA

7a. Board and Commission Minutes

7a1. Downtown Development Authority Information Meeting, January 13, 2025.

7a2. Downtown Development Authority Regular Meeting, January 13, 2025.

7a3. Tax Increment Finance Authority Meeting, January 14, 2025.

**RESOLVED: To receive and file the Board and Commission Minutes.**

7b. Motion – To receive and file the Mariner Consulting 4th quarter Cash Management Investment Performance Review.

**RESOLVED: To receive and file the Mariner Consulting 4th quarter Cash Management Investment Performance Review.**

7c. Motion – To adopt the annual Arbor Day Proclamation.

**RESOLVED: To adopt the annual Arbor Day proclamation designating Friday, April 25, 2025 as Arbor Day in the City of Auburn Hills. (Attachment A)**

**Moved by Fletcher, Seconded by Ferguson.**

**RESOLVED: To approve the Consent Agenda.**

**VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke**

**No: None**

**Resolution No. 25.02.024**

**Motion Carried (7 - 0)**

## **8. UNFINISHED BUSINESS**

## **9. NEW BUSINESS**

9a. Motion – To approve a resolution for the sale and transfer of management of Michigan By The Bottle.

Ms. Carroll presented the sale and transfer of management of Michigan By The Bottle, LLC to Michigan By The Bottle 2025, LLC. It was shared that the new LLC will continue to enhance the downtown area with this new ownership.

Mr. Hamelin of Chaso Vinters and a member of the new ownership of Michigan By The Bottle 2025 shared that he is looking forward to sharing his wines in the downtown district of Auburn Hills.

**Moved by Ferguson, Seconded by Verbeke.**

**RESOLVED: To approve the attached resolution for the sale and transfer of management from Michigan by the Bottle, LLC to Michigan by the Bottle 2025 LLC. (Attachment B)**

**VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke**

**No: None**

**Resolution No. 25.02.025**

**Motion Carried (7 - 0)**

9b. Motion - To approve a request from Michigan By The Bottle 2025 for Additional Joint Off-Premises Tasting Room Licenses.

Ms. Carroll presented the request for the approval of eleven new wineries to Michigan By The Bottle 2025 Auburn Hills location. The wines showcased are amongst the best Michigan has to offer with representation of over 60% of the top award-winning wineries in the State.

**Moved by Knight, Seconded by Ferguson.**

**RESOLVED: To adopt the attached resolutions approving a request from Michigan By the Bottle 2025, LLC for new Joint Off-Premises Tasting Room Permits for Verterra, Good Harbor, Aurora Cellars, Rove Estates, Peninsula Cellars, Domain Berrien Winery, Bonobo Winery, Modales Winery, Dablon Winery, Sandhill Crane Vineyards, and Blustone Winery. (Attachment C)**

**VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke**  
**No: None**

**Resolution No. 25.02.026**

**Motion Carried (7 - 0)**

**10. COMMENTS AND MOTIONS FROM COUNCIL**

Mr. Knight complimented the Police Department for clearing up the parking concerns on Waukegan Street.

Mr. McDaniel followed up on an issue regarding a potential light at Squirrel and Shimmons Roads. Mr. Baldante commented that this item will be brought before City Council at the next meeting.

Dr. Fletcher questioned if there had even been discussions regarding a sports complex for the City of Auburn Hills. Mr. Tanghe commented on options for doing so and the funding that would need to be involved.

Mr. Ferguson stated that he appreciated the discussion on e-mobility at the workshop.

Mayor Marzolf thanked the Chamber of Commerce for holding the State of the Community address.

**11. CITY ATTORNEY REPORT**

**12. CITY MANAGER REPORT**

**13. CLOSED SESSION**

13a. Motion – To meet in closed session to discuss Attorney’s Opinion letter, pursuant to MCL 15.268(1)(h) of the Open Meetings Act.

**Moved by Hawkins, Seconded by Verbeke.**

**RESOLVED: To meet in closed session to discuss Attorney’s Opinion letter, pursuant to MCL 15.268(1)(h) of the Open Meetings Act.**

**VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke**  
**No: None**

**Resolution No. 25.02.027**

**Motion Carried (7 - 0)**

The meeting was recessed to Closed Session at 7:19 PM.

The meeting was reconvened in Open Session at 7:37 PM.

**Moved by Verbeke, Seconded by Knight.**

**RESOLVED: To authorize the sale of city property located at 3180 Auburn Road to Hampton South LLC, under the terms and conditions contained within the purchase agreement and authorize the City Manager to execute the Agreement on behalf of the City, as well as all documents up to and including those required at closing.**

**VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke**  
**No: None**

**Resolution No. 25.02.028**

**Motion Carried (7 - 0)**

**14. ADJOURNMENT**

**Moved by Verbeke, Seconded by Fletcher.**

**RESOLVED: To adjourn the meeting.**

**VOTE: Yes: Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke**  
**No: None**

**Resolution No. 25.02.029**

**Motion Carried (7 - 0)**

The meeting was adjourned at 7:39 PM.

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Brian W. Marzolf, Mayor

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Laura M. Pierce, City Clerk



**ATTACHMENT A**

**CITY OF AUBURN HILLS  
PROCLAMATION**

**Designation of Friday, April 25, 2025 as Arbor Day  
in The City of Auburn Hills**

**WHEREAS**, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal.

**NOW THEREFORE**, the Auburn Hills City Council does hereby proclaim April 25, 2025 as Arbor Day in the City of Auburn Hills, and urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

**FURTHER**, the Auburn Hills City Council urges all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Signed this 3<sup>rd</sup> day of February, 2025, at the City of Auburn Hills

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Mayor Brian Marzolf



**ATTACHMENT B**

CITY OF AUBURN HILLS  
1827 N. SQUIRREL ROAD  
AUBURN HILLS, MI 48326  
248.370.9402  
WWW.AUBURNHILLS.ORG

**RESOLUTION  
FOR THE SALE AND TRANSFER OF MANAGEMENT FROM MICHIGAN BY THE BOTTLE, LLC  
TO MICHIGAN BY THE BOTTLE 2025, LLC.**

At a regular meeting of the City Council of the City of Auburn Hills, Oakland County, Michigan, held in the City Council Chamber at 1827 N. Squirrel Road, Auburn Hills, MI 48326, at 7:00 PM, on the 3<sup>RD</sup> day of February 2025, the following resolution was offered by Council Member Ferguson and seconded by Council Member Verbeke:

- WHEREAS,** In 2016, Michigan By the Bottle, located at 3384 Auburn Road, was opened in Downtown Auburn Hills and
- WHEREAS,** Michigan By The Bottle has sold the management and business to Michigan By the Bottle 2025, LLC, and
- WHEREAS,** the Auburn Hills Police Department has completed a formal investigation of Michigan by Bottle 2025, LLC, and recommends approval.

**NOW, THEREFORE, BE IT RESOLVED** that the Auburn Hills City Council approves the sale and transfer of management from Michigan By the Bottle, LLC to Michigan By the Bottle 2025, LLC.

- AYES: 7 (Ferguson, Fletcher, Hawkins, Knight, Marzolf, McDaniel, Verbeke)
- NAYES: None
- ABSENT: None
- ABSTENTIONS: None

RESOLUTION ADOPTED  
Resolution #25.02.025

STATE OF MICHIGAN)  
COUNTY OF OAKLAND)

I, the undersigned, the duly appointed City Clerk for the City of Auburn Hills, Oakland County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Auburn Hills City Council held on the 3<sup>rd</sup> day of February 2025.

IN WITNESS WHEREOF, I have hereunto affixed my official signature on this \_\_\_ day of February 2025.

\_\_\_\_\_  
Laura M. Pierce, City Clerk

ATTACHMENT C



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC use only)

**Local Government Approval For Off-Premises Tasting Room License**  
(Authorized by MCL 436.1536)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the Auburn Hills City Council council/board

(regular or special)

(name of township, city, village)

called to order by Mayor Marzolf on February 3, 2025 at 7:00 PM

(date)

(time)

the following resolution was offered:

Moved by Council Member Knight and supported by Council Member Ferguson

that the application from Chaos Vintners LLC, dba Verterra Winery 224840  
(name of applicant - if a corporation or limited liability company, please state the company name)

**for a NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: 3384 Auburn Road, Auburn Hills, MI 48326

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 7

Nays: None

Absent: None

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Auburn Hills  
council/board at a regular meeting held on February 3, 2025 (name of township, city, village)  
(regular or special) (date)

Laura M. Pierce February 4, 2025  
Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Fax to: 517-763-0059



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll Free: 866-813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC use only)

**Local Government Approval For Off-Premises Tasting Room License**  
(Authorized by MCL 436.1536)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the Auburn Hills City Council council/board  
(regular or special) (name of township, city, village)  
called to order by Mayor Marzolf on February 3, 2025 at 7:00 PM  
(date) (time)  
the following resolution was offered:  
Moved by Council Member Knight and supported by Council Member Ferguson  
that the application from Harbor Hill Fruit Farms LLC, dba Good Harbor Vineyards, 18794  
(name of applicant - if a corporation or limited liability company, please state the company name)

**for a NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: 3384 Auburn Road, Auburn Hills, MI 48326

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 7

Nays: None

Absent: None

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Auburn Hills  
council/board at a regular meeting held on February 3, 2025  
(regular or special) (date) (name of township, city, village)

Laura M. Pierce February 4, 2025  
Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

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Fax to: 517-763-0059



Michigan Department of Licensing and Regulatory Affairs  
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Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC use only)

**Local Government Approval For Off-Premises Tasting Room License**  
(Authorized by MCL 436.1536)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the Auburn Hills City Council council/board  
(regular or special) (name of township, city, village)  
called to order by Mayor Marzolf on \_\_\_\_\_ at 7:00 PM  
(date) (time)  
the following resolution was offered:  
Moved by Council Member Knight and supported by Council Member Ferguson  
that the application from Aurora Cellars LLC, dba Aurora Cellars, 244593  
(name of applicant - if a corporation or limited liability company, please state the company name)

**for a NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: 3384 Auburn Road, Auburn Hills, MI 48326

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 7

Nays: None

Absent: None

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Auburn Hills  
council/board at a regular meeting held on February 3, 2025  
(regular or special) (date) (name of township, city, village)

Laura M. Pierce \_\_\_\_\_ February 4, 2025  
Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:  
Michigan Liquor Control Commission  
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Fax to: 517-763-0059





Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC use only)

**Local Government Approval For Off-Premises Tasting Room License**  
(Authorized by MCL 436.1536)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular \_\_\_\_\_ meeting of the Auburn Hills City Council \_\_\_\_\_ council/board  
(regular or special) (name of township, city, village)  
called to order by Mayor Marzolf on February 3, 2025 at 7:00 PM  
(date) (time)  
the following resolution was offered:  
Moved by Council Member Knight and supported by Council Member Ferguson  
that the application from Gallaghers Vineyard and Winery Corp. dba Rove Estate Vineyard and Winery 238065  
(name of applicant - if a corporation or limited liability company, please state the company name)

**for a NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: 3384 Auburn Road, Auburn Hills, MI 48326

It is the consensus of this body that it recommends \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 7

Nays: None

Absent: None

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Auburn Hills  
council/board at a regular \_\_\_\_\_ meeting held on February 3, 2025  
(regular or special) (date) (name of township, city, village)

Laura M. Pierce \_\_\_\_\_ February 4, 2025  
Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:  
Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
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Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll Free: 866-813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC use only)

**Local Government Approval For Off-Premises Tasting Room License**  
(Authorized by MCL 436.1536)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new Off-Premises Tasting Room License application.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the Auburn Hills City Council council/board  
(regular or special) (name of township, city, village)  
called to order by Mayor Marzolf on February 3, 2025 at 7:00 PM  
(date) (time)  
the following resolution was offered:  
Moved by Council Member Knight and supported by Council Member Ferguson  
that the application from Grape Harbor Inc. dba Peninsula Cellars 18807  
(name of applicant - if a corporation or limited liability company, please state the company name)

**for a NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: 3384 Auburn Road, Auburn Hills, MI 48326

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 7  
Nays: None  
Absent: None

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Auburn Hills  
council/board at a regular meeting held on February 3, 2025  
(regular or special) (date) (name of township, city, village)

Laura M. Pierce February 4, 2025  
Print Name of Clerk Signature of Clerk Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:  
Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Fax to: 517-763-0059



Michigan Department of Licensing and Regulatory Affairs  
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Business ID: \_\_\_\_\_  
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**Local Government Approval For Off-Premises Tasting Room License**  
(Authorized by MCL 436.1536)

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**Instructions for Local Legislative Body:**

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At a regular meeting of the Auburn Hills City Council council/board  
(regular or special) (name of township, city, village)  
called to order by Mayor Marzolf on February 3, 2025 at 7:00 PM  
(date) (time)  
the following resolution was offered:  
Moved by Council Member Knight and supported by Council Member Ferguson  
that the application from Domaine Berrien Cellars, Inc. dba Domaine Barrien Winery 138398  
(name of applicant - if a corporation or limited liability company, please state the company name)

**for a NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: 3384 Auburn Road, Auburn Hills, MI 48326

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 7

Nays: None

Absent: None

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Auburn Hills  
council/board at a regular meeting held on February 3, 2025 (name of township, city, village)  
(regular or special) (date)

Laura M. Pierce February 4, 2025  
Print Name of Clerk Signature of Clerk Date

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Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
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**Local Government Approval For Off-Premises Tasting Room License**  
(Authorized by MCL 436.1536)

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At a regular meeting of the Auburn Hills City Council council/board  
(regular or special) (name of township, city, village)  
called to order by \_\_\_\_\_ on February 3, 2025 at 7:00 PM  
(date) (time)  
the following resolution was offered:  
Moved by Council Member Knight and supported by Council Member Ferguson  
that the application from OV The Farm LLC, dba Bonobo Winery 236032  
(name of applicant - if a corporation or limited liability company, please state the company name)

**for a NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: 3384 Auburn Road, Auburn Hills, MI 48326

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 7  
Nays: None  
Absent: None

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council/board at a regular meeting held on February 3, 2025  
(regular or special) (date) (name of township, city, village)

Laura M. Pierce February 4, 2025  
Print Name of Clerk Signature of Clerk Date

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Business ID: \_\_\_\_\_  
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At a regular meeting of the Auburn Hills City Council council/board  
(regular or special) (name of township, city, village)  
called to order by Mayor Marzolf on February 3, 2025 at 7:00 PM  
(date) (time)

the following resolution was offered:

Moved by Council Member Knight and supported by Council Member Ferguson

that the application from Glenn Vineyards LLC, dba Modales Winery 262913  
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: 3384 Auburn Road, Auburn Hills, MI 48326

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 7

Nays: None

Absent: None

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council/board at a regular meeting held on February 3, 2025 (name of township, city, village)  
(regular or special) (date)

Laura M. Pierce February 4, 2025  
Print Name of Clerk Signature of Clerk Date

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Business ID: \_\_\_\_\_  
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**Local Government Approval For Off-Premises Tasting Room License**  
(Authorized by MCL 436.1536)

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**Instructions for Local Legislative Body:**

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At a regular meeting of the Auburn Hills City Council council/board  
(regular or special) (name of township, city, village)  
called to order by Mayor Marzolf on February 3, 2025 at 7:00 PM  
(date) (time)  
the following resolution was offered:  
Moved by Council Member Knight and supported by Council Member Ferguson  
that the application from Dablon Vineyards LLC, dba Dablon Winery 227087  
(name of applicant - if a corporation or limited liability company, please state the company name)

**for a NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: 3384 Auburn Road, Auburn Hills, MI 48326

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 7

Nays: None

Absent: None

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council/board at a regular meeting held on February 3, 2025  
(regular or special) (date) (name of township, city, village)

Laura M. Pierce February 4, 2025  
Print Name of Clerk Signature of Clerk Date

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**Local Government Approval For Off-Premises Tasting Room License**  
(Authorized by MCL 436.1536)

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**Instructions for Local Legislative Body:**

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(regular or special) (name of township, city, village)  
called to order by Mayor Marzolf on February 3, 2025 at 7:00 PM  
(date) (time)  
the following resolution was offered:  
Moved by Council Member Knight and supported by Council Member Ferguson  
that the application from SandHill Crane Vineyards LLC, dba SandHill Crane Vineyards 150432  
(name of applicant - if a corporation or limited liability company, please state the company name)

**for a NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: 3384 Auburn Road, Auburn Hills, MI 48326

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 7

Nays: None

Absent: None

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council/board at a regular meeting held on February 3, 2025 (name of township, city, village)  
(regular or special) (date)

Laura M. Pierce February 4, 2025  
Print Name of Clerk Signature of Clerk Date

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At a regular meeting of the Auburn Hills City Council council/board  
(regular or special) (name of township, city, village)  
called to order by Mayor Marzolf on February 3, 2025 at 7:00 PM  
(date) (time)  
the following resolution was offered:  
Moved by Council Member Knight and supported by Council Member Ferguson  
that the application from Blustone Partners LLC dba Blustone Vineyards 225761  
(name of applicant - if a corporation or limited liability company, please state the company name)

**for a NEW OFF-PREMISES TASTING ROOM LICENSE**

to be located at: 3384 Auburn Road, Auburn Hills, MI 48326

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 7

Nays: None

Absent: None

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council/board at a regular meeting held on February 3, 2025  
(regular or special) (date) (name of township, city, village)

Laura M. Pierce February 4, 2025  
Print Name of Clerk Signature of Clerk Date

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Fax to: 517-763-0059



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 17, 2025

AGENDA ITEM NO 5B

MAYOR'S OFFICE

**To:** City Council  
**From:** Brian W. Marzolf, Mayor; Brandon Skopek, Assistant City Manager  
**Submitted:** February 6, 2025  
**Subject:** Motion – To confirm the reappointment of Michael Kneffel, Ron Moniz, Dr. Cody Eldredge, Paul Gudmundsen, and Anthony Barash to the Tax Increment Finance Authority for a term ending February 28, 2029.

### INTRODUCTION AND HISTORY

Please consider confirming the following reappointments to fulfill a four-year term.

Name	Board	Term Ending Date
Michael Kneffel	Tax Increment Finance Authority	February 28, 2029
Ron Moniz	Tax Increment Finance Authority	February 28, 2029
Dr. Cody Eldredge	Tax Increment Finance Authority	February 28, 2029
Paul Gudmundsen	Tax Increment Finance Authority	February 28, 2029
Anthony Barash	Tax Increment Finance Authority	February 28, 2029

### STAFF RECOMMENDATION

It is recommended that Michael Kneffel, Ron Moniz, Dr. Cody Eldredge, Paul Gudmundsen, and Anthony Barash be reappointed to the Tax Increment Finance Authority.

### MOTION

Move to confirm the reappointment of Michael Kneffel, Ron Moniz, Dr. Cody Eldredge, Paul Gudmundsen, and Anthony Barash to the Tax Increment Finance Authority for a term ending February 28, 2029.



**CITY OF AUBURN HILLS  
CITY CLERK'S OFFICE**

1827 N. Squirrel Rd., Auburn Hills MI 48326  
Phone: 248.370.9402 Fax: 248.364.6719  
[CityClerk@auburnhills.org](mailto:CityClerk@auburnhills.org)  
[www.auburnhills.org/cityboards](http://www.auburnhills.org/cityboards)

**APPLICATION FOR APPOINTMENT TO  
BOARDS AND COMMISSIONS**

NAME: Kneffel Michael J.  
(Please Print) (Last) (First) (Middle Initial)

HOME ADDRESS: 2539 Crofthill Dr. Auburn Hills, 48326 248-818-0007  
(Number/Street) (City/Zip) (Phone)

EMAIL ADDRESS: michaeljkneffel@gmail.com

HOW LONG HAVE YOU LIVED IN AUBURN HILLS? 34 years ARE YOU A U.S. CITIZEN: Yes

DO YOU WORK IN AUBURN HILLS? Yes LENGTH OF TIME EMPLOYED IN AUBURN HILLS: 30 years

If you work in Auburn Hills, please list the name and address of the business:

2XL Company, Inc. 2539 Crofthill Dr. 248-818-0007  
(Business Name) (Number/Street) (Phone)

PLEASE LIST WHICH BOARD/COMMISSION YOU ARE INTERESTED IN: TIFA

WHAT SPECIALTIES/EXPERIENCE/EDUCATION DO YOU BRING TO THIS BOARD/COMMISSION:  
(Attach additional sheet if necessary)

A strategic leader with well-developed business acumen who embodies honesty, integrity, and strong ethics.  
University of Detroit-Mercy, M.B.A., Marketing  
University of Olivet, B.A. Business Administration  
Adjunct Professor, Rochester Christian University, Marketing Department

LIST ANY CIVIC/COMMUNITY ACTIVITIES THAT ARE YOU INVOLVED IN:  
(Attach additional sheet if necessary)

Auburn Hills Chamber of Commerce  
TIFA Board, Chair  
Resume Mentor, work with college students on their resume and job application skills

Please return this form to the City Clerk's Office at the above address for processing. This information will be provided to the City Council, on a public agenda, for the use in making appointment to the various Boards and Commissions at the City Council Meeting.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Michael J. Kneffel 2-3-25  
(Signature) (Date)





**CITY OF AUBURN HILLS  
CITY CLERK'S OFFICE**

1827 N. Squirrel Rd., Auburn Hills MI 48326  
Phone: 248.370.9402 Fax: 248.364.6719  
[CityClerk@auburnhills.org](mailto:CityClerk@auburnhills.org)  
[www.auburnhills.org/cityboards](http://www.auburnhills.org/cityboards)

**APPLICATION FOR APPOINTMENT TO  
BOARDS AND COMMISSIONS**

NAME: Moniz Ron M  
(Please Print) (Last) (First) (Middle Initial)

HOME ADDRESS: 3003 Garden Court Auburn Hills 248-249-8364  
(Number/Street) (City/Zip) (Phone)

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

HOW LONG HAVE YOU LIVED IN AUBURN HILLS? 36 years ARE YOU A U.S. CITIZEN: Yes

DO YOU WORK IN AUBURN HILLS? Yes LENGTH OF TIME EMPLOYED IN AUBURN HILLS: 30years

If you work in Auburn Hills, please list the name and address of the business:

Firehouse Landscaping II 3003 Garden Court  
(Business Name) (Number/Street) (Phone)

PLEASE LIST WHICH BOARD/COMMISSION YOU ARE INTERESTED IN: TIFA

WHAT SPECIALTIES/EXPERIENCE/EDUCATION DO YOU BRING TO THIS BOARD/COMMISSION:  
(Attach additional sheet if necessary)

I have been a resident of Auburn Hills for 36 years. I started working for the City in 1990 with the Auburn hills Fire Department as a Paid on Call firefighter and retired after 20 years as the District Chief at Station 3. I also worked in the DPW for 16.5 years (1995-2011). I have seen this City grow and have always been involved with working with our residents in one form or another. And of course I was a Councilmen from (2017-2021).

LIST ANY CIVIC/COMMUNITY ACTIVITIES THAT ARE YOU INVOLVED IN:  
(Attach additional sheet if necessary)

Currently Chairman of the PSAC, Vice Chairman of TIFA,  
Chairman of the Elected Officials Compensation Committees  
Member of the building Authority.

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I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Ron Moniz  
(Signature)

2-3-2025  
(Date)





**CITY OF AUBURN HILLS  
CITY CLERK'S OFFICE**

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[www.auburnhills.org/cityboards](http://www.auburnhills.org/cityboards)

**APPLICATION FOR APPOINTMENT TO  
BOARDS AND COMMISSIONS**

NAME: Eldredge Cody D  
(Please Print) (Last) (First) (Middle Initial)

HOME ADDRESS: [REDACTED]  
(Number/Street) (City/Zip) (Phone)

EMAIL ADDRESS: celdredge@oakland.edu

HOW LONG HAVE YOU LIVED IN AUBURN HILLS? Five years ARE YOU A U.S. CITIZEN? Yes

DO YOU WORK IN AUBURN HILLS? Yes LENGTH OF TIME EMPLOYED IN AUBURN HILLS: Eight years

If you work in Auburn Hills, please list the name and address of the business:

Oakland University 318 Meadowbrook Road 248-370-2100  
(Business Name) (Number/Street) (Phone)

PLEASE LIST WHICH BOARD/COMMISSION YOU ARE INTERESTED IN: Tax Increment Finance Authority

WHAT SPECIALTIES/EXPERIENCE/EDUCATION DO YOU BRING TO THIS BOARD/COMMISSION:  
(Attach additional sheet if necessary)

I am approaching the conclusion of my first term as a member of the TIFA Board of Directors. I believe this experience places me in good stead to continue serving as a member.

LIST ANY CIVIC/COMMUNITY ACTIVITIES THAT ARE YOU INVOLVED IN:  
(Attach additional sheet if necessary)

Beyond serving on TIFA, I routinely volunteer at city events, and I work to support the City Clerk's Office as an elections inspector or a member of the receiving board when I'm

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I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

[Signature] 2/6/2025  
(Signature) (Date)





**CITY OF AUBURN HILLS  
CITY CLERK'S OFFICE**

1827 N. Squirrel Rd., Auburn Hills MI 48326  
Phone: 248.370.9402 Fax: 248.364.6719  
[CityClerk@auburnhills.org](mailto:CityClerk@auburnhills.org)  
[www.auburnhills.org/cityboards](http://www.auburnhills.org/cityboards)

**APPLICATION FOR APPOINTMENT TO  
BOARDS AND COMMISSIONS**

NAME: Barash Anthony S  
(Please Print) (Last) (First) (Middle Initial)

HOME ADDRESS: 290 Jotham Avenue Auburn Hills, 48326 248-914-3044  
(Number/Street) (City/Zip) (Phone)

EMAIL ADDRESS: barash.anthony@gmail.com

HOW LONG HAVE YOU LIVED IN AUBURN HILLS? 11 years ARE YOU A U.S. CITIZEN:  YES  NO

DO YOU WORK IN AUBURN HILLS? No LENGTH OF TIME EMPLOYED IN AUBURN HILLS: n/a

If you work in Auburn Hills, please list the name and address of the business:

\_\_\_\_\_  
(Business Name) (Number/Street) (Phone)

PLEASE LIST WHICH BOARD/COMMISSION YOU ARE INTERESTED IN: Tax Increment Finance Authority (TIFA)

WHAT SPECIALTIES/EXPERIENCE/EDUCATION DO YOU BRING TO THIS BOARD/COMMISSION:  
(Attach additional sheet if necessary)

Bachelor of Arts Degree in History from Michigan State University with Associate Degrees in Entrepreneurship and Urban Planning. TIFA appointee from May 2024-Present.

LIST ANY CIVIC/COMMUNITY ACTIVITIES THAT ARE YOU INVOLVED IN:  
(Attach additional sheet if necessary)

TIFA (May 2024-Present), Associated Students of Michigan State University (ASMSU) (2022-2023), Spartans Rebuilding Michigan (SRM) (2020-2023), City of East Lansing's University Student Commission (USC) (2022-2023), and Dean's Student Advisory Council (DSAC) (2021-2023), Michigan State University Entrepreneurship Association (MSUEA) (2019-2020)

Please return this form to the City Clerk's Office at the above address for processing. This information will be provided to the City Council, on a public agenda, for the use in making appointment to the various Boards and Commissions at the City Council Meeting.

I UNDERSTAND THAT I MAY BE SUBJECT TO A BACKGROUND CHECK AND CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

2/5/25

(Signature)

(Date)



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 17, 2025

AGENDA ITEM NO 7A1

**BROWNFIELD REDEVELOPMENT AUTHORITY**

“Not Yet Approved”  
**CITY OF AUBURN HILLS  
BROWNFIELD REDEVELOPMENT AUTHORITY MEETING**

**January 21, 2025**

**CALL TO ORDER:** Mr. Slocum called the meeting to order at 6:05 p.m.

**ROLL CALL:**

Present:	Knight, Hopper, Schaar, Schindler and Slocum
Absent:	None
Also Present:	Stephanie Carroll, Economic Development Manager
Guests:	None

**LOCATION:** Auburn Hills City Hall, Administrative Conference Room-1827 North Squirrel Road, Auburn Hills, MI 48326

**PERSONS WISHING TO BE HEARD**

None

**APPROVAL OF MINUTES**

**Item 3a. Brownfield Redevelopment Authority Regular Meeting Minutes – October 15, 2024.**

**Moved by Mr. Knight to approve the October 15, 2024, minutes as presented.**

**Seconded by Mr. Schaar.**

**Yes: Knight, Hopper, Slocum, Schindler and Schaar**

**No: None**

**Motion Carried**

**4. CORRESPONDENCE AND PRESENTATIONS**

Ms. Carroll informed the group that she would present the updates for Ms. Napier, who was ill.

The Final Closure report for 3180 Auburn Road was submitted to EGLE on December 13, 2024. So far, no comments or questions have been received. Sampling results for the Clinton River and Galloway Creek remain consistent with prior quarters. Ms. Carroll said she would contact Ms. Napier if there are any specific questions.

**FINANCIAL REPORT**

**Item 5a. FY 2024 Adopted Budget and YTD Summary -December 31, 2024.**

Ms. Carroll presented the financial report for the period ending December 31, 2024. She stated that 105% of the budgeted tax increment revenue has been received, and the AHBRA has spent approximately 86% of its budget for FY2024.

**Moved by Mr. Knight to receive and file the Brownfield Redevelopment Authority financial report for the period ending December 31, 2024.**

**Seconded by Mr. Hopper.**

**Yes: Knight, Hopper, Slocum, Schindler and Schaar**  
**No: None**

**Motion Carried**

**UNFINISHED BUSINESS**

**None**

**NEW BUSINESS**

**Item 7a. Election of Officers**

Ms. Carroll called for nominations for the 2025 Chairperson of the Brownfield Redevelopment Authority. Mr. Slocum was nominated by Mr. Knight. The nomination was supported by Mr. Hopper. Ms. Carroll called the roll; there were no objections or further nominations.

**Yes: Knight, Hopper, Slocum, Schindler and Schaar**  
**No: None**

**Motion Carried**

Chairman Slocum called for nominations for the 2025 Vice Chairperson of the Brownfield Redevelopment Authority. Mr. Knight was nominated by Mr. Hopper. Mr. Schaar supported the nomination. Mr. Slocum called the roll; there were no objections or further nominations.

**Yes: Knight, Hopper, Slocum, Schindler and Schaar**  
**No: None**

**Motion Carried**

**Item 7b. Proposal for Work Order PF-36135 Assessment of the Clinton River**

Ms. Carroll reviewed Proposal 36135 from AKT for the quarterly assessment of the Clinton River. Under the proposal, one sediment and one surface water sample will be collected and analyzed. The Board budgeted \$110,000 for work related to 2140 Auburn Road for FY2025. Quarterly status updates and a summary report will be provided to the board. The proposed cost is \$65,125.00.

**Moved by Mr. Schaar to approve work order PF-36135 in the amount of \$65,125.00 for sediment and stream sampling along the Clinton River and authorize the Executive Director to execute the work order on behalf of the Authority.**  
**Seconded by Mr. Hopper**

**Yes: Knight, Slocum, Hopper, Schindler and Schaar**  
**No: None**

**Motion Carried**

**Item 7c. Proposal for Work Order PF-36134 Assessment of the Galloway Creek**

Ms. Carroll reviewed Proposal 36134 from AKT for the quarterly assessment of the Galloway Creek. Under the proposal, one sediment and one surface water sample will be collected and analyzed at four locations along the creek. The Board budgeted \$60,000.00 for work related to this assessment work for FY2025. Quarterly status updates and a summary report will be provided to the board. The proposed cost is \$49,975.00.

**Moved by Mr. Knight to approve work order PF-36134 in the amount of \$49,975.00 for sediment and stream sampling along the Clinton River and authorize the Executive Director to execute the work order on behalf of the Authority.**  
**Seconded by Mr. Schaar**

**Yes: Knight, Slocum, Hopper, Schindler and Schaar**

No: None

Motion Carried

**DIRECTOR UPDATES**

None.

**BOARD MEMBER COMMENTS**

Mr. Schaar asked about the tanks at the former Shell gas station on Opdyke in Pontiac. He inquired whether or not there were still tanks in the ground and if they posed any potential risk. Ms. Carroll indicated she would find out and follow up with the Board.

Mr. Knight asked if any safeguards were in place to ensure nothing was getting into the Clinton River. Ms. Carroll indicated she would talk to Ms. Napier and inquire about such safeguards.

Mr. Knight asked if anyone knew how the BRA got its initial funding. Ms. Carroll indicated she would research the matter and report back to the board.

**ADJOURNMENT**

There being no objections, the Brownfield Redevelopment Authority Board of Directors meeting adjourned at 7:11 p.m.

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Stephanie Carroll  
Executive Director



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 17, 2025

AGENDA ITEM NO 7A2

PLANNING COMMISSION



## CITY OF AUBURN HILLS PLANNING COMMISSION MINUTES NOT YET APPROVED

February 5, 2025

**CALL TO ORDER:** Chairperson Ouellette called the meeting to order at 6:36 p.m.

**ROLL CALL:** Present: **Carolyn Shearer, Darlene MacMillan, Jack Ferguson, Cynthia Pavlich, Raymond Saelens, Greg Ouellette, Sam Beidoun, Dominick Tringali**  
Also Present: Director of Community Development Steve Cohen, Assistant Director of Community Development Devin Lang, Mayor Brian Marzolf  
Guests: 0

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

3. **PERSONS WISHING TO BE HEARD** - None

4. **APPROVAL OF MINUTES** – December 11, 2024

Moved by Beidoun to approve the minutes of December 11, 2024.

Second by MacMillan.

**VOTE:** Yes: Beidoun, MacMillan, Saelens, Pavlich, Shearer, Tringali, Ferguson, Ouellette  
No: None Motion Carried (8-0)

5. **ELECTION OF OFFICERS**

Mr. Beidoun nominated Mr. Ouellette for Chairperson.

*There were no other nominations.*

Ouellette accepted the nomination for Chairperson.

Second by Shearer.

**VOTE:** Yes: Beidoun, Shearer, Saelens, MacMillan, Tringali, Ferguson, Pavlich, Ouellette  
No: None Motion Carried (8-0)

Ms. Pavlich nominated Mr. Beidoun for Vice Chairperson.

*There were no other nominations.*

Beidoun accepted the nomination for Vice-Chairperson.

Second by Ouellette.

**VOTE:** Yes: Pavlich, Ouellette, MacMillan, Shearer, Tringali, Ferguson, Saelens, Beidoun  
No: None Motion Carried (8-0)

Mr. Ouellette nominated Ms. Shearer for Secretary.

*There were no other nominations.*

Shearer accepted the nomination for Secretary.

Second by Beidoun.

**VOTE:** Yes: Ouellette, Beidoun, Shearer, Pavlich, Tringali, Ferguson, Saelens, MacMillan  
No: None Motion Carried (8-0)



6. **PETITIONERS** – None.

7. **UNFINISHED BUSINESS** – None

8. **NEW BUSINESS**

**8a. City of Auburn Hills 2025 Residential Build-Out Analysis and Future Growth Study**

Mr. Cohen presented the *City of Auburn Hills 2025 Residential Build-Out Analysis and Future Growth Study*. He explained potential future build-out scenarios based on the current zoning and master land use plan. The study divided the City’s residential areas into 12 sections and showed each section’s existing and projected unit count.

In general, the residential build-out analysis showed the following:

1. Auburn Hills is approaching build-out in its residential districts.
2. Auburn Hills has a highly diverse housing stock in terms of product and price points, with a heavy emphasis on attached units and rental products.
3. Auburn Hills has no “easy” greenfield development sites left. Most new developments proposed over the next 25 years will be complicated infill projects.
4. The primary locations left to add owner-occupied detached single-family homes are the Northwest and Northeast Corners of the City. The study shows an approximate net of 543 new detached single-family homes could be built on the remaining residential-zoned land in Auburn Hills (about 1,152 people). These new units are projected to be in small infill developments or on existing vacant homesites. Thus, if the City wishes to increase homeownership, it will need to occur via attached-unit condominium projects.
5. If Auburn Hills leaders desire to grow the City’s population beyond the projected 28,323 people, private housing investment will need to occur in non-residential areas.

**AH RESIDENTIAL BUILD-OUT ANALYSIS AND FUTURE GROWTH STUDY**

Prepared for the Planning Commission and City Council

Steven J. Cohen, AICP  
Director of Community Development  
February 5, 2025

*This planning study has been drafted to provide a snapshot of the City’s existing housing stock and estimate the maximum number of residential units that could be developed within the community based on current policies and regulations. Factors such as available developable land, parcel sizes, environmental features, master-planned density allowances, and zoning were considered when projecting future housing capacity if all buildable land is developed.*

Photo taken of the City of Auburn Hills looking southeast from the top of the Oakland Heights Development Landfill at 2350 Brown Road.

Study Section	Housing Units in Existence (as of January 2025)					Percent of Total Units
	Detached Single Family (owner-occupied)	Attached Single Family (owner-occupied)	Apartment (rental)	Mobile Home	Total Units Existing Count	
1. Northwest Corner/Canadian Neighborhood	200	0	584	0	784	6.7%
2. Baldwin/West Collier Neighborhood	47	123	81	0	251	2.2%
3. Vinewood Neighborhood	239	0	0	0	239	2.0%
4. Opdyke Corridor (North Opdyke/Lapeer)	129	0	124	0	253	2.2%
5. Opdyke Corridor (S/M-59/Southwest Corner)	622	0	168	228	1,018	8.7%
6. Auburn Heights School Neighborhood	361	236	720	0	1,317	11.3%
7. Southeast Corner Neighborhood	595	0	117	0	712	6.1%
8. Churchill Neighborhood/West Downtown	165	0	236	258	659	5.7%
9. Downtown Auburn Hills Neighborhood	131	282	626	161	1,200	10.3%
10. University Center Neighborhood (S/Walton)	400	0	188	0	588	5.1%
11. University Center Neighborhood (N/Walton)	249	696	2,305	238	3,488	30.0%
12. Northeast Corner Neighborhood	912	218	0	0	1,130	9.7%
<b>Total Units</b>	<b>4,050</b> (34.8%)	<b>1,555</b> (13.4%)	<b>5,149</b> (44.2%)	<b>885</b> (7.6%)	<b>11,639</b> (100%)	
<b>Estimated Population</b> (@2.12 persons per unit)	<b>8,586</b>	<b>3,297</b>	<b>10,916</b>	<b>1,876</b>	<b>24,675</b>	

**Summary page within the residential build-out analysis presented by Mr. Cohen**

Mr. Cohen stated that the analysis showed that the City has 11,639 housing units, with an estimated population of 24,675. It is projected that the City could add approximately 1,725 housing units at build-out, increasing its



population by approximately 3,657 people. It is noted that these estimates primarily focused on existing residential areas and did not address potential residential conversions of hotels or office buildings in the T&R District. The City may add additional housing units through commercial conversions; however, these uses are not permitted by right and will be implemented via the Planned Unit Development option at the sole discretion of the Planning Commission and City Council. This study is the basis for the City's new Housing Policy Statement.

After reviewing Mr. Cohen's analysis, the Planning Commission elected to generally leave the Master Land Use Plan and zoning as currently adopted in terms of land use classifications. Mr. Cohen stated he would formally initiate an update per the Michigan Planning Enabling Act to the City's Master Land Use Plan, last updated in 2018, to allow the Planning Commission to make editorial/minor changes to the document to facilitate the completion of the process this year.

#### **8b. City of Auburn Hills Housing Policy Statement**

Mr. Cohen presented a draft Housing Policy Statement. In December, the Planning Commission asked staff to review the City's existing housing stock and draft a housing policy statement in response to a recent amendment to the Michigan Planning Enabling Act. Governor Whitmer, on November 13, 2024, signed HB 5557 to amend the Michigan Planning Enabling Act to expressly include housing as a core provision of a master plan, with an emphasis on promoting a range of housing types and including assessments and policies for addressing those demands.

Mr. Cohen explained that a housing policy statement is necessary to demonstrate compliance with State law and outline how Auburn Hills' Master Land Use Plan and Zoning Ordinance support *"a range of housing types, costs, affordability, attainability, ages, and other characteristics, including single and multiple-family dwellings to serve the housing demands of a diverse population."*

Mr. Cohen stated that the City's analysis demonstrates that it currently has an approximate 50/50 mix of owner-occupied and for-rent products. He explained that the policy outlines the City's diverse housing types and demonstrates compliance with the intent of the State law.

As a result, the Planning Commission concurred with the following goals of the housing policy statement:

1. Increase Opportunities for Homeownership

As a formal policy of the City, as the community nears the build-out of its housing stock, it desires to continue to promote and increase detached and attached single-family owner-occupied housing to the greatest extent possible. Homeownership is believed to keep residents rooted in the community; however, due to various geographic and economic factors, Auburn Hills has historically permitted ample multi-family rental housing developments. Compared to the City's overall housing stock, this high number of rental units has resulted in a much more transient population than other communities in the region. The residential build-out analysis identifies eight potential locations (three are under construction) where approximately 415 apartment units could be added. Rental products at those locations are not permitted by right and would require City Council approval via the Planned Unit Development Option. Thus, implementation and authorization to be developed as a rental product will be at the full discretion of the City Council, determined on a case-by-case basis. To comply with this policy, the remaining potential housing units envisioned in the City's analysis, detached or attached, must be developed as single-family owner-occupied units.

2. Preserve the Character of Established Large-Lot Neighborhoods

Auburn Hills leaders desire to preserve and protect the City's established large-lot neighborhoods and maintain their spacious rural character, fabric, and sense of community. Since 2000, several neighborhood master plan studies and zoning changes have been implemented to prevent developments that could significantly alter these areas' identities and disrupt the quality of life of their residents. The City hosts parcels of various sizes with homes of all types in neighborhoods ranging from urban/high-density to rural. Thus, the City's goal is to maintain some of its historical character and retain the established, rural atmosphere of large-lot neighborhoods.

3. Consider Population Growth in Non-Residential Areas Where Appropriate

The residential build-out analysis contemplates housing growth on a select few commercial and industrial properties, but no existing hotel or T&R district-zoned parcel was shown as a potential housing growth opportunity. The City has received inquiries in recent years regarding converting underutilized hotels, office buildings, and their associated parking areas to create new rental housing/apartments. The City's Zoning Ordinance does not permit housing products within the T&R District by right, and the City would prefer these

properties to be utilized for non-residential purposes. The same is true for hotel properties in the B-2 and T&R Districts. Thus, implementation and authorization for a hotel or T&R District property to be redeveloped with housing products will be at the full discretion of the City Council via the Planned Unit Development Option, determined on a case-by-case basis, with a strong preference toward detached single-family homes or attached owner-occupied condominiums being offered

The Planning Commission thanked Mr. Cohen for his hard work and diligence on the detailed study and policy. They agreed that the data and analysis provided support the finding that the City currently hosts an adequate range of housing types, costs, affordability, attainability, ages, and other characteristics, including single—and multiple-family dwellings, to serve the housing demands of its diverse population.

Mr. Cohen stated that once the Planning Commission approves the study and policy, he will forward the information to the City Council in March for their approval.

**Moved by Pavlich to adopt and recommend to the City Council approval of the City of Auburn Hills Housing Policy Statement and City of Auburn Hills 2025 Residential Build-Out Analysis and Future Growth Study. Second by Saelens.**

**VOTE: Yes: Pavlich, Saelens, Tringali, Ferguson, Beidoun, Shearer, MacMillan, Ouellette**

**No: None**

**Motion Carried (8-0)**

## **9. COMMUNICATIONS**

Mr. Cohen informed the Planning Commission that four items are anticipated to be ready for review at the upcoming meeting. These projects include a self-storage addition at 975 S. Opdyke Road, a rezoning on Joswick Road, an amendment to the T&R Technology and Research Zoning District, and a Special Land Use Permit for outdoor seating at 3315 Auburn Road (former Dimitri's/Haus of Brunch).

## **10. NEXT SCHEDULED MEETING**

The next scheduled meeting is on Wednesday, March 5, 2025, at 7:00 p.m. in the City Council Chamber.

## **12. ADJOURNMENT**

There being no further business, Chairperson Ouellette adjourned the meeting at 8:34 p.m.

Submitted by:

Devin Lang

Assistant Director of Community Development



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 17, 2025

AGENDA ITEM NO 7B

DEPARTMENT OF PUBLIC WORKS

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Stephen Baldante, Public Works Director  
**Submitted:** February 4, 2024  
**Subject:** Motion – To approve a budget amendment for utility relocation costs associated with the Auburn Hills Parking Deck Extension

### INTRODUCTION AND HISTORY

On May 20, 2024, City Council approved a motion to award a contract to Superior Excavating for utility relocations required as part of the proposed Auburn Hills Parking Deck Extension scheduled in 2026. The intention was to perform the utility work in 2024, which includes adding approximately 330 linear feet of storm pipe and 325 linear feet of water main along with additional structures to support the system. These utility relocations were needed as the proposed Parking Deck Extension footings would conflict with the current location of both the water and storm mains. Due to project delays related to the Webster Development, the utility relocations were not completed in 2024, and a budget amendment is needed to fund the project in 2025. Currently, there are funds budgeted for the utility work related to the Parking Deck Extension in 2026, but completing the utility work to supply water and storm sewer for the Webster development is needed sooner to keep the project on the projected timeline. A budget amendment in the amount of \$228,065 will be needed to fund the project and complete the utility relocations scheduled for completion in the Spring of 2025.

### STAFF RECOMMENDATION

Staff recommend budget amendments for utility relocation costs associated with the Parking Deck Extension project and support utility requirements for The Webster development. The amendment would increase the Water/Sewer Fund Water Department 2025 appropriations in GL account number 592-536-971.002\_PKSTRUC\_3381 an additional \$132,765 and increase the General Fund Capital Improvement department 2025 appropriations in GL account number 101-901-975.000-PKSTRUC\_3381 an additional \$95,300.

### MOTION

**Move to approve 2025 budget amendments increasing appropriations by \$132,765 in the Water/Sewer fund and increasing appropriations by \$95,300 in the General Fund Capital Improvement department.**

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: MAY 20, 2024

AGENDA ITEM NO 7E

DEPARTMENT OF PUBLIC WORKS

**To: Mayor and City Council**  
**From: Thomas A. Tanghe, City Manager; Stephen Baldante, Public Works Director**  
**Submitted: May 10, 2024**  
**Subject: Motion – To Award a Contract for Utility Relocation Costs Associated with the New Parking Deck Extension**

## INTRODUCTION AND HISTORY

Over the past several years, the City of Auburn Hills downtown district has experienced significant growth. With the addition of new residential housing complexes and the plan for additional development, the city conducted a parking study to determine the long-term parking needs for the city and its residents. The study revealed that the addition of several new residential units and planned future growth would require additional parking options to support the growth in the downtown.

Currently in design is the addition of a new 178-space Parking Garage located to the West of our current Downtown Parking Garage planned to be built in 2026. In preparation for the construction of the new parking deck, several utilities will need to be relocated. The current design has some rather large footings to support the new parking deck and we will need to reroute both water and storm lines to accommodate for the new structure and to support the new development. One of those new developments currently under construction is the Webster development which will be a 6-story building with 88 residential units located to the northeast of the current Primary Street Parking Lot. A detailed plan is attached showing the extent of the utility work needed to support the project (Exhibit A). Approximately 330 linear feet of storm and 325 linear feet of water main will need to be installed along with some additional structures to support the newly relocated water and storm systems. The relocated water main will aim to support The Webster as well as some other local businesses and aid in fire protection for the area. In addition, the current storm system will need to be relocated and upgraded to support the development in the area. The current storm pipe runs along the west edge of the existing parking garage and the proposed design of the parking deck extension has the footings located where the current storm lines run.

Initially we received a quote from the contractor managing The Webster project. It was our intent to proceed with the contractor on-site currently due to economies of scale and lower mobilization costs related to the project. In addition, the goal is to keep the project moving along as quickly as possible to adhere to the updated construction timeline. Currently, The Webster is due to be completed in early 2026 with the expectation of the new parking deck extension starting shortly after completion. When the quote was received for the utility relocation work, it was considerably higher than our internal estimates (\$348,498.26 + oversight fees). The DPW then contacted 2 other qualified contractors to receive quotes to perform the work and were able to receive significantly lower pricing. Exhibit B shows the totals of the 3 quotes received to perform the utility work. Due to the timing issues related to the project, staff recommend awarding a contract to Superior Excavating in the amount of \$228,065 for the utility relocation work needed in preparation for the construction of the new parking garage.



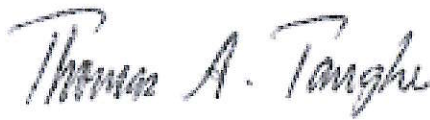
**STAFF RECOMMENDATION**

Staff recommend awarding a contract to Superior Excavating for the utility relocation costs associated with the new parking deck extension. We received 3 quotes for the project and had OHM review the costs associated with the project to verify their competitiveness with current market rates.

**MOTION**

Move to award a contract to Superior Excavating Inc. for the installation of water main and storm pipe to support the new parking deck expansion in the amount of \$228,065 coming from capital projects department in the General Fund.

I CONCUR:



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THOMAS A. TANGHE, CITY MANAGER











PRICING FROM SUPERIOR EXCAVATING, INC.

DATE: 04/30/2024

PRIMARY STREET PARKING LOT  
AUBURN HILLS, MI

PUBLIC WATER MAIN IMPROVEMENTS		QTY	Unit	Unit Price	Amount
	Mobilization	1	LSUM	\$750.00	\$750.00
	Pavement/Sidewalk Removal	1	LSUM	\$6,000.00	\$6,000.00
	Water Main, DI 12 inch	119	Ft	\$215.00	\$25,585.00
	Water Main, HDPE DR 11, 14 inch	206	Ft	\$205.00	\$42,230.00
	Gate Valve and Well, 12 inch	2	Ea	\$10,000.00	\$20,000.00
	Gate Valve and Well, 12 inch, Special	1	Ea	\$17,500.00	\$17,500.00
	Fire Hydrant	1	Ea	\$8,000.00	\$8,000.00
	Connect to Existing Water Main	1	Ea	\$4,000.00	\$4,000.00
	Water Main, Cut and Cap	1	Ea	\$500.00	\$500.00
	Maint Gravel, 21AA, Trench Backfill	1	LSUM	\$5,700.00	\$5,700.00
	Contractor Staking	1	LSUM	\$2,500.00	\$2,500.00
				<b>SUB-TOTAL :</b>	<b>\$132,765.00</b>
PUBLIC STORM SEWER IMPROVEMENTS					
	Mobilization	1	LSUM	\$750.00	\$750.00
	Pavement/Sidewalk Removal	1	LSUM	\$7,500.00	\$7,500.00
	Storm Sewer, CI IV, 12 inch	330	Ft	\$115.00	\$37,950.00
	Dr Structure, 48 in dia	3	Ea	\$4,800.00	\$14,400.00
	Dr Structure, Tap, 12 inch	5	Ea	\$1,500.00	\$7,500.00
	Dr Structure, Contech CS4	1	Ea	\$18,000.00	\$18,000.00
	Maint Gravel, 21AA, Trench Backfill	1	LSUM	\$6,700.00	\$6,700.00
	Contractor Staking	1	LSUM	\$2,500.00	\$2,500.00

SUB-TOTAL : \$95,300.00

TOTAL AMOUNT → \$228,065.00

NOTES:-

- PRICE INCLUDES, SAW CUTTING OF ASPHALT.
- ALL SPOILS TO BE HAULED OUT.
- TESTING.
- 21AA STONE SUB-BASE, 8".
- 21AA MAINTENANCE AGGREGATE.
- CLASS II SAND BACKFILL, 100%.





# CARNWATH EXCAVATING COMPANY

8457 ANDERSONVILLE RD., SUITE A, CLARKSTON, MI 48346 PHONE (248) 625-7711

<b>Submitted To:</b> OHM Advisors / ATTN: Tim Juidici		<b>Phone:</b> (734) 522-6711	<b>Bid Number:</b> 6931
<b>Street:</b> 24935 Schoolcraft Road		<b>Fax:</b>	<b>Date:</b> 5/7/2024
<b>City, State, Zip:</b> Livonia, MI 48150		<b>Project Name:</b> Auburn Hills Utility	
<b>Engineer:</b>		<b>Project Location:</b> Primary Street, Auburn Hills, MI	

**We hereby propose to furnish materials and labor necessary for the completion of the following work:**

General Conditions	1.00 LS
Sawcut Pavement	1,300.00 LF
Demo Existing Pavement For Utility Installation	7,000.00 SF
Misc Demo/Curb/Grate/Cap Lines	1.00 DY
Install 12" RCP Storm Sewer	336.00 LF
Install 4' Storm MH Or CB	3.00 EACH
Export Dirt For Storm Sewer (In Cut CY)	684.00 CY
Import Sand For Storm Sewer	1,000.00 TON
Bedding/Trench Cap Stone For Storm Sewer	232.00 TON
Connect To Existing MH	5.00 EACH
Install Water Treatment Structure	1.00 EACH
Install 6" DI Water	20.00 LF
Install 12" DI Water	140.00 LF
Install 12" HDPE Water	240.00 LF
Install 12" Valve In Well	3.00 EACH
Tie In Water After Testing	1.00 EACH
Install New Fire Hydrant With Valve And Box	1.00 EACH
Pressure Test And Chlorinate WL	1.00 EACH
Export Dirt For Waterline (in Cut Qty)	242.00 CY
Import Sand For Waterline	330.00 TON
Bedding/Trench Cap Stone For Waterline	140.00 TON
Pour Thrust Block	20.00 EACH

**Total Bid Price: \$289,992**

**Notes:**

- This price does not include permits, bonds, tap or inspection fees, dewatering (except surface), soils testing, metered water for testing, as-built drawings, staking or engineered lay-out, landscaping or pavement restoration, topsoil import/screening/amendment, retaining wall work, fencing, trench drains, foundation/gas/elec/mech excavation/backfill, engineered shoring or underpinning, spoil placement/removal for others, removal of buried or hidden objects, removal of contaminated material and tip fees, above or below grade structural demo, cost due to underground utilities/structures not shown on plans, barricades, relocation of any existing utilities unless specifically called out, winter conditions, utility sleeves in concrete walls, frost laws, stormwater operator, temporary seeding or erosion blankets, mud mat maintenance for others.
- NFPA flush of waterline is excluded.
- Availability of our crews and final bid pricing needs to be confirmed upon determination of the actual project start date. No contingency is included in our proposal for material increases.



# EAST EDGE

## EXCAVATING

5411 Jackson Road  
Ann Arbor, MI 48103  
734-210-1644 – Office  
Info@EastEdgeMI.com

<b>To:</b>	Ronnisch Construction Group, Inc.	<b>Contact:</b>	
<b>Address:</b>	4327 Delemere Court Royal Oak, MI 48073	<b>Phone:</b>	5174281520
<b>Project Name:</b>	The Webster	<b>Bid Number:</b>	
<b>Project Location:</b>		<b>Bid Date:</b>	10/17/2023

Per Highlighted Plans Provided by Ronnisch On 4/12/24

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Public Water Main Improvements</b>					
1	Mobilization	1.00	LS	\$2,093.47	\$2,093.47
2	Pavement Demo	1.00	LS	\$4,402.19	\$4,402.19
3	Water Main, DI 12"	119.00	LF	\$326.18	\$38,815.42
4	Water Main, HDPE DR11 14"	115.00	LF	\$382.14	\$43,946.10
5	Gate Valve And Well 12"	2.00	EACH	\$11,746.02	\$23,492.04
6	Gate Valve And Well 12" Special	1.00	EACH	\$14,348.96	\$14,348.96
7	Fire Hydrant	1.00	EACH	\$11,539.11	\$11,539.11
8	Connect To Existing Water Main	1.00	EACH	\$8,053.96	\$8,053.96
9	Water Main Cut And Cap	1.00	EACH	\$2,884.25	\$2,884.25
10	Maintenance Gravel 21AA Trench Backfill	1.00	LS	\$6,476.28	\$6,476.28
11	Utility Surveying	1.00	LS	\$5,375.67	\$5,375.67
<b>Total Price for above Public Water Main Improvements Items:</b>					<b>\$161,427.45</b>

<b>Public Storm Sewer</b>					
1	Mobilization	1.00	LS	\$2,093.47	\$2,093.47
2	Pavement Demo	1.00	LS	\$9,395.63	\$9,395.63
3	Storm Sewer , CL IV 12"	330.00	LF	\$135.54	\$44,728.20
4	Dr Structure 48" Dia	5.00	EACH	\$13,015.25	\$65,076.25
5	Dr Structure Tap 12"	2.00	EACH	\$2,927.86	\$5,855.72
6	Dr Structure Contech CS4	1.00	EACH	\$38,828.12	\$38,828.12
7	Maintenance Gravel 21AA Trench Backfill	1.00	LS	\$15,717.75	\$15,717.75
8	Contractor Surveying	1.00	LS	\$5,375.67	\$5,375.67
<b>Total Price for above Public Storm Sewer Items:</b>					<b>\$187,070.81</b>

**Payment Terms:**

Payment Terms and Conditions – NET 30

Upon the acceptance of the work, payment of the unpaid balance Contract Price when due together with such Value Added Taxes as may be applicable to such payment.

Should the Client fail to make payments as they become due under the terms of the Contract or in the event of any claim, interest at eighteen percent (18%) per annum above the prime rate on such unpaid amounts shall also become due and payable until payment. The act of non-payment creates a lien in favor of the East Edge Excavating in any and all equipment and property of the Client in the possession of the Contractor, as well as in the Work in progress at the date of termination. East Edge Excavating shall be at liberty to retain possession of the same pending payment in full.





# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 17, 2025

AGENDA ITEM NO 7C

CITY MANAGER'S OFFICE

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager  
**Submitted:** February 17, 2025  
**Subject:** Motion – To Approve the MOU's for Police Patrol and Police Detective Units

### INTRODUCTION AND HISTORY

It is becoming increasingly more difficult to attract and retain police personnel. As a result, we recently evaluated our Patrol and Detective collective bargaining agreements against many local agencies, focusing on wages. Working closely with Chief Gagnon, Mayor Marzolf, Mayor Pro Tem Hawkins, and staff from the City Manager's office, we considered adjustments that placed us in a more favorable position amongst our competition. After determining the cost of such adjustments and establishing that the improvements are affordable under our current circumstances, we created the attached two MOU's, one for Patrol and one for Detectives. These enhancements will become effective on April 5, 2025. For Detectives, the enhancement is a one-time bonus payment. For Patrol, the enhancements include a 4.50% wage adjustment on April 5, 2025, shortening the time to get to the top of the wage schedule from five years to three years, and allowing the City to provide special assignments to Patrol Officers sooner than provided for in the current contract.

### STAFF RECOMMENDATION

Staff recommend the modifications as provided for in the Memorandum of Understanding for Patrol and Detectives, as written.

### MOTION

Move to authorize the City Manager to execute the Memorandum of Understanding between the City of Auburn Hills and Police Officers Labor Council/Patrol, as well as between the City of Auburn Hills and Police Officers Labor Council/Detectives, as written. Both take effect on April 5, 2025, and are subject to first being signed by the authorized representative of the Union indicated within each MOU.

I CONCUR:

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THOMAS A. TANGHE, CITY MANAGER



**Memorandum of Understanding  
Between the  
City of Auburn Hills  
&  
Police Officers' Labor Council/Patrol**

**A. PURPOSE**

This Memorandum of Understanding (MOU) is to establish an agreement by and between the City of Auburn Hills (“the City”) and the Police Officers’ Labor Council/Patrol (“the Union”) modifying their Collective Bargaining Agreement expiring December 31, 2027 (“CBA”) as currently written, for the reasons stated below.

**Intent:** The parties jointly agree that hiring and retention of Police Officers is a challenge that continues unabated as a statewide crisis in maintaining staffing needs. After being queried by the Police Patrol Union for a potential remedy, the City conducted a review of the current CBA, hiring and employment retention trends in comparable area police departments, and now presents a modification of the terms and conditions of employment intended to increase the pool of candidates applying for employment as City Police Officers as long-term employees. If accepted by the Union, the following changes shall take effect beginning April 5, 2025.

**B. AGREEMENT**

It is hereby agreed that the current charts in the CBA at Appendix A, Section 21, titled “Wages” ‘Patrol Officers (hourly rates)’ shall be replaced with the following:

Section 21. Wages

- 2025 (current): Start/\$27.77 per hour, 1 Year/\$30.91 hour, 2 Years/\$34.05 hour, 3 Years/\$37.58 hour, 4 Years/\$41.14 hour, 5 Years/\$41.56 hour
- April 5, 2025: Start/\$32.30 hour, 1 Year/\$35.58 hour, 2 Year/\$39.27 hour, 3 Year/\$43.43
- January 1, 2026: Start/\$33.27 hour, 1 Year/\$36.65 hour, 2 Year/\$40.45 hour, 3 Year/\$44.73
- January 1, 2027: Start/\$34.10 hour, 1 Year/\$37.57 hour, 2 Year/\$41.46 hour, 3 Year/\$45.85

Any employee not currently earning at the new start rate as of the implementation of these new wages on April 5, 2025 shall be automatically moved to the new start rate. All others shall increase upon their employment anniversary date to the new anniversary rate that provides them with the next highest pay rate, but under no circumstance shall any employee reach the top of scale until they have completed three years of full-time service. See attached salary schedule as Attachment 1 for those for which the above wage schedule



uniquely applies; as well as the attached salary schedule as Attachment 2 effective April 5, 2025 modifying the collective bargaining unit wage scale.

- And, the CBA at Section 10, titled “Staff Assignments” at (e.) “Transfer and Rotation of Personnel”, sentence 3. shall be replaced with:

3. Officers must have at least 2 continuous years as a full-time Patrol Officer with the City of Auburn Hills, unless no one with two (2) years seniority applies, or 1 year as a full-time Patrol Officer with the City of Auburn Hills and two (2) or more continuous years of full-time experience as a sworn law enforcement officer at another MCOLES regulated law enforcement agency. The two years from another agency must be in full-time active status and shall not include any leave time of any kind whatsoever.

Except as recited above, this Memorandum of Understanding does not alter any other terms and conditions of the Collective Bargaining Agreement and shall have no precedential effect of any kind or description in any forum whatsoever as a comparison or otherwise. In the event a conflict in interpretation or effect between this MOU and the CBA arises, this MOU shall control.

It is agreed by the parties that these modifications are the result of a good faith compromise at arm’s length without re-opening negotiations as a solution-based act by and between them in lieu of formal negotiations to attempt to cure a critical issue during the term of the Collective Bargaining Agreement between them.

The Union also understands and agrees that other Police Command and Detective CBAs shall be addressed for the same reasons and with the same intent, but on different terms and conditions for modification(s).

Agreeing to the foregoing as stated above we sign as authorized representatives.

City of Auburn Hills

Police Officers’ Labor Council

By: \_\_\_\_\_

By: \_\_\_\_\_

Thomas A. Tanghe

Martin Mikolajczak

Its: City Manager

Its: President

Dated: February \_\_\_\_, 2025

Dated: February \_\_\_\_, 2025



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 17, 2025

AGENDA ITEM NO 7D

FINANCE/TREASURER

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Michelle Schulz, Finance Director  
**Submitted:** February 10, 2025  
**Subject:** Motion – To receive and file the encumbrance 2025 budget amendment increasing the 2025 budget for encumbered goods or services not yet received as of 12/31/2024.

### INTRODUCTION AND HISTORY

In 2021, City staff began the practice of year end encumbrance budget amendments. The purpose of the encumbrance amendment is to give City Council transparency to see what prior year budgeted funds of expected goods and services were encumbered but are not expected to be received until the following year. It also supports why funds and/or departments may appear to come under budget at the end of any given year. While rolling encumbrances forward with an amendment for any particular year may significantly increase the next year's budget, it is only increasing with funds that were already anticipated to be spent in the previous fiscal year.

At the 2/15/2021 City Council meeting, City Council approved the Finance Director and assigned staff the authorization to roll appropriate year end purchase orders forward with an approved budget amendment from one fiscal year to the next fiscal year with the amendments coming before City Council in an informational memo to receive and file. The attached detail report supports the amendment. It is important to note that not all open purchase orders as of year-end are rolled forward with amendments if the department does not have appropriate funds unspent or if the item was budgeted for in the next year but ordered in the previous year.

The total 2025 Encumbrance Budget amendment carried from 2024 open purchase orders totals \$8,555,186.41. The TIFA amendments total \$124,108.13. The total carryover of encumbrances with an amendment, then, is \$8,679,294.54. The details by General Fund Department and other Funds are attached for review. The purchase order detail is also attached primarily for staff reference. The TIFA Amendments are included as well for informational purposes.

### STAFF RECOMMENDATION

Staff recommends the City Council review the amount of the 2024 budget that will be rolled forward to the 2025 budget, and receive and file the attached encumbrance budget amendment that amends the 2025 budget for necessary open encumbrances as of 12/31/2024.

### MOTION

**Move to receive and file the encumbrance 2025 budget amendment increasing the 2025 budget for encumbered goods and/or services not yet received as of 12/31/2024.**

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER

**PO ENCUMBRANCE AMENDMENT DETAILS BY GENERAL FUND DEPARTMENT AND OTHER FUNDS**

**GENERAL FUND DEPARTMENTS**

**General Administration**

101-261-885.000	COMMUNITY RELATIONS	\$ 18,360.00	PO 248176 (website redesign)
101-261-985.000-CCHAMBERAV12	COMPUTER EQUIP. & SUPPORT	36,654.00	PO 248557
	<b>Total</b>	<b>\$ 55,014.00</b>	

**Facilities**

101-265-931.100	STREET LIGHTING REPAIR	\$ 6,338.70	PO, 248466, 248498, 248559
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**Grounds**

101-266-972.001	LAND IMPROVEMENTS	\$ 2,423.33	PO 248486 (pond dredge)
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**Police Administration**

101-305-984.000	FURNITURE	\$ 16,129.46	PO 248565
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**Fire Administration**

101-336-975.000-FIREST1_3483	BLDG. ADDITIONS & IMPROVEMENTS	\$ 3,021.89	PO 248377
101-336-975.000-FIREST3_3253	BLDG. ADDITIONS & IMPROVEMENTS	3,021.89	PO 248378
	<b>Total</b>	<b>\$ 6,043.78</b>	

**Capital Improvements**

101-901-972.001-PUBLICSSQUARE	LAND IMPROVEMENTS	\$ 447,225.30	PO 248204, 248205
101-901-975.000-PKSTRUC_3381	BLDG. ADDITIONS & IMPROVEMENTS	31,811.75	PO 226914
		<b>\$ 479,037.05</b>	

***Total General Fund***      **\$ 564,986.32**

**OTHER FUNDS**

**MAJOR ROAD FUND**

202-452-817.000	CONSULTANT SERVICES	\$ 3,852.00	PO 248209 (N.Squirrel)
202-452-935.000	ROAD MAINTENANCE	38,500.00	PO 248162(Paving Program)
202-452-973.000-21BDHARMONRD	ROAD & TRAFFIC IMPROVEMENTS	113,121.89	PO 237487
202-452-973.000-M24IMPROVMNT	ROAD & TRAFFIC IMPROVEMENTS	2,071,385.05	PO 248371, 248372, 248483
202-452-973.000-SHIMDEXCURVE	ROAD & TRAFFIC IMPROVEMENTS	139,835.22	PO 248158, 248159, 248200
202-452-973.000-TIENKENROADX	ROAD & TRAFFIC IMPROVEMENTS	19,843.25	PO 248524, 248526
202-452-973.005-TIENKENROADX	NON MOTORIZED PATHWAYS	12,998.75	PO 248524, 248527
	<b>Total Major Road Fund</b>	<b>\$ 2,399,536.16</b>	

**PO ENCUMBRANCE AMENDMENT DETAILS BY GENERAL FUND DEPARTMENT AND OTHER FUNDS**

**LOCAL ROAD FUND**

203-453-973.000-BIRCHFIELDPH	ROAD & TRAFFIC IMPROVEMENTS	\$ 50,661.00	PO 248511, 248512
203-453-973.000-BUTLERROADXX	ROAD & TRAFFIC IMPROVEMENTS	86,554.50	PO 248370
203-453-973.000-CENTRERD_SAD	ROAD & TRAFFIC IMPROVEMENTS	50,932.25	PO 248368, 248370
203-453-973.000-DEXTR_N_WLTN	ROAD & TRAFFIC IMPROVEMENTS	7,678.00	PO 248159
203-453-973.000-EXECUTIVESAD	ROAD & TRAFFIC IMPROVEMENTS	71,574.50	PO 248368, 248370
203-453-973.000-HUNTCLUBXXXX	ROAD & TRAFFIC IMPROVEMENTS	218,109.92	PO 248160, 248161, 248162
203-453-973.000-INNOVATION	ROAD & TRAFFIC IMPROVEMENTS	26,418.50	PO 248368, 248370
203-453-973.000-SHIMMONSCIRC	ROAD & TRAFFIC IMPROVEMENTS	34,102.00	PO 248524, 248525
203-453-973.000-SUPERIOR_SAD	ROAD & TRAFFIC IMPROVEMENTS	253,975.19	PO 248160, 248161, 248162
203-453-973.000-ZEL HAT GLEN	ROAD & TRAFFIC IMPROVEMENTS	318,056.32	PO 248160, 248161, 248162
<b>Total Local Road Fund</b>		<b>\$ 1,118,062.18</b>	

**TREE ORDINANCE FUND**

230-267-955.002	TREE REPLACEMENT EXPENSE	\$ 6,676.10	PO 248442 (Planting Program)
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**FIELDSTONE GOLF FUND**

584-753-972.000-PONDDREDGING	LAND AND IMPROVEMENTS	\$ 21,480.92	PO 248486 (Pond Dredging)
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**WATER/SEWER FUND**

592-535-971.000-BIRCHFIELDPH	W&S-SEWER REPAIR & REPLACEMENT	\$ 7,566.00	PO 248511, 248512
592-536-770.000	WATER METERS	9,984.00	PO 248510
592-536-971.002	WATER/SEWER SYSTEM IMP & EXT	4,681.80	PO 248453 (shimmons relocate)
592-536-971.002-BIRCHFIELDPH	WATER/SEWER SYSTEM IMP & EXT	51,027.00	PO 248511, 248512
592-536-971.002-DEXTR_N_WLTN	WATER/SEWER SYSTEM IMP & EXT	58,094.81	PO 248159
592-536-971.002-SOUTHBLVDWM	WATER/SEWER SYSTEM IMP & EXT	2,519,781.92	PO 248440, 248441, 248454
<b>Total Water/Sewer Fund</b>		<b>\$ 2,651,135.53</b>	

**PO ENCUMBRANCE AMENDMENT DETAILS BY GENERAL FUND DEPARTMENT AND OTHER FUNDS**

**FLEET FUND**

661-594-934.000	SOFTWARE & EQUIPMT. MAINTENANC	\$ 11,638.20	PO 248146 (GPS SOFTWARE)
661-594-972.000-21BDDPWCKLT	LAND AND IMPROVEMENTS	24,850.00	PO 237462
661-594-981.000	VEHICLES	328,121.00	PO 226648, 248045, 248123,248336
661-594-981.000	VEHICLES	1,428,700.00	PO 237131, 237132 (fire appartus)
	<b>Total Fleet Fund</b>	<b>\$ 1,793,309.20</b>	

**PO BUDGET AMENDMENTS CITY TOTAL** **\$ 8,555,186.41**

**TIFA Amendments approved by Boards**

251-735-799.000	EQUIPMENT UNDER \$5,000	\$ 4,766.00	PO 248435 (security related)
251-735-800.199	LANDSCAPE/GEN MAINT	62,853.33	PO 248235(christmas tree replace)
252-736-967.100	SITE IMPROVEMENT GRANTS	15,553.08	PO 248500
253-737-800.199	LANDSCAPE/GEN MAINT	2,383.00	PO 248435 (security related)
253-737-931.000-ADM BLDG_1827	BLDG. MAINTENANCE	3,020.84	PO 247789
253-737-975.000-FIRE2_1899__	BLDG. ADDITIONS & IMPROVEMENTS	35,531.88	PO 237742
	<b>Total TIFA Amendments</b>	<b>\$ 124,108.13</b>	

**PO BUDGET AMENDMENTS CITY/TIFA TOTAL** **\$ 8,679,294.54**





# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 17, 2025

AGENDA ITEM NO 7E

FIELDSTONE GOLF CLUB

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager and Chip Hierlihy, Fieldstone Golf Club General Manager  
**Submitted:** February 12, 2025  
**Subject:** Motion – To approve a budget amendment for tree maintenance at Fieldstone Golf Club

### INTRODUCTION AND HISTORY

During the last few months Fieldstone Golf Club Staff have identified several trees which are in need of trimming or removal. In total, fifteen trees will require removal, and seven trees will require trimming. Seven of the planned removals are due specifically to provide improved agronomic health to the golf course as these trees are beginning to negatively impact turf growth on greens 7, 15, and 17. Additionally, one removal is a guest hazard caused by decay from a previous lightning strike and the balance have been slated for removal to improve overall turf health and enhance the guest experience throughout the golf course. The seven trimmings are vital as we continue to focus on health and aesthetics of these impacted tree specimens moving forward. It is important to note that Fieldstone Golf Club staff will work with the Department of Public Works to develop a plan to replace these fifteen removed trees in suitable locations at Fieldstone Golf Club; including providing buffering of the range area and 17 tee. Fieldstone Golf Club staff met with and secured quotes from three vendors:

Vendor	Total Cost
Amezola Tree Service	\$19,500
Arborist Prim	\$24,500
The Davey Tree Expert Company	\$27,180

Amezola Tree Service has delivered high-quality work for Fieldstone Golf Club in the past, demonstrating their expertise and reliability across various projects including stump removal and tree services. Given their proven track record of quality workmanship, timely project completion, and competitive pricing, City staff recommend awarding the 2025 Fieldstone Golf Club Winter Tree Work Project to Amezola Tree Service. While the City's purchasing policy does not require City Council approval for contractual services under \$25,000, this is not a budgeted expense in the FY2025 Fieldstone Golf Club budget, so a budget amendment will be required.

### STAFF RECOMMENDATION

Staff recommend awarding the 2025 Fieldstone Golf Club Winter Tree Work Project bid to Amezola Tree Service in an amount not to exceed \$19,500.00. Funding for this project requires a budget amendment to the FY2025 Fieldstone Golf Club department budget, increasing appropriations by \$19,500 in account number 584-753-972.000.

### MOTION

**Move to award the Fieldstone Golf Club Winter Tree Work Project to Amezola Tree Service in an amount not to exceed \$19,500. Furthermore, authorize a budget amendment to increase appropriations by \$19,500 in the FY2025 Fieldstone Golf Club fund.**

I CONCUR:

*Thomas A. Tanghe*

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THOMAS A. TANGHE, CITY MANAGER



# AMEZOLA TREE SERVICE

- Removals - Trimming - Pruning - Shaping - Elevating -
- Topping - Land Clearing - Stump Removal - Storm Damage -
- Senior Discounts - References - Beat the Price -

WE ARE LOCATED AT  
STERLING HEIGHTS - DEARBORN - DETROIT



www.amezolatreeservice.com - amezolatreeservice@yahoo.com

## ESTIMATE



Office **586.298.4026**  
 Cell **586.855.4164**  
 Fax **313.782.4928**

How did you hear about Us Former Customer Date 12/16/2024  
 Company Name Fieldstone Golf Club  **Macomb**  
 Estimate Day & Time 12/19/2023  **Oakland County**  
 Reminder Call ahead/ Between 8am or 12pm  **Wayne County**  
 Customer Name Mr. Myles Sprague Email myles.sprague@davey.com  
 Address 2234 Taylor Rd  
Auburn Hills, MI, 48326

Phone \_\_\_\_\_ Phone 616-890-2578

- Services Needed 3 Oak trees to be removal located on the golf course.  
1 Oak tree to be trimming all lower limbs.  
1 Oak tree to be removal located on the golf course.  
2 Cottonwood trees to be removal located on the golf course.  
1 Maple tree to be trimming all lower limbs located on golf course.  
1 Maple tree to be trimming located on the golf course.  
3 Oak trees to be trimming all lower limbs located on the golf course.  
5 Oak trees to be removal located on the golf course.  
1 Oak tree to be trimming all lower limbs.  
2 Oak trees to be removal located close to the power lines.  
1 Oak tree to be removal located at by the end of the bridge.  
1 Cottonwood tree to be removal located close to the gate.

**\*Complete removal of all wood and debris. Not including wood chips & dirt from stump grinding. Unless specified below.**

Tree Service Only: Stump Removal  
 Total cost with stump grinding & chip removal: \$ \_\_\_\_\_  
 Total cost with stump grinding: \$ \_\_\_\_\_  
 Total cost without stump grinding: \$ \$ 19,500.-  
 Total cost of all other services provided: \$ \_\_\_\_\_

All work to be completed in a workmenlike manner according to standard practice. All agreements contingent upon strikes, accidents or delay beyond our control. Our workers are fully insured.

After your service has been completed, you have 24 hours to report any damages or unfinished job. After 24 hours we are not responsible for any claim given.

WARNING: Amezola Tree Service is not responsible while performing a job for any cable that gets damaged such as telephone lines, sprinkler lines, electricity lines or anything else that might be underground.

WARNING: Any existing damage to property will not be covered by Amezola Tree Service.

WARNING: Upon signing customer has agreed to contract. In the event of a breach of contract there will be a 15% fee.

**Acceptance of proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted.**

**By signing below you are entering into a binding CONTRACT with Amezola Tree Service**

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

**Thank you for your preference!**

- CRANE  SEMI TRUCK  LOADER  DINGO  SPIDER-MAN LIFT  BUCKET  CLIMBER



**Arborist Prime**  
 4404 Clintonville Road  
 Waterford, Michigan 48329

**Proposal #4294**  
 Created: 12/06/2024  
 From: Ryan Koechig

**Proposal For**

**Myles Spague**

910 W Windemere Ave      mobile: 6168902578  
 Royal Oak, MI 48073      [spragu60@gmail.com](mailto:spragu60@gmail.com)

**Location**

**1984 Taylor Rd**  
 Auburn Hills, MI 48326

**Terms**

Due Upon Completion

Myles Spague

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
<b>Property Beautification &amp; Elevations</b> Trim or remove all trees as discussed with client and as highlighted in photos.	1	\$ 24,500.00	\$ 24,500.00

**Client Notes**

Prior to engagement of project a walk through will be completed with client and crew, as well as a post completion walk through to insure accuracy of scope of work and 100% client satisfaction.

*All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.*

SUBTOTAL	\$ 24,500.00
SALES TAX	\$ 0.00
<b>TOTAL</b>	<b>\$ 24,500.00</b>

**Signature**

x

Date:

Please sign here to accept the terms and conditions

**Assigned To**

Justin                      Nick                      Ryan Ferguson

**Sales Reps**

Ryan Koechig

**Photos**



*Property Beautification & Elevations*



*Property Beautification & Elevations*



*Property Beautification & Elevations*



*Property Beautification & Elevations*



*Property Beautification & Elevations*



*Property Beautification & Elevations*





*Property Beautification & Elevations*



*Property Beautification & Elevations*



*Property Beautification & Elevations*



*Property Beautification & Elevations*



*Property Beautification & Elevations*



*Property Beautification & Elevations*





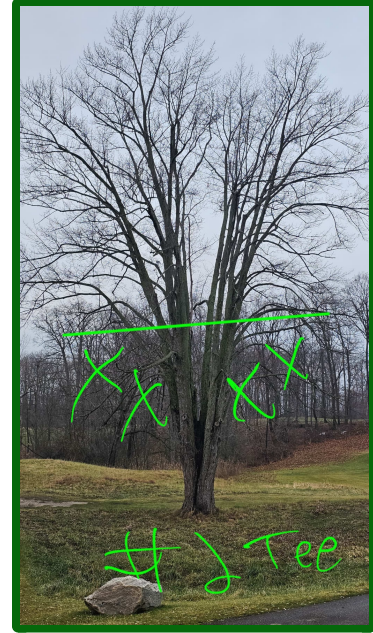
Property Beautification & Elevations



Property Beautification & Elevations



Property Beautification & Elevations



Property Beautification & Elevations



Property Beautification & Elevations



Property Beautification & Elevations





**Arborist Prime**  
4404 Clintonville Road  
Waterford, Michigan 48329

**Proposal #4294**  
Created: 12/06/2024  
From: Ryan Koechig

*Property Beautification & Elevations*



## Terms and Conditions

It is agreed by and between Arborist Prime LLC and the authorizing party (customer and/or customer's agent) that the following provisions are made as part of this contract:

Insurance by Contractor: Arborist Prime LLC warrants that it is insured for liability resulting from injury to person(s) or property and that all employees are covered by Workers' Compensation as required by law. Certificates of coverage are available upon request.

Cancellation Fee: Cancellation of any contract by authorizing party AFTER three (3) days from date of approval will result in a 16.5% cancellation fee of the total amount as outlined in the proposal. Any deposits made will be applied towards cancellation fee.

Deposits: All deposits are NON-REFUNDABLE. In the event of a cancellation, the amount of the deposit will be applied towards the cancellation with any remaining balance being non-refundable.

Completion of Contract: Arborist Prime LLC agrees to do its best to meet any agreed upon performance dates but shall not be held liable for delays due to inclement weather, labor, mechanical failures, or any other cause beyond its control; nor shall the customer be relieved of completion for delays.

Tree Ownership: The authorizing party warrants that all trees listed are located on the customer's property, and, if not, that the authorizing party has received full permission from the owner to allow Arborist Prime LLC to perform the specified work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Arborist Prime LLC for any damages or costs incurred from the result thereof.

Safety: Arborist Prime LLC warrants that all arboricultural operations will follow the latest version of the ANSI Z133.1 industry safety standards. The authorizing party agrees to not enter the work area during arboricultural operations unless authorized by the crew leader on-site.

### Tree Pruning:

Tree pruning recommendations are written per ANSI 300 specifications.

Stump Removal: Unless specified in the proposal, stump removal is not included in the price quoted. Grindings from stump removal are not hauled unless specified in this proposal. Surface and subsurface roots beyond the stump are not removed unless specified in this proposal.

Concealed Contingencies: Any additional work or equipment required to complete the work, caused by the authorizing party's failure to make known or caused by previously unknown foreign material in the trunk, the branches, underground, or any other condition not apparent in estimating the work specified, shall be paid for by the customer on a time and material basis. Arborist Prime LLC is not responsible for damages to underground sprinklers, drain lines, invisible fences or underground cables unless the system(s) are adequately and accurately mapped by the authorizing party and a copy is presented before or at the time the work is performed.

Clean-up: Clean-up shall include removing wood, brush, and clippings, and raking of the entire area affected by the specified work, unless noted otherwise on this proposal.

Lawn Repair: Arborist Prime LLC will attempt to minimize all disturbances to the customer's lawn. Lawn repairs are not included in the contract price, unless noted otherwise on this proposal.

Domesticated Animal Droppings\Feces. A fee of \$99 will be applied to invoice if more than one (1) pile(s) of domesticated animal droppings\feces are present per every 5,000 square feet of property as it relates to working area and egress zone for hauling debris and material.

Terms of Payment: Unless otherwise noted in this proposal, the customer agrees to pay the account in full upon receipt of the invoice. A fourteen (14) day grace period will be allotted between the date of invoice and receipt of payment. All checks sent via U.S.P.S MUST be postmarked within the aforementioned grace period. Failure to remit full payment within the payment term will result in a finance charge of 7.5% after the first 14 days and 7.5% every thirty (30) days thereafter on total invoice and any previous interest accrued combined.

Returned Check Fee: There will be a \$100.00 fee charged for all checks returned to our office for non-sufficient funds.

Miscellaneous Provisions:

No Beneficiaries. No third parties are intended to benefit by the covenants, agreements, representations, warranties, or any other terms or conditions herein.

Successors, Assigns, and Authority to Execute. This contract shall be binding and inure to the benefit of the parties hereto and their respective heirs, representatives, successors, and assigns. The person(s) executing this contract represents that it has the full power and authority to bind its principal hereunder.

Assignment. The parties hereby represent that they have not assigned any claims, causes of action, or rights which are the subject matter of this contract and that the rights and duties under this contract cannot be assigned without the prior written consent of all of the parties to this contract and that each party will hold the other party harmless from any such claims or other demands and will indemnify the other party with respect thereto.

Entire Agreement; Modification; Waiver; Severability. This contract supersedes all prior oral discussions and agreements of the parties regarding the subject matter hereof. If any term, condition, or provision of this contract is found to be illegal or unenforceable for any reason, all remaining terms, conditions, and provisions will remain in full force and effect.

Governing Law and Attorneys' Fees. This contract has been negotiated and accepted and shall be construed in accordance with, and all disputes hereunder shall be controlled by, the laws of the State of Michigan. If a dispute or litigation concerning the enforcement or interpretation of this contract occurs, the parties hereto agree that: (a) venue shall be proper and exclusive in the County of Oakland, State of Michigan, (b) the parties agree to and do hereby submit to the jurisdiction of the courts of the State of Michigan, and (c) the prevailing party in any litigation, mediation, or arbitration shall be awarded their reasonable attorneys' fees, costs, and all other expenses (including on appeal) from the non-prevailing party with respect thereto.

Interpretation. The parties acknowledge and agree that this contract shall not be construed or interpreted against any single party on the grounds of sole or primary authorship.



Counterparts. This Agreement may be executed in counterparts and/or by electronic transmission, each of which shall be considered the same as an original, and all of which shall together constitute one document. Number/Gender. Words of any gender used in this contract will be held and construed to include any other gender, person or entity, and words in the singular number shall be held to include the plural, and vice versa, unless the context otherwise requires.

Headings. The descriptive headings of the several sections and paragraphs of this contract are inserted for convenience only and do not constitute a part of this contract.

Payments. All sums due under this contract shall be paid in lawful money of the United States of America.

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YOUR  
**Proposal**

Included with this document, you will find a proposal from your local arborist. We thank you for considering us for your landscape needs and we look forward to caring for your property. If you have any questions, please contact your arborist.

**Thank you!**

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 **OUR  
FAMILY**

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Founded in 1880, our organization is dedicated to providing quality service and caring for trees. As we've grown, our employee owned company welcomed new brands into the Davey family. As a valued client, you will receive the benefit of that dedicated service from your local brand, backed by national resources.

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Client	Service Location	12/26/2024
CITY OF AUBURN HILLS ATTN KAREN ADCOCK 1827 N SQUIRREL RD AUBURN HILLS, MI 48326-2749	FIELDSTONE GOLF COURSE ATTN MYLES SPRAGUE 2234 Taylor Rd Auburn Hills, MI 48326-1775 Mobile: (616) 890-5878 Email: Myles.sprague@davey.com	Proposal #: 20017198-1735218584 Account #: 817452 Work: (248) 370-9353 Fax: (248) 370-9357 Email: storres@auburnhills.org

Utility	Service Period	Price	Tax	Total
<input checked="" type="checkbox"/> Maintenance		\$14,400.00		\$14,400.00
#13 Tee				
1.) Remove the large White Oak to near ground level.				
2.) Remove the double stemmed Red Oak to near ground level.				
3.) Remove the leaning Red Oak to near ground level.				
4.) Elevate Red Oak near the cart path up to a height of 25'-30'				
5.) Remove White Oak to near ground level.				
6.) 3 Large Cotton Woods are located to the left of the 13th fairway. The 2 Cottonwoods growing on the left side of this bunch are to be removed. The remaining Cottonwood will be elevated to a height of 30'.				
All debris is to be hauled off-site for disposal				
<input checked="" type="checkbox"/> Maintenance		\$9,360.00		\$9,360.00
#18 Tee				
1.) Elevate 2 Oaks to a height of 20' and remove major deadwood 3" and larger.				
2.) Elevate 1 Oak to a height of 20'.				
3.) Remove 4 large Cottonwoods to near ground level.				
All debris is to be hauled off-site for disposal				
<input checked="" type="checkbox"/> Maintenance		\$720.00		\$720.00
#12 Tee				
1.) 3 Oaks to be Elevated to a height of 25'.				
All debris is to be hauled off-site for disposal				
<input checked="" type="checkbox"/> Maintenance		\$540.00		\$540.00
#10 Green Bunker				
1.) Silver Maple leaning over the bunker needs to have the RIGHT side elevated to a height of 20'. Match this height all the way around the canopy.				
All debris is to be hauled off-site for disposal				
<input checked="" type="checkbox"/> Maintenance		\$1,980.00		\$1,980.00
#2 Tee				
1.) Silver Maple on the right side of the tee box needs to have the left side of the canopy severely cut back (potentially removing the lead entirely). Cut back some of the lower sucker growth as well.				
2.) Silver Maple located on the far left tee box needs to be elevated to a height of 30'.				
All debris is to be hauled off-site for disposal				



Client	Service Location	12/26/2024
CITY OF AUBURN HILLS ATTN KAREN ADCOCK 1827 N SQUIRREL RD AUBURN HILLS, MI 48326-2749	FIELDSTONE GOLF COURSE ATTN MYLES SPRAGUE 2234 Taylor Rd Auburn Hills, MI 48326-1775 Mobile: (616) 890-5878 Email: Myles.sprague@davey.com	Proposal #: 20017198-1735218584 Account #: 817452 Work: (248) 370-9353 Fax: (248) 370-9357 Email: storres@auburnhills.org

	Service Period	Price	Tax	Total
<input checked="" type="checkbox"/> Maintenance		\$3,600.00		\$3,600.00
#7 Fairway 1.) On the far right side of the cart path, we will be removing 1 double stemmed Red Oak to near ground level. 2.) On the left side of the cart path, we will be removing 1 small Oak growing between two Oaks. 3.) On the left side of the cart path, we will be removing the left lead (8") back to the main trunk. 4.) On the left side of the cart path, we will be removing 3 smaller Oaks just on the wood's edge.  All debris is to be hauled off-site for disposal				
<input checked="" type="checkbox"/> Maintenance		\$2,880.00		\$2,880.00
#5 Green (backside edge of woods) 1.) Remove the double stemmed Red Oak and the single stemmed Oak right behind it (left side).  All debris is to be hauled off-site for disposal				
<input checked="" type="checkbox"/> Maintenance		\$360.00		\$360.00
#6 Bridge 1.) Remove 1 Burr Oak, located on the left side of the bridge (as you are crossing)  All debris is to be hauled off-site for disposal				
<input checked="" type="checkbox"/> Maintenance		\$3,240.00		\$3,240.00
#4 Bunker 1.) Remove the large Cottonwood to near ground level.  All debris is to be hauled off-site for disposal				

Total Cost = \$27,180

YES, please schedule the Services marked above.

**Other Important Terms:** See the attached "Terms and Conditions" either set forth on the reverse side of this Agreement or attached to this Agreement for additional information, such as early termination, maintenance responsibilities, warranties, late and default charges and insurance.





The Davey Tree Expert Company ("Company")  
 3381 Lapeer Rd W  
 Auburn Hills, MI 48326-1725  
 Phone: (248) 371-9007 Fax: (248) 371-9076  
 Email: Chad.Allen@davey.com



Client	Service Location	12/26/2024
CITY OF AUBURN HILLS ATTN KAREN ADCOCK 1827 N SQUIRREL RD AUBURN HILLS, MI 48326-2749	FIELDSTONE GOLF COURSE ATTN MYLES SPRAGUE 2234 Taylor Rd Auburn Hills, MI 48326-1775 Mobile: (616) 890-5878 Email: Myles.sprague@davey.com	Proposal #: 20017198-1735218584 Account #: 817452 Work: (248) 370-9353 Fax: (248) 370-9357 Email: storres@auburnhills.org

**ACCEPTANCE OF PROPOSAL:** By signing below, Client agrees and accepts the terms and conditions stated above and the Terms and Conditions either set forth on the reverse side of this Agreement or attached to this Agreement. Company is authorized to do this work as specified. All deletions have been noted. I understand that once accepted, this Agreement constitutes a binding contract. If Client is a legal entity, the undersigned hereby represents that the undersigned has full authority to enter into this Agreement on behalf of Client. This proposal may be withdrawn if not accepted within 30 days.

**YOU ARE ENTITLED TO A COMPLETELY FILLED IN COPY OF THIS AGREEMENT, SIGNED BY BOTH YOU AND US, BEFORE ANY WORK MAY BE STARTED**

**DOOR-TO-DOOR SALE/ HOME SOLICITATION:** If this Agreement is the result of a Door-to-Door or Home Solicitation Sale (under applicable state or federal law), the following provision applies:

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right. If you cancel this agreement, the seller may not keep all or part of any cash down payment.

**CLIENT:**

Signature: \_\_\_\_\_  
 Name (print): \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**COMPANY:**

Signature: Chad Allen  
 Name (print): Chad Allen  
 Title: District Manager  
 Date: 12/26/2024

**CLIENT CARE GUARANTEE:**

We guarantee to deliver what we contract to deliver. If we fail to deliver, we will work with you until you are satisfied, or we will not charge you for the disputed service.

## TERMS AND CONDITIONS

1. **Exclusive Terms.** Client and Company agree that these Terms and Conditions are the sole and exclusive terms and conditions of this Services Agreement (this "Agreement"). Any additional or different terms or conditions not contained herein, including, without limitation, any request or communication by Client regarding the Services, are hereby rejected by the parties, unless agreed to in writing, identified as an amendment to this Agreement, and signed by both parties.
2. **Client.** If Client is a legal entity, the term Client shall include all parent, subsidiary, related, and affiliated entities and each of their respective officers, directors, members, owners, employees, agents, representatives, contractors, and insurers.
3. **Limited Scope of Services.** Company agrees to perform only the services (the "Services") expressly listed on the first page of this Agreement. Client understands and agrees that Company is not required to perform any services other than the Services. Notwithstanding the foregoing, if Company provides additional or different services with Client's written approval, additional fees, costs, and charges will apply, and Client agrees to pay such additional fees, costs, and charges.
4. **Jobsite.** Client represents and warrants that Client has, and at all times will have, authority to grant access, and does hereby authorize and grant access, to Company to enter the property or properties where the Services are performed ("Job Site"), including all streets, sidewalks, and all surrounding property or areas necessary to gain access to or remove material from the Job Site. Client understands and agrees that Company has relied upon this representation and warranty to perform the Services. Client further represents and warrants that the Job Site is not in violation of any applicable codes, ordinances, statutes, or other governmental regulations. While Company may assist, Client is responsible for obtaining any necessary permits in connection with the Services, unless otherwise agreed in writing. Unless otherwise agreed to in writing, Company has made no survey of the property.
5. **Payment.** Company will provide one or more invoices for the Services provided to Client, and in consideration of Client receiving the Services, Client shall pay the fees set forth on each invoice in full within thirty (30) days of the invoice date. If Company initiates litigation or other collection action against Client to recover any amount, Client agrees, to the extent permitted by applicable law, to pay all litigation or collection costs and expenses, including reasonable attorney's fees and expert witness fees, incurred by Company in connection with such litigation or collection action.
6. **Limited Warranty.** Company agrees to perform all Services in accordance with applicable federal, state and local laws and industry standards, and it shall exercise due care and act in good faith at all times in the performance of its obligations under this Agreement. Company will repair, at its own expense, any material defects with its Services for a period of six months following completion of the applicable Services.
7. **Working with Living Things.** As trees and other plant life are living, changing organisms affected by factors beyond Company's control, no guarantee on tree, plant, or general landscape safety, risk, health, or condition is expressed or implied and is disclaimed in this Agreement, unless that guarantee is specifically stated in writing by Company. Arborists cannot detect or anticipate every condition or event that could possibly lead to the structural failure of a tree or guarantee that a tree will be healthy or safe under any circumstances. There are many unseen and unforeseen items and hazards that may or may not exist now, or in the future, over which Company has no control. Site inspections do not include internal or structural considerations unless so noted. Unless otherwise specified, this is not a Tree Risk Assessment and will not include investigations to determine a tree's structural integrity or stability. Company may recommend a Tree Risk Assessment be conducted for an additional charge. All trees present some degree of risk and will eventually fail. The only way to eliminate tree risk is to remove trees. By choosing to preserve trees, Client hereby accepts this risk. Client also accepts the risk of, and Company will not be liable for, any accident, damage, or injury occurring prior to the scheduled Services.
8. **Product Usage.** To the extent the Services include application of product on the Jobsite, Company is relying on the applicable manufacturer's representations regarding the product used and makes no independent representations regarding the product, including, without limitation, safety or efficacy.
9. **Indemnification by Client.** To the fullest extent permitted by applicable law, Client shall indemnify, defend, and hold harmless Company from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of, resulting from, or relating to (a) Client's negligence or willful misconduct in connection with this Agreement, (b) any breach by Client of this Agreement, (c) the condition of the Job Site or any hazards on the Job Site existing prior to the execution of this Agreement or caused by Client or a third party, (d) Client's grant of access to the Job Site or surrounding areas, and (e) any acts or omissions by a third-party, Client, or any of Client's employees, agents, contractors (other than Company), or representatives.
10. **Indemnification by Company.** To the fullest extent permitted by applicable law, Company shall indemnify, defend, and hold harmless Client from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, to the extent caused by the negligence or willful misconduct of Company or its employees or agents in connection with this Agreement. Company's indemnification, defense and hold harmless obligations shall survive the expiration or earlier termination of this Agreement for a period of one year.
11. **LIMITATION OF LIABILITY. CLIENT AGREES THAT COMPANY SHALL NOT BE LIABLE TO CLIENT FOR ANY SPECIAL, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL LOSSES, DAMAGES, OR EXPENSES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, ANY BUSINESS INTERRUPTION LOSSES OR LOST REVENUE, ARISING DIRECTLY OR INDIRECTLY OUT OF, RESULTING FROM, RELATING TO, OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES.**
12. **DAMAGE AND LIABILITY RELEASE. UNLESS CAUSED BY COMPANY'S NEGLIGENCE, CLIENT HEREBY RELEASES COMPANY FROM ANY AND ALL CLAIMS AND DAMAGES AS A RESULT OF OR IN ANY WAY RELATING TO THE SERVICES PROVIDED BY COMPANY AT OR NEAR THE JOB SITE (INCLUDING, BUT NOT LIMITED TO, ABOVE-GROUND ITEMS SUCH AS SIDEWALKS, BUILDINGS, STRUCTURES, DOG FENCES, DRIVEWAYS, LAWNS, OR LANDSCAPING AND UNDERGROUND ITEMS SUCH AS ELECTRICAL LINES, SEPTIC SYSTEMS, LEACH FIELDS, SEWER SYSTEMS, WELLS, IRRIGATION SYSTEMS, OR WATER LINES).**
13. **Term and Termination.** The term of this Agreement commences on the date of this Agreement and continues until the Services are completed, unless and until earlier terminated as provided under this Agreement (the "Term"). Either party may terminate this Agreement at any time upon at least ten (10) day's written notice, provided Client shall pay Company for any Services performed prior to the termination date.
14. **Assignment.** Client may not assign any of its rights under this Agreement without the prior written consent of Company. This Agreement does not confer upon any third-party any right to claim damages against Company.
15. **Severability.** If any term of this Agreement is held invalid, illegal, or unenforceable, such term shall be limited to the extent necessary to comply with applicable law and if such limitation is not possible, severed and inoperative, and the remainder of this Agreement shall remain operative and binding on the parties.

## NOTICE OF CANCELLATION

\_\_\_\_\_  
Date of Transaction

You may CANCEL this transaction, without any Penalty or Obligation, within THREE BUSINESS DAYS from the above date.

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within TEN BUSINESS DAYS following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract.

To cancel this transaction, mail or deliver a signed and dated copy of this Cancellation Notice or any other written notice, or send a telegram, to The Davey Tree Expert Company, at 3381 Lapeer Rd W, Auburn Hills, MI 48326-1725 NOT LATER THAN MIDNIGHT OF \_\_\_\_\_ .

Cancellation  
Date

I HEREBY CANCEL THIS TRANSACTION

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
20017198-1735218584  
Proposal Number



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 17, 2025

AGENDA ITEM NO 7F

DEPARTMENT OF PUBLIC WORKS

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads  
**Submitted:** February 10, 2025  
**Subject:** Motion – Approve the 2025 Concrete Maintenance Scope of Engineering Services

### INTRODUCTION AND HISTORY

In the 2025 Department of Public Works capital plan is routine concrete maintenance for the concrete overlay on North Squirrel Road between Chrysler Drive and Walton Boulevard, which will help to extend the life of the road. This maintenance is anticipated to be completed in a similar manner to the previous maintenance contracts on this section of roadway and is anticipated to begin in May 2025. In addition to this maintenance, some additional concrete maintenance in various areas of the city is being planned as well (including curb and sidewalk repairs).

Included with this memo (Exhibit 1) is OHM Advisors Scope of Engineering Services in the not-to-exceed amount of \$45,000. The design phase involves the preparation of construction plans and specifications and the bid preparation and advertising. Funding for these services was budgeted as follows:

202-452-935.000-N.SQUIRRELRD	\$40,000.00
203-453-937.003	<u>\$ 5,000.00</u>
	\$45,000.00

### STAFF RECOMMENDATION

Staff recommend approval of the OHM Advisors scope of engineering services for the 2025 Concrete Maintenance project in the not-to-exceed amount of \$45,000 to be paid from the accounts listed above.

### MOTION

**Move to approve the OHM Advisors scope of engineering services for the 2025 Concrete Maintenance project in the not-to-exceed amount of \$45,000.**

### EXHIBITS

Exhibit 1 – OHM Advisors Scope of Engineering Services

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER





February 4, 2025

City of Auburn Hills  
1500 Brown Road  
Auburn Hills, MI 48326

Attention: **Mr. Stephen Baldante**  
Director of Public Works

Regarding: **2025 Concrete Maintenance**  
Scope of Engineering Services

Dear Mr. Baldante:

Thank you for this opportunity to provide professional engineering services for the above referenced project. We have prepared the following project understanding and scope of services to be provided by OHM Advisors based on our previous discussions.

## **PROJECT UNDERSTANDING**

The project consists of concrete maintenance work along North Squirrel Road and miscellaneous sidewalk and curb repairs at various locations within the City. The work on North Squirrel Road will take place within the concrete overlay section between Chrysler Drive and Walton Boulevard, consisting mainly of panel replacements. This maintenance has been planned in order to extend the service life of the concrete overlay. In addition, miscellaneous sidewalk and curb repair areas have been identified by the DPW at various locations, which will be included in this contract to maximize economy of scale for those repairs. The anticipated construction cost for the proposed total project is approximately \$1 million.

The contract documents for the proposed work will be prepared in log format and no topographic survey collection is anticipated. The proposed work will address failing concrete pavement throughout the City similar to previous concrete maintenance programs completed on the City's concrete roads and infrastructure. Pavement and curb adjacent to structures will be removed and replaced as necessary to complete the structure rehabilitation work.

## **SCOPE OF SERVICES**

### **Plan Development and Bidding**

Under this task, we will undertake the preparation of construction plans and specifications and advertise the project for bidding. Specific work efforts include:

- Organize and attend a kickoff meeting with City staff to review project objectives and schedule.
- Review existing utility information and record drawings for the project areas.
- Perform site reviews and conduct a condition assessment (log) of existing pavement to be utilized in preparation of the contract documents. Information will include specific measurements, potential rehabilitation methods, curb conditions, adjacent utilities, and other nearby features that may be impacted by the proposed work.
- Determine necessary pavement rehabilitation and prepare "log style" plans to identify areas of proposed work and selected rehabilitation technique for each location.
- Notify known utility agencies of the proposed work and verify locations of existing known utilities, including both public and private, within the project limits for conflicts and coordinate relocations if necessary.
- Prepare technical specifications and method of payment entailing materials, equipment, and labor necessary to perform the work.



- Assemble applicable maintenance of traffic details necessary to complete the proposed work for inclusion in the contract documents.
- Prepare a bid sheet entailing all items of work and associated quantities.
- Perform 50% & 100% Quality Control/Quality Assurance reviews.
- Prepare an engineer's opinion of probable cost.
- Prepare preliminary schedule for proposed work including construction start, substantial completion, and final completion dates.
- Produce two (2) copies of contract documents for the City.
- Plan and attend one (1) meeting with the City to review contract documents prior to distribution for bid, if requested.
- Prepare and place an advertisement for bid. The job will be advertised for at least three (3) weeks with BidNet, MITA & CAM.
- Provide contract documents to the prospective contractors and answer/document contractor's questions during the bidding process.
- Prepare and evaluate a project bid tab. The bid tab shall include all bidding contractors' total project bid and unit price breakdown.
- Check references for the three lowest bidding contractors.
- Provide a recommendation of award to the City.
- If the City Council awards the contract, then OHM will assist in executing the Contract books including the following
  - i. Create and mail out a Notice of Award letter to the awarded Contractor.
  - ii. Coordinate the execution of six (6) copies of contract book.
  - iii. Produce two (2) executed copies of contract documents for the City. One copy will be delivered to the City Clerk and one copy will be delivered to the DPW.
- If the City Council does not award the contract, then OHM will communicate that information to the appropriate Contractors.

## SCHEDULE

The project will commence upon authorization to proceed. It is our understanding that the City desires the project to be constructed in 2025. We anticipate the contract documents will be completed and advertised for bid in March, with expected project award and construction commencing in May. This schedule is based upon an authorization to proceed given in March 3, 2025.

## COMPENSATION

The services outlined above will be performed on an hourly basis for the not-to-exceed amount of forty-five thousand dollars (\$45,000.00). This amount is based on the assumptions listed below. The City will be invoiced for services on a monthly basis. The estimated budget breakdown is as follows:

Major Roads	\$ 40,000
<u>Local Roads</u>	<u>\$ 5,000</u>
Design Services Total	\$ 45,000

## FURTHER CLARIFICATIONS AND ASSUMPTIONS

The above-listed scope of services was prepared with the following assumptions:

- The City will be responsible for all permit application fees and permit fees.
- Geotechnical services will not be required for this project.
- No permanent right-of-way is anticipated. City will obtain temporary grading easements, if required.
- OHM will be pleased to provide any additional services for this project on an hourly basis. Services not included in this proposal:



- a. Construction phase services such as, but not limited to, construction management, construction engineering, construction administration, construction observation and/or construction layout.
- b. Wetland delineation and survey, mitigation, and permitting.
- c. Environmental assessments or reports, drainage studies, or other environmental evaluations associated with potential contaminated soils.

Should you find this agreement acceptable, please sign the authorization below and return a copy to us for our files. We look forward to providing professional services on this project. If you have any questions, please contact us.

Sincerely,  
**OHM Advisors**

Timothy J. Juidici, P.E.  
Principal-in-Charge

cc: Jason Hefner, Manager of Roads & Fleet  
Alex Parent, OHM

**City of Auburn Hills  
2025 Concrete Maintenance  
Engineering Design Services**

Accepted By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 17, 2025

AGENDA ITEM NO 7G

DEPARTMENT OF PUBLIC WORKS

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads  
**Submitted:** February 12, 2025  
**Subject:** Motion – Approve Proposal for Traffic Signal Mast Arm Fabrication Review by SME for M-24 Improvements

### INTRODUCTION AND HISTORY

At the August 21, 2023 City Council meeting, Council was presented with a PUD-developer's agreement for the new General Motors site and a resolution for support of a Transportation Economic Development – Category F (TED-F) Grant for infrastructure upgrades to M-24 (Lapeer Road). The grant requires the City to administer the project under the advisement of the Michigan Department of Transportation (MDOT), who is the owner of the road. This grant is covering roughly 80% of the construction costs with the remaining construction costs and all engineering costs being reimbursed to the City by Schostak (the site developer). One of MDOT's requirements is that a third-party prequalified firm review all traffic signal design and components and submit all MDOT inspections reports for proper installation. Since Fishbeck did the project design and OHM Advisors are performing construction services, OHM Advisors recommended SME as a credible and prequalified third-party firm for the Traffic Signal Mast Arm Fabrication Review. SME's proposal for services is in the estimated amount of \$32,125. The costs associated with the SME Traffic Signal Mast Arm Fabrication Review will be invoiced to and reimbursed to the City by Schostak. Because this is an additional requirement by MDOT not initially budgeted for, a budget amendment will be required.

### STAFF RECOMMENDATION

Staff recommends approval of SME's proposal for Traffic Signal Mast Arm Fabrication Review for the M-24 Improvements in the amount of \$32,125.00 to be paid from 202-452-973.000-M24IMPROVMNT. Staff also recommends the amendment of the major roads fund (account number 202-452-973.000-M24IMPROVMNT) by \$32,125.00.

### MOTION

**Move to approve SME's proposal for Traffic Signal Mast Arm Fabrication Review for the M-24 Improvements in the amount of \$32,125.00, and amend the major roads fund by \$32,125.00. This approval is subject to the city being reimbursed for this expense by Schostak.**

### EXHIBITS

Exhibit 1 – SME Proposal for Traffic Signal Mast Arm Fabrication Review

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER





The Kramer Building  
43980 Plymouth Oaks Blvd.  
Plymouth, MI 48170-2584

T (734) 454-9900

[www.sme-usa.com](http://www.sme-usa.com)

January 27, 2025

Mr. Stephen E. Duczynski, II  
Schostak Brothers & Company  
17800 Laurel Park Drive North, Suite 200C  
Livonia, Michigan 48152

Via E-mail: [duczynskis@schostak.com](mailto:duczynskis@schostak.com)

RE: Proposal for Traffic Signal Mast Arm Fabrication Review  
Palace of Auburn Hills Redevelopment  
SME Proposal No. P04810.24  
SME Project No. 098812.00

Dear Mr. Duczynski:

SME is pleased to provide this revised proposal for quality assurance (QA) services related to the traffic signal modernization project located at the crossover of Southbound to Northbound Lapeer Rd at approximately Championship Drive in the City of Auburn Hills, Michigan. This proposal was revised to include four additional on-site QA review hours in the scope of services. We were informed by Rauhorn Electric that this project includes Category III Traffic Signal Mast Arm structures which will be manufactured at Millerbernd Manufacturing Company (Millerbernd) in Winsted, Minnesota. We understand that this project has no state or federal funding but is part of the Michigan Department of Transportation's (MDOT) permit program. These reviews are being requested by the local MDOT Transportation Service Center (TSC) that is issuing the permit.

OHM Advisors' original proposal request included review and approval of Shop Drawings, Nonconformance Reports (NCR), and Requests for Information (RFI). This proposal includes time for SME to review these items and provide professional recommendations or insights but does not include stamped approval from a licensed Professional Engineer.

## FABRICATION REVIEWS

We understand that this project includes two category III traffic signal mast arm structures, and you are requesting fabrication review services conducted in accordance with MDOT's Materials Quality Assurance Procedures (MQAP) Manual. We are familiar with MDOT standards and currently have several staff members providing QA services at multiple fabrication facilities for MDOT and other local agencies.

Based on the above information, we intend to perform our reviews in general accordance with Section 2.4 – Structural Steel Fabrication of the 2023 Structural Fabrication Quality Manual (SFQM). Our QA scope typically includes review of the paperwork for traceability, random spot checks of the materials and dimensions, providing oversight during welding and fabrication, and coating reviews. We perform our reviews after review and acceptance by Millerbernd's Quality Control (QC) staff.

Millerbernd’s production schedule is usually approximately two weeks total. Millerbernd does not typically perform cutting, bending, and welding processes in consecutive weeks, so for the most efficient coverage, we endeavor to coordinate one mobilization with them. We would plan this mobilization during the week of fabrication and welding so each QA review item may be observed at some point during the fabrication process. At that time, we intend to review material inventory and spot check dimensions of the cut and bent materials. Our production and nondestructive testing oversight would occur during that week as well.

Millerbernd typically has galvanizing applied at AZZ Galvanizing in Winsted, MN. We plan to perform our coating review following delivery to the contractor’s yard or jobsite upon delivery from the fabricator. After we perform these spot reviews, we intend to stamp the elements and bills of lading with an SME “Approved for Use” stamp. Please note that our stamp does not relieve the manufacturer of their responsibility to provide a product meeting the contract requirements.

**SCOPE SUMMARY**

Based on our communication with the fabricator and our experience with similar projects, we propose:

- One mobilization to Millerbernd’s fabrication facility with approximately 24 hours of on-site QA.
- One mobilization to the contractor’s yard or jobsite for coating review.
- Hardware sampling and laboratory testing per 20SP-820II-02 (if requested).
- Eight hours of document gathering and compiling the document package.

**ESTIMATED FEES**

Based on our understanding of the project scope and schedule, we propose the following minimum budget:

**Traffic Signal Mast Arm Fabrication Review Services ..... \$20,350 Lump Sum**  
 (~24 shop hours, one contractor yard or jobsite visit, associated travel expenses, reporting, and management)

**Laboratory Testing (As-Needed If Requested\*)**

A449 Clamp Bolt (One test estimated).....\$450 Each  
 F1554 Anchor Bolt with Charpy (One test estimated).....\$1,200 Each

**Estimated Laboratory Testing Budget.....\$1,650**

**TOTAL ESTIMATED FABRICATION QA BUDGET..... \$22,000**

\*Note: Laboratory testing of the high strength anchor bolts is required in the 2020 MDOT Standard Specifications for Construction Section 908.14B. The high strength clamp bolt is required to be tested per Special Provision 20SP-820II-02. Though neither specification is directly called out in the provided project documents, the laboratory testing requirements were implied by the email from the MDOT TSC. The number of bolts requiring testing is based on design and we do not have control over the design or any changes. Each size/lot of bolts must be tested per project therefore additional tests may be required and will result in additional charges.

Our reduced scope and pricing is based on the MDOT QA ITP – Structural Steel Level II, dated 1/10/2024, and does not include full-time staffing at the fabricator’s facility. If full-time staffing is requested, we can provide pricing that reflects hold points and inspection criteria listed in the latest revision of the MDOT QA ITP – Structural Steel Level I.

This pricing assumes that you will accept the applicable AWS welder qualifications of the fabricator’s staff. Testing of unqualified welders would be an additional cost and typically the responsibility of the local agency.

## INSTALLATION REVIEWS

Following final installation of the mast arm structure by the contractor, we intend to review the items listed in the MDOT’s Ancillary Structures Unit Mast Arm, Cat I, II & III Installation Inspection Procedure dated May 1, 2024. These review items include:

- Coatings
- Arm Connection
- Upright Lean
- Anchor Bolts

## ESTIMATED FEES

**Installation Review ..... \$4,475 Lump Sum**  
 (One visit for ultrasound of the anchor bolts, review of the tightening of the anchor bolts, and reporting)

## ENGINEERING ASSISTANCE

Engineering assistance for this project would include reviewing shop drawings for alignment with the MDOT Special Details for Category III Traffic Signal Mast Arms, reviewing NCR’s and RFI’s and then providing recommendations based on internal resources and/or previous experience. Stamping of these items by a Professional Engineer is not included in our services.

## ESTIMATED FEES

The estimated fees listed below is a recommended budget and will be billed on a time and materials basis.

**Engineering Assistance ..... \$5,000 T&M**

## TOTAL ESTIMATED BUDGET

<b>Project Set Up Fee</b>	<b>\$650 Lump Sum</b>
(Once per project; registration, safety, and closeout – Billed at the first invoicing cycle after acceptance of this proposal)	
<b>Traffic Signal Mast Arms Fabrication Total QA Budget.....</b>	<b>\$22,000 Lump Sum</b>
<b>Traffic Signal Mast Arms Installation Review Budget.....</b>	<b>\$4,475 Lump Sum</b>
<b>Engineering Assistance .....</b>	<b>\$5,000 T&amp;M</b>
<b>TOTAL PROPOSED QA BUDGET .....</b>	<b>\$32,125</b>

## OPTIONAL SERVICES

Prefabrication meetings facilitate effective and timely communication between the Fabricator, QC, QA, and the Project Team. If you elect to add this service, we will plan to coordinate and facilitate the Microsoft Teams Meeting.

**Prefabrication Meeting ..... \$2,000 Lump Sum**

Please notify us via email if you would like to add this service to our scope.

## SCHEDULE AND REPORTING

We understand that Millerbernd's fabrication schedule is subject to fluctuation and approved shop drawings were unavailable at the time of this proposal. Pricing is based on this work being performed in 2025 with at least two weeks' notice prior to the start of fabrication. Once authorized to proceed, we can work with the fabricator to coordinate our reviews and associated laboratory testing. Rejected materials, changes in fabricator/supplier locations, schedule changes requiring additional shifts or unanticipated weekend/holiday hours are not included in this proposal. If these situations arise or are requested, a change order will be submitted for approval prior to accruing the additional costs when possible.

During the project, we intend to complete weekly reports, and only notify you if non-conformances are identified, unless additional updates are requested. At the completion of the project, we intend to compile a document package as one pdf. The pdf will contain bookmarks so you can quickly find each of the applicable items listed in the SME "Project Folder Checklist" which is an adaptation of MDOT's 1942 form. This file is typically transmitted to you within seven days of final shipment or receipt of laboratory testing results.

## AUTHORIZATION

This proposal is valid for 60 days from time of receipt. After that time, SME reserves the right to reevaluate pricing. Additional consulting services, attendance at meetings, or materials testing, which is not within the scope of services, can also be provided on a unit basis if requested. Please return a signed copy of this proposal for our record as authorization to proceed.

## CLIENT FEEDBACK

As part of our improvement efforts, SME requests feedback from our clients during and/or at the end of our projects to help us understand their project experience and to show us where we can improve. When you receive an SME feedback request, please take a minute or two to respond. Doing so will help us serve you better on the next project.

Thank you for considering SME for your Quality Assurance services. We look forward to teaming with you on this project. Should you have any questions regarding our services, please contact us.

Sincerely,

**SME**

**PREPARED BY:**



Robert Blodgett, CWI, NACE CIP-1  
Project Manager

**REVIEWED BY:**



Abi Corbett, MBA, PMP  
Assistant Project Manager

**REVIEWED BY:**



Todd Johnson, CWI, ASNT II  
Senior Staff Specialist

Attachment: SME General Conditions – Commercial (03/15)  
MDOT Structural Steel ITP LII  
Mast Arm Installation Inspection Procedure



## SME GENERAL CONDITIONS

- 1. DEFINITIONS:** In this Agreement, the party agreeing to have the services performed is the "CLIENT." The CLIENT's CLIENT shall be referred to as the "OWNER." Unless expressly stated otherwise, SME, its employees, agents, subconsultants and subcontractors, are collectively referred to as "SME." The "services" to be provided under this Agreement are defined in SME's Proposal and subsequent written amendments, change orders, or otherwise-authorized additional services.
- 2. INVOICING AND PAYMENT:** SME will submit invoices to CLIENT monthly and a final bill upon completion of services. Payment is due upon presentation of invoice to the CLIENT and is past due 30 days from date of the invoice. CLIENT agrees to pay a service charge of 1-1/2% per month, or the maximum rate allowed by law, whichever is greater, on past due accounts.
- 3. INSTRUMENTS OF SERVICE:** All reports, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by SME in connection with this Project shall be considered instruments of service, and shall remain the property of SME. SME grants CLIENT and OWNER a limited license to use such instruments of service for the purpose of designing, constructing, maintaining or repairing work that is part of this Project. Any reuse of SME's instruments of service for any purpose other than the limited license granted herein is prohibited and SME shall have no responsibility to CLIENT, OWNER or third parties for unauthorized use of its instruments of services.
- 4. RECORDS RETENTION:** SME will retain pertinent records relating to the services performed for CLIENT for a period of time consistent with SME's File Management Plan, a copy of which will be provided to CLIENT upon request. During that period, the records will be made available to the CLIENT at reasonable times. At the end of the retention period indicated in SME's File Management Plan, SME may, in its sole discretion, dispose of all such records.
- 5. SME MAKES NO WARRANTY, EXPRESS OR IMPLIED, WITH REGARDS TO ITS SERVICES.**
- 6. TERMINATION:** Either party may terminate this Agreement upon at least 7 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination will not be effective if that substantial failure is remedied before expiration of the period specified in the written notice. This Agreement shall also be automatically terminated upon a suspension of the Project for more than 3 months. In the event of termination, CLIENT will pay SME for services performed to the termination notice date plus reasonable termination expenses. In the event of termination, or suspension, prior to completion of all reports contemplated by this Agreement, SME may complete such analyses and records as are necessary to complete the files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension include all direct costs of completing such analyses, records, and reports.
- 7. DISPUTES:** If any dispute arising out of or relating to this Agreement, or its breach, is not settled through direct discussions, the parties agree that as a condition precedent to litigation or arbitration, they will endeavor for 30 days following written notice by one party to the other of a dispute or breach, to settle the dispute by mediation with the assistance of a neutral mediator. In any litigation or arbitration, if applicable, the parties agree that the prevailing party is entitled to recover all reasonable costs incurred in defense or prosecution of the claim, including its staff time, court costs, attorney's fees, and other claim-related expenses. Notwithstanding, SME has no obligation to mediate with CLIENT prior to litigation when collecting fees owed by CLIENT.
- 8. AUTHORIZATION:** By signing these General Conditions, CLIENT agrees to accept the proposal, including these General Conditions and any Special Conditions, as the Agreement governing SME's services and the relationship between the parties. If CLIENT gives SME other-than-written authorization to proceed with services after receiving SME's written proposal, CLIENT accepts the proposal, these General Conditions, and any Special Conditions, as the Agreement governing SME's services, and the Agreement is effective, except for those provisions that CLIENT objects to in writing within 7 days following the other-than-written authorization.
- 9. SAFETY:** SME will be responsible only for the safety of SME employees. Unless otherwise explicitly described in our scope of services, the scope of services does not include job or site safety for, or supervision or direction of, the work of others. The presence of SME on the job site should not be construed to in any way relieve the CLIENT, other contractors, or other parties on the site of the obligation and responsibilities for their personal safety and the safety of their employees, consultants, and subcontractors.
- 10. INSURANCE:** SME and its staff are protected by worker's compensation insurance and SME has coverage under General Liability and Professional Liability insurance policies. SME will provide CLIENT with evidence of such policies upon written request. SME is not responsible for any loss, damage or liability arising from acts of CLIENT, its agents, staff, and other consultants employed by CLIENT.
- 11. INDEMNIFICATION:** To the fullest extent permitted by law, CLIENT shall hold harmless, defend, and indemnify SME from and against all claims, damages, losses and expense, including reasonable attorney fees, arising out of the performance of SME's services or the materials of others in connection with the Project regardless of whether or not such claim, damage, loss or expense is caused in part by SME; provided however, that this obligation shall not apply to claims, damage, loss or expense caused solely by negligence of SME.

**12. GOVERNING LAW:** The parties agree that this Agreement shall be governed in all respects by the laws of the State of Michigan.

**13. LIMITATION OF LIABILITY:** In consideration for SME's undertaking to perform services at the rates set forth on the Fee Schedule attached to SME's proposal or the lump sum fee provided, CLIENT agrees to limit all potential liability of SME to CLIENT, its employees, agents, successors and assigns, for any and all claims, losses, breaches, damages or expenses arising from, or relating to SME's performance of services on this Project, such that SME's total aggregate liability to CLIENT, its employees, agents, successors and assigns shall not exceed \$50,000 or SME's total fee for the services rendered on the Project, whichever is greater. The CLIENT understands that it may negotiate a higher limit of liability in exchange for an appropriate increase in SME's fee.

- a) CLIENT further agrees that it will require all of its contractors and consultants on this project and their respective subcontractors and subconsultants, be bound by an identical limitation of SME's aggregate liability in their agreements for work on this Project.
- b) CLIENT further agrees that it will require all of its contractors and subcontractors defend and indemnify CLIENT and SME from any and all loss or damage, including bodily injury or death, arising from contractor or subcontractors performance of work on this Project, regardless of whether or not such claim, damage, loss or expense is caused in part by SME provided however, that this obligation shall not apply to claims, damage, loss or expense caused by the sole negligence or fault of SME.

**14. PERIOD OF LIMITATION:** Notwithstanding any period of limitations that might otherwise apply, the parties agree that no action, claim or proceeding of any kind, whether in tort, contract or equity arising out of SME's services may be brought against SME more than two years after the first to occur of the following events: (i) the date of CLIENT's acceptance, use or occupancy of the Project that is the subject of this engagement, or (ii) the date of SME's last service in connection with this Project.

**15. ADDITIONAL SERVICES:** If SME provides services at the request of CLIENT, in addition to those described in the scope of work contained in SME's proposal, CLIENT agrees that these general conditions including any Special Conditions shall apply to all such additional services.

**16. AGREEMENT:** This Agreement includes SME's Proposal, these General Conditions, and any other Special Conditions, Fee Schedules, or other documents provided with SME's Proposal. This Agreement constitutes the entire contractual relationship between the parties and cannot be changed except by a written instrument signed by both parties. All preprinted Terms and Conditions on CLIENT's Purchase Order(s) or acknowledgement forms are inapplicable to this Agreement. In the event any provision of this Agreement is held invalid or unenforceable, the other provisions will remain in full force and effect, and binding upon the parties. All the terms of this Agreement, including provisions relating to limitation and allocation of liability, shall survive the completion and/or termination of this Agreement. This Agreement cannot be assigned by either party without the written consent of the other party.

Please complete and return the signed General Conditions to SME to indicate acceptance of this proposal and to initiate work on the referenced project. The CLIENT's signature or direction to proceed also indicates that he/she has read or has had the opportunity to read the General Conditions and agrees to be bound by such General Conditions.

**SME PROPOSAL**

Proposal No.: P04810.24/098812.00\_JAN272025

Project Name: Palace of Auburn Hills Redevelopment

Project Location: Auburn Hills, Michigan

**CLIENT PROPOSAL AND AGREEMENT ACCEPTANCE**(Please Print or Type)

CLIENT Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

CLIENT (Company) Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Email: \_\_\_\_\_

This QA ITP supplements the inspection procedures of the SFQM and other supporting QA documents by tabulating the progression of QA inspections and tests required by MDOT as part of its acceptance of Level II structural steel fabricated members.

Level II structural steel fabrication inspection is considered standard shop inspection for auxiliary load carrying members and ancillary products, typically characterized by reduced inspection frequency and sample size as indicated in the MDOT Work Assignment (WA). Reduced inspection is defined as a maximum of 48 hours (travel time not included) every two weeks. More information can be found in MDOT's Consultant Managed Fabrication Inspection Program document. Contact SFU for approval prior to exceeding the inspection frequency limits (both onsite and remote) if more inspection time is proposed based on the Fabricator's operations. QAIs are required onsite only part-time and may perform some activities remotely when prearranged with the SFU and the Fabricator. Visits to Fabricator subcontractors and component manufacturers require SFU approval or direction via WA.

According to the established shop inspection level, the Consultant determines the schedule for part-time and remote activity.

QAI must not arrive to the fabrication shop earlier than the day prior to the start of fabrication to begin prefabrication activities without SFU approval.

SFU may require or perform special onsite inspections or process audits to supplement full-time remote inspection.

All instances of required SFU approval noted in this document must be in writing from the MDOT PM.

### 1.1 QAI Activities (Inspection and Test Items)

QAI activities are listed in the table below along with their referenced requirements, activity codes, frequency, description, and output/record. Each activity is assigned a code to designate whether the activity is performed by the Fabricator and observed by the QAI or is performed by the QAI either solely or as an independent check of a QC inspection or test. The activity codes are defined in Section 1.2 below.

The term "Suitable intervals" when used in this ITP means the activity is required to occur at least once per project (or once per multiple projects going through the fabrication plant concurrently) with follow up duration and frequency determined by the QAI based on conditions such as QC inspection effectiveness and production workmanship provided the QAI works within the limits of their inspection hours. Duration is the time spent observing an activity. Duration is the time spent observing an activity. Frequency is how often an observation is required and is expressed as elapsed time or quantity of work completed between observations. At the QAI's discretion, duration and frequency may differ between projects based on project complexity or Fabricator experience and may change during a project based on Fabricator performance provided the QAI works within the limits of their inspection hours. Duration is the time spent observing an activity.

Conformance of certain quality control and fabrication activities that occur without QAI presence must be substantiated by the QAI with direct proof or competent evidence. QC inspections are substantiated by reviewing quality documentation supplied by the QCI and follow-up review, onsite or remote, with the QCI. Fabrication steps are similarly substantiated during the next onsite QA inspection or they are substantiated remotely while the QAI is offsite through electronic submittals, video or photographic evidence, and video or phone interviews.

When used in the Description column the term "verify" is the action by the QAI to establish correspondence of observed facts or details with recorded facts and details. It implies a responsibility by the QAI to confirm completion and conformance of an action or condition with expected requirements. For a Level II ITP it implies either onsite or remote QAI activity.

### 1.2 QAI Activity Codes

**M = Monitor:** QAI routinely observes the Fabricator's active quality control and fabrication activities at suitable intervals. The Fabricator's activities may be conducted without the QAI being present to monitor, even if the QAI is onsite.

**P = Perform:** QAI is responsible for actual completion of the step. These activities include verification inspections, tests, and review of quality control records for adequacy and completeness.

**W = Witness:** QAI must be present and observe the required activity performed by the Fabricator.

### 1.3 Hold Points

Some activities are identified as hold points. These are sensitive steps that require QAI notification by the Fabricator. Fabrication must not proceed past these points until the QAI is either satisfied of the outcome through direct testing or observation of testing, or the QAI grants a waiver or conditional release of the hold point based on situational evaluation. QAI satisfaction or waiver does not constitute product acceptance, which is the responsibility of the Fabricator. Hold points are understood to be waived for times when the QAI is not scheduled to be onsite.

The prefabrication meeting minute template initially establishes the minimum number of QAI hold points – see blue shaded rows below. The QAI may recommend or request modification or addition of hold points for the approval of the SFU, at the start of fabrication – see note below.

QAI may request additional inspections, tests, or hold points during the fabrication process due to established action limits/suspension limits being exceeded or in reaction to a loss of confidence in a process. Additional inspections, tests, or hold points will be conveyed in writing to the Fabricator and must result in minimal impact to project schedule. SFU approval is required – see note below.

Ideally, the Fabricator must convey project schedules in writing to confirm when hold point inspections will occur and that the QAI is available for the hold point inspection as requested by the Fabricator. The QAI must reply to any written requests for hold point inspections. Other forms of communication are acceptable if documented (defining Fabricator notification to the QAI and QAI response) and agreed to at the prefabrication meeting.

Note - Any increase in inspection criteria or inspection hold points must be based on objective evidence. Rationale for additional inspection or hold point should be discussed with the MDOT Structural Steel Specialist prior to notifying the Fabricator of the new inspection requirements.

### 1.4 Output/Records

Where the Fabrication Inspection Report (Form 5617) is listed in the Output/Record column, the QAI may substitute a Consultant form meeting the requirements of the SFQM. Where other MDOT forms are listed, it is implied they are only necessary when the associated activities are performed.

### 1.5 ITP Table

The ITP table starting next page is sufficient for most projects. However, adjustments are permitted to suit specific project needs. Any adjustments must conform to project requirements and must be made in writing and submitted to the SFU for approval. Once approved, it must be shared with the Fabricator prior to start of production, preferably before or during the prefab meeting. Adjustments to hold points must conform to Section 1.3 above.

Custom ITPs developed by the Contractor or Consultant are also permitted but must address all inspection and test activities listed in the ITP Table.

Altering the conditions detailed in the above introduction and outline is not permitted without SFU approval.

# MDOT QA ITP – Structural Steel Fabrication Level II

Inspection/Test Item	Referenced Requirement	QAI	Frequency	Description	Output / Record
Approved Shop Drawings	SFQM 1.9.1 SFQM 2.3.3.2 & 2.3.3.6 or SFQM 2.4.3.2 & 2.4.3.6	P	Initially and each revision	Verify that shop drawings in use are approved. If Engineer permits Fabricator to proceed without approved drawings, notify Consultant PM and await instruction to proceed. If non-approved drawings are used for fabrication, compare approved drawings to unapproved drawings and note deviations during fabrication – notify Consultant PM of any discrepancy.	Fabrication Inspection Report (Form 5617)
Material Inventory	MDOT Prefabrication Meeting Minutes MDOT SSC 105.01.B SFQM 2.3.4.2.3 & 2.3.4.3.1 or SFQM 2.4.4.2.3 & 2.4.4.4.1	P	During initial material inventory	Inspect materials that will be used in the fabrication process and ensure they are being stored correctly, tagged for traceability purposes, and are in conformance with the contract. Conduct sampling and verify testing complete as required. Verify mill test reports match base metals. Send email to QC and Consultant PM when there are deficiencies. Release hold point (onsite inspection only)	Fabrication Inspection Report (Form 5617) Sample Identification (Form 1923) Email
Operations (Facility and Equipment)	SFQM 2.3.4.2.3 & 2.3.4.7.3 or SFQM 2.4.4.2.3 & 2.4.4.8.3	M	Suitable intervals	Inspect and monitor the Fabricator's work area and equipment, ensuring it is adequate and maintained in a condition to yield products conforming to project requirements. Note - Equipment includes cutting, welding, handling, forming, hole-making, surface preparation, coating, and inspection and testing as applicable. Verify calibrations of inspection and testing equipment.	Fabrication Inspection Report (Form 5617)
Qualified Welders	SFQM 2.3.4.3.2 or SFQM 2.4.4.4.2	P	Each welder	Verify all welders are MDOT qualified including tack welders, welders, and welding operators. Verify welder continuity has not been disrupted in the three-month period.	Fabrication Inspection Report (Form 5617)
Approved Welding Procedures	SFQM 2.3.4.3.3 or SFQM 2.4.4.4.3	P	Each WPS	Verify that WPSs and welding sequences are agreed to and understood by QAI, QC, and Fabricator. Verify all WPSs are approved and posted at each welding station.	Fabrication Inspection Report (Form 5617)
Base Metal Preparation and Assembly for Welding	SFQM 2.3.4.3.1 & 2.3.4.3.4 or SFQM 2.4.4.4.1 & 2.4.4.4.4	M	Suitable intervals	Examine the steel and verify quality of fabrication, especially edge preparation, before fit-up. Verify that QC is maintaining heat number traceability back to piece mark in the structure.	Fabrication Inspection Report (Form 5617)
Weld Joint Fit-up	SFQM 2.3.4.3.5 or SFQM 2.4.4.4.5	M	Suitable intervals	Check root face, bevel angle, cleanliness, match marks, alignment of adjoined parts, uniformity and size of root openings. Check edges for internal discontinuities at weld joints. Check all critical measurements affecting fit-up.	Fabrication Inspection Report (Form 5617)
Fixturing and Fabrication Aids	SFQM 2.3.4.3.6 or SFQM 2.4.4.4.6	M	Suitable intervals	Check fixtures, clamping, and pre-cambering arrangements for adequacy. Ensure tack welds are small, smooth and of specified quality. Verify runoff tabs or extension plates are in place.	Fabrication Inspection Report (Form 5617)
Pre-Welding Final Review	SFQM 2.3.4.3 or SFQM 2.4.4.4	P	Suitable intervals	Verify welder qualification, WPS qualification/pre-qualification, base metal preparation, as-fit joint details, and fixturing and fabrication aids are acceptable for production welding. Release hold point. Relax hold point after.	Fabrication Inspection Report (Form 5617/0538)



# MDOT QA ITP – Structural Steel Fabrication Level II

Inspection/Test Item	Referenced Requirement	QAI	Frequency	Description	Output / Record
WPS Review	SFQM 2.3.4.4 or SFQM 2.4.4.5	M	Suitable intervals	Verify that production welding is following the approved and stamped WPSs. Verify that welding is conducted properly with respect to weather conditions (wind and precipitation). Verify proper preheat is used prior to welding.	Fabrication Inspection Report (Form 5617)
Electrode Storage	SFQM 2.3.4.4 or SFQM 2.4.4.5	M	Suitable intervals	Verify that electrodes and fluxes are properly stored.	Fabrication Inspection Report (Form 5617)
Production Welding	SFQM 2.3.4.4 or SFQM 2.4.4.5	M	Suitable intervals	Verify that welder is using proper technique for the specified weld procedure and joint. Verify that arc strikes are not outside the weld joint. Verify root pass penetration. Verify weld pass cleaning with proper equipment.	Fabrication Inspection Report (Form 5617)
Heat Application	SFQM 2.3.4.4 or SFQM 2.4.4.5	M	Suitable intervals	Monitor use of heating procedures, use of equipment, and temperature monitoring for all applications other than preheat (cambering, curving, distortion control, straightening, etc.). Ensure heat correction is performed prior to NDT.	Fabrication Inspection Report (Form 5617)
Prior to NDT	SFQM 2.3.4.4 or SFQM 2.4.4.5	P	Suitable intervals	Spot check weld size, length and proper location per the approved shop drawings. Verify welder identification on splices of primary components (arm, upright, and base plates for arm and upright). Verify visual appearance of weld for profile and surface discontinuities per AWS D1.X after QC inspection. Release hold point. Hold point may be waived if the Fabricator has an effective communication plan in place with the QAI on notification of upcoming NDT operations as established during the prefabrication meeting.	Fabrication Inspection Report (Form 5617)
NDT Process Review	SFQM 2.3.4.6 or SFQM 2.4.4.7	P	Each project	Observe use of NDT procedure and procedure appears to be correct for the type of NDT being performed (e.g. MT procedure for MT inspection). Verify all weld joints requiring NDT are addressed by the Fabricator's plan. Review NDT technician certifications.	Fabrication Inspection Report (Form 5617)
NDT: Non-critical Joints	SFQM 2.3.4.6 or SFQM 2.4.4.7	M	Suitable intervals	Observe NDT of non-critical joints at frequent intervals to verify proper procedures are used – duration of observation as determined by the QAI. Note – Joints not specified as critical below or designated critical at the prefabrication meeting.	Fabrication Inspection Report (Form 5617)
NDT: Critical Joints	SFQM 2.3.4.6 or SFQM 2.4.4.7	W	Suitable intervals	Witness at least one complete NDT examination of a critical joint to verify proper procedures are used, including equipment setup. Monitor as needed on remaining critical joints. Note – Pole and arm to base plates, splices, and stiffeners/saddle plates are common types of critical joints. Other joints may be specified as critical at the prefabrication meeting.	Fabrication Inspection Report (Form 5617)

# MDOT QA ITP – Structural Steel Fabrication Level II

Inspection/Test Item	Referenced Requirement	QAI	Frequency	Description	Output / Record
NDT Review	SFQM 2.3.4.6 or SFQM 2.4.4.7	P	Each NDT report	Verify the locations of rejected weld, or rejected portions of the weld, are identified in the NDT reports and on the welded joint. Obtain copies and review QC interpretations of the NDT reports and bring disagreements with QC or NDT Technician to the attention of the Consultant PM.	Fabrication Inspection Report (Form 5617)
Assembly Inspection (if required)	SFQM 2.3.4.5 or SFQM 2.4.4.6	P	Suitable intervals	Observe QC inspection of final assemblies after fabrication is complete. Verify results of reinspection after corrections are complete. Release hold point.	Fabrication Inspection Report (Form 5617)
Approved Repairs	MDOT Prefabrication Meeting Minutes	P	Suitable intervals	Visually confirm use of approved repair procedures and materials (perform remotely if not onsite). Verify temperature monitoring for heating operations to adjust camber and girder straightness/curvature (perform remotely if not onsite).	Fabrication Inspection Report (Form 5617)
Pre-blast inspection	SFQM 2.3.4.7.4 or SFQM 2.4.4.8.4	M	Suitable intervals	Monitor the Fabricator's operations to ensure that grinding repairs, weld repairs, and other fabrication operations are complete before surface preparation begins.	Fabrication Inspection Report (Form 5617)
Surface Preparation	SFQM 2.3.4.7.5 or SFQM 2.4.4.8.5	M	Suitable intervals	Observe surface preparation of steel members. Spot check surface preparation by evaluating steel cleanliness and surface profile. Verify QC inspections meet project requirements for frequency.	Fabrication Inspection Report (Form 5617)
Environmental Conditions	SFQM 2.3.4.7.1 or SFQM 2.4.4.8.1	M	Suitable intervals	Monitor the Fabricator's methods of recording environmental conditions during surface preparation and coating operations. Review daily environmental reports to ensure that coating operations meet the contract requirements.	Fabrication Inspection Report (Form 5617)
Coating Material Preparation	SFQM 2.3.4.7.2 or SFQM 2.4.4.8.2	M	Suitable intervals	Observe the Fabricator preparing the coating material for application. Note the proper mixing, thinning, induction time, screening and handling of the material. Verify that QC is documenting all batch numbers, color numbers, and one-year expiration date for acceptance.	Fabrication Inspection Report (Form 5617)
Coating Application	SFQM 2.3.4.7.6 or SFQM 2.4.4.8.6	M	Suitable intervals	Observe application technique for the coating system being applied follows the manufacturers recommended practices and project requirements.	Fabrication Inspection Report (Form 5617)
Coating Inspection	SFQM 2.3.4.7.7 or SFQM 2.4.4.8.7	P	Suitable intervals	Conduct dry film and/or wet film thickness inspections of completed coats applied to the members. Spot checks are sufficient to verify QC conformance to SSPC PA2. Confirm proper cure time before next coat is applied. Confirm approved coating repair procedures are followed. Verify that QC test reports and required coating application documents are in conformance with the specifications. Verify that all coated materials are properly handled and stored for shipping.	Fabrication Inspection Report (Form 5617)

# MDOT QA ITP – Structural Steel Fabrication Level II

Inspection/Test Item	Referenced Requirement	QAI	Frequency	Description	Output / Record
Loading & Shipping – QAI Acceptance	MDOT Prefabrication Meeting Minutes SFQM 2.3.8 or SFQM 2.4.7	P	Each member, prior to shipping	Inspect structural members after loading for storage and handling defects. Verify no unauthorized or undocumented repairs. Verify receipt of required QC documentation. Stamp the accepted members and the copies of the Bill of Lading after loading inspection.	Fabrication Inspection Report (Form 5617) Fabricator’s Bill of Lading

# Mast Arm, Cat I, II, and III Installation Inspection Procedure

## Description

This procedure describes the requirements for the installation inspection of Traffic Signal Mast Arm Cat I, II, and III.

## General Structure Inspection

### 1) Obtain project plans.

- Upon receiving a work assignment from MDOT, the inspector must contact the project office to coordinate an inspection schedule and obtain the project plans for structure location information. Inspector must review the project plans to verify which version of the special details are included and to ensure all structures requiring inspection are completed. Record all observations on [MDOT form 1456](#).

### 2) Establish and record structure location.

- Record MDOT Region, County, Route, GPS coordinates (minimum 10 decimal places) and brief location description.

### 3) Inspect and record structure information.

- Coating
  - Inspect and record any defects or damage to the coating.
- Arm Connection
  - Arm connection bolts are double ended studs requiring a flat washer, lock washer, and nut on each end and must be tightened to a snug tight condition. Using binoculars, visually inspect the cantilever arm connection to the upright. Verify that there is a gap between the two halves of the clamp. If there is no gap, the clamp may not be able to be properly tightened. Verify connection bolts are tight and lock washers are fully compressed. Arms may be a single tube, or two tubes connected by a slip joint. Ensure all other connections to the arm (signals, signs) are tight and secure. Verify the presence of arm and upright caps. Locator bolts/pins must be present on the back-side clamp (opposite side from traffic) and placed into a bushing fixed with a cotter pin. Check for cracks at the bushing connection. Note any missing locator bolts/pins, bushings, or cotter pins. All bolts, nuts and washers must be galvanized. Record any signs of corrosion.
- Upright Lean
  - Measure and record the distance the upright leans in relation to the roadway. This must be measured using a 4-foot level and recorded as inches per 4 feet and direction related to the roadway (i.e. upright leans 1/4" in 4 feet away from traffic, towards traffic, with traffic or against traffic).

#### 4) Inspect and record anchor bolt information.

- Visually inspect the structure base looking for missing or damaged anchor bolts or nuts. Note any damage or corrosion and any bolts that have been bent to align with holes in the base plate. Inspect welds in the base looking for cracks or unusual welds. Inspect the base, gussets, and vertical support for corrosion, cracks, gouges, dents, etc. Inspect the condition of the concrete foundation, noting any spalling, cracks, voids, and general deterioration. If nut covers are present, they must be removed in order to inspect the anchor bolts and nuts. Do not replace nut covers.
- Anchor Bolt Plan
  - Mark the bolt numbers on the vertical support with a yellow permanent paint marker corresponding to the example on the inspection reference detail sheet at the end of this procedure for future reference. Attach a plastic tag to the number one anchor bolt between the base plate and the concrete foundation including the date of inspection, structure number, and inspector's name and organization or company.
- Anchor Bolt ID#
  - Record the anchor bolt ID# which is stamped into the exposed end of the anchor bolt.
- Turn-of-Nut Verification
  - Verify anchor bolts reflect the proper  $1/6$  and  $1/3$  turn-of-nut markings. Record any incorrect markings in the remarks section of the inspection report.
- Sounding Anchor Nuts
  - Hit the side of the top nuts and hit the top of the bolts using a 24 oz. hammer. This is done to check for loose nuts (leveling and top) and/or cracked or broken bolts. If the nuts are tight, there is a sharp ringing sound; if the nuts are loose, there is a dull sound. Visually check for any gaps between the nuts, washers and the base plate. Tap one side of each washer placing one hand on the washer opposite the side being tapped. If the washer moves, the nut is not properly tightened.
- Anchor Bolt Projection (P)
  - Measure and record the distance between the top of the top nut and the top of the anchor bolt. Note any bolts that are lower than the top of the nut and measure the depth. Record the measurement as a negative projection.
- Anchor Bolt Stand-Off Distance (S)
  - Measure and record the distance between the top of the concrete foundation and the bottom of the levelling nut. Note any stand-off distances greater than 1 inch in the remarks section of the inspection report.
- Anchor Bolt Ultrasonic Results
  - Ultrasonic Testing must be performed on all anchor bolts. The individual doing the ultrasonic testing (UT) must be qualified as ASNT Level II, on recommended practice SNT-TC-1A.



Calibrate the ultrasonic unit for straight beam probe method using a 10-inch screen. The probe is placed on a 1-inch calibration block (DSC block or section of anchor bolt) and the indications on the screen are adjusted so that a reflection is positioned at each inch mark. Next, place the probe on a 9-inch-long test bar that has a 1/8-inch-deep saw cut at a set distance (3 inches from the end) in the threaded portion of the rod. Peak the back reflection from the 1/8-inch-deep saw cut until the indication is at 60 or 80 percent of screen height. The dB reading is recorded to establish the "REFERENCE LEVEL." The "SCANNING LEVEL" is set by adding 14 to 30 dB over the reference level. Calibration should be checked at each location before inspecting any bolts.

Grind all anchor bolt ends flat being sure to remove all galvanizing, paint, dirt, and debris. Ensure the surface is as smooth and flat as possible since surface imperfections 1/16 inch or greater can affect the UT results. Only grind the bolt a sufficient amount to remove any paint and smooth the surface.

Apply couplant (glycerin) to the ends of the bolts. Ultrasonically test the anchor bolts using a circular motion inspection pattern and record the results. When scanning the anchor bolts, there should be no indications on the CRT screen between the initial pulse and the end of the screen (10-inch depth). Any indication that is displayed after the initial pulse is a possible flaw. Record the depth of the discontinuity observed and the amount of dB required to bring the indication to the "REFERENCE LEVEL" on the screen. This is recorded as the "INDICATION LEVEL."

After the ultrasonic testing is complete, wipe off all the couplant with a wet rag, allow surface to dry completely, and spray the bolt ends with cold galvanizing or zinc-rich paint.

#### 5) Place structure ID label on upright.

- Structure Label
  - Install sticker label on structure noting Structure ID #. If sticker labels are not available, a stencil can be utilized in its place.

## Report Writing, Safety and Equipment

### Reporting Procedure

All reports must be detailed and accurate and will be used as evidence of work performed. All reports must have a minimum of one photo of the overall structure attached. Provide additional photos of deficiencies prior to submitting the report to MDOT. All reports must be uploaded to ProjectWise and submitted to [MDOT-Ancillary@michigan.gov](mailto:MDOT-Ancillary@michigan.gov). Files must be named as detailed below:

- 1456 Structure Number CS-JN Date
- Example: 1456 MA-000001 82194-109971 2017-10-12

### Safety

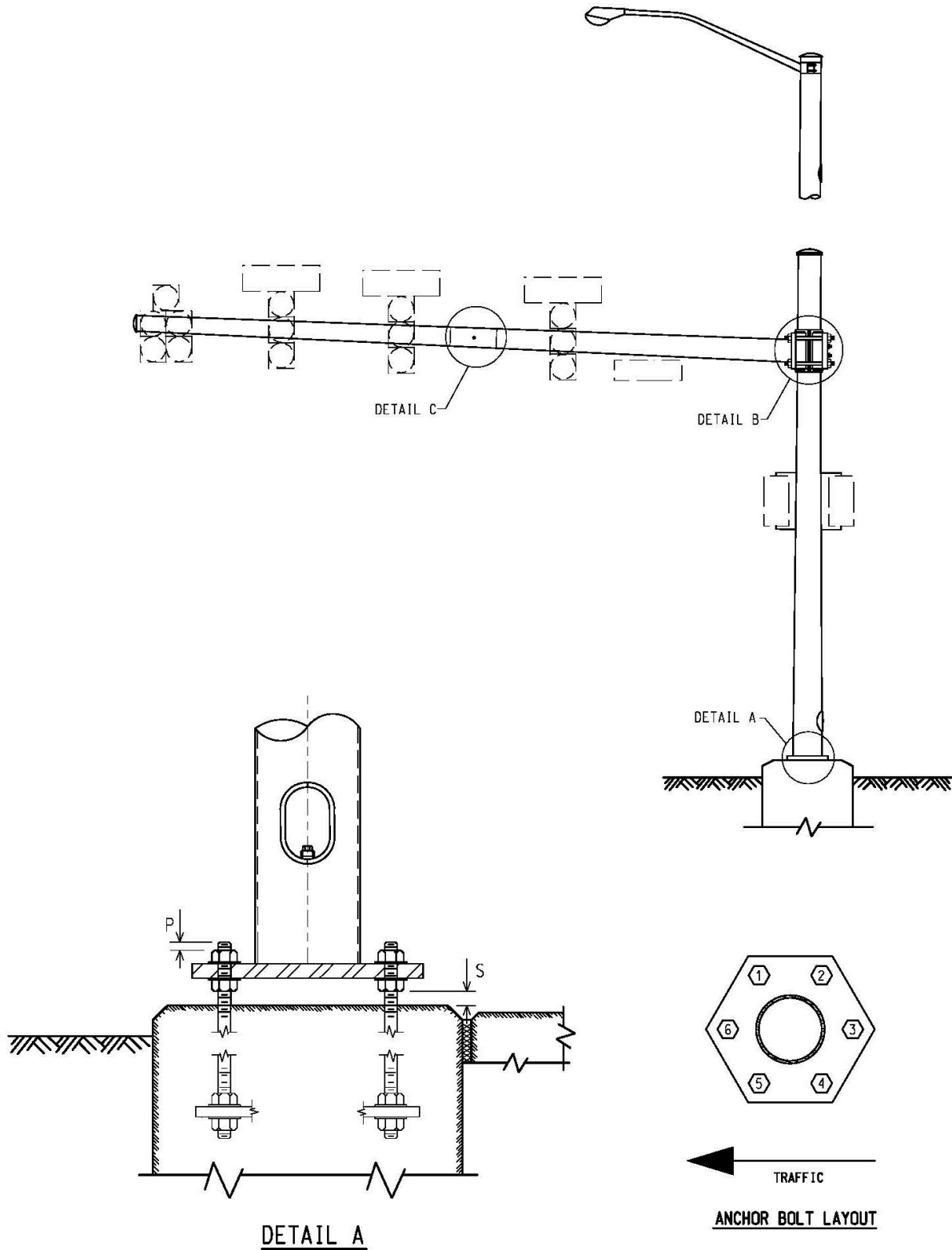
All inspections and related work must be in accordance with the Department's Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document [10118](#) and MIOSHA safety standards (use of safety apparel and equipment safety guards). Safety apparel and equipment (hard hats, leather gloves, harnesses, lanyards, safety glasses, safety shoes, and safety vests) must be worn by all workers.

Any unusual or potentially dangerous conditions must be reported immediately to the Ancillary Structures Unit at [MDOT-Ancillary@michigan.gov](mailto:MDOT-Ancillary@michigan.gov).

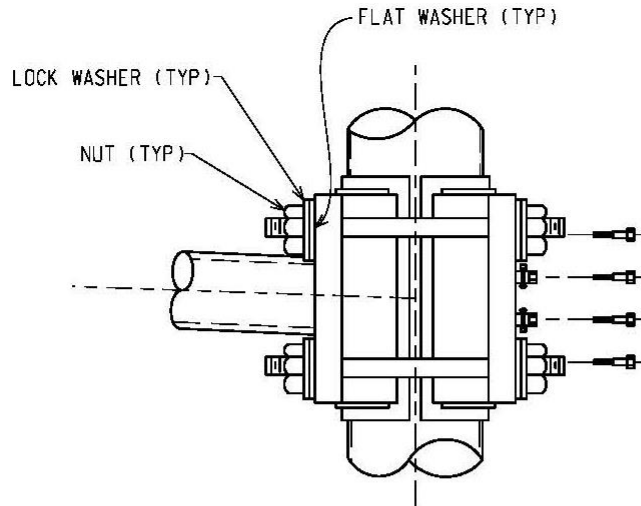
### Equipment/Tool List

- Complete Ultrasonic Unit with Straight Beam Probe
- Distance and Sensitivity Calibration Block
- 8-10" calibration anchor bolt with a 1/8" cut 2-4" up from the bottom
- Couplant
- Rags
- Cold Galvanizing Spray or Zinc-Rich Paint
- Grinder
- 4 Foot Level
- 24 oz. Hammer
- Binoculars
- Identification Tags
- Yellow Paint Markers
- Tape Measure
- Voltage Detector
- MDOT Standard Details [SIG-030-A-17 in](#), [SIG-030-A-8 in](#), [SIG-031-A-17 in](#), [SIG-031-A-8 in](#), [SIG-032-A-17 in](#), [SIG-032-A-8 in](#), [SIG-033-A-17 in](#), [SIG-033-A-8 in](#), [SIG-040-B-17 in](#), and [SIG-040-B-8 in](#)
- **MDOT Form 1456, Mast Arm, Cat I, II, and III Installation Inspection Report**

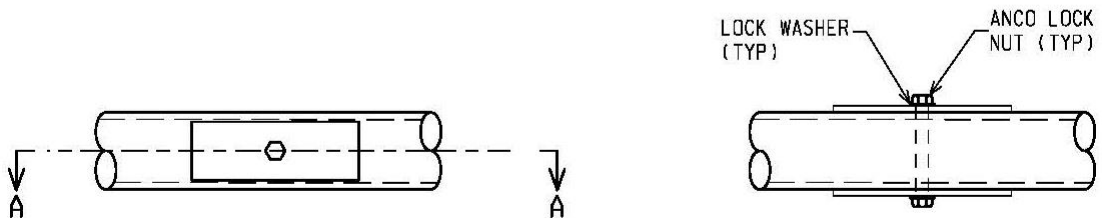
# Inspection Reference Detail



# Inspection Reference Detail



DETAIL B



SECTION A-A

DETAIL C



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 17, 2025

AGENDA ITEM NO 9A-9D

CITY CLERK'S OFFICE

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Laura M. Pierce, City Clerk  
**Submitted:** February 11, 2025  
**Subject:** Public Hearing/Motion – To consider non-renewal of certain hotel licenses.

## INTRODUCTION AND HISTORY

In 2020, City Council adopted an ordinance amendment regulating the hotels operating in the City. The ordinance established a licensing process and included rules and regulations that hotels must abide by to continue to operate. In 2022, the licensing period was changed to a two-year license, by which half of the hotels would be licensed every other year to alleviate the volume of inspections required by staff each year.

Staff has determined that four hotels have failed to comply with the ordinance during the renewal process this year. Section 22-178 of the City Code established procedures for hotels that have failed to comply with the ordinance. The procedure is as follows:

- a) Notice of the Public Hearing was hand-delivered to each hotel by a police officer on January 8, 2025. The Notice was also mailed to each establishment on January 8, 2025. Each notice included the Inspection Reports of the items in violation and outlined the responsibilities of the hotel regarding the Public Hearing.
- b) At the Public Hearing, City Staff will be present to testify to the ordinance violations. The hotel may be represented by legal counsel, present evidence, testimony and confront and cross-examine adverse witnesses. The hotel is required to notify the City of Auburn Hills Attorney's Office at least three days prior to the hearing date if it intends to contest the proposed action, and to provide the names of witnesses known at the time who will testify on its behalf.
- c) Upon completion of the hearing, the City Council shall submit to the hotel a written statement of its findings and determination within 60 days from the date of the hearing. During the procedure, the hotel will be permitted to operate until such time as the City's findings and determination is served upon the hotel by mail. **If the City Council determines that the hotel is in violation of the ordinance, they will be required to cease operations until the violations have been corrected. If the violations are corrected before the date of the Public Hearing, the Public Hearing will be cancelled.**

## VIOLATION DETAILS

The four hotels were found to be in violation of Section 22-176 (4) and (5) of the City Code (specific sections listed below). The hotels with violations are listed below with an explanation of each violation.

- (4) *Any violation of federal or state law or the Auburn Hills Code of Ordinances which creates a risk to the health, safety or welfare of the transient guests or to the community, or to the public health, safety and welfare of the city, or brings into question whether the licensee is of suitable character to operate the business.*
- (5) *Conducting the business in an unlawful manner or in such manner as to constitute a maintenance of a nuisance upon or in connection with the licensed hotel. For purposes of this chapter, "nuisance" shall be given the formal and customary meaning, and shall include, but not be limited to, the following:*
  - a. *Existing violations of building, electrical, mechanical, plumbing, zoning, health, property maintenance, fire or other applicable regulatory codes.*



- b. *A pattern or practice of patron and/or transient guest conduct which is in violation of the law and/or interferes with the health, safety and welfare of the residential or commercial properties in the area.*
- c. *Failure to maintain the grounds and exterior of the licensed hotel and its premises, including litter, debris or refuse blowing or being deposited upon adjoining properties.*
- d. *Not providing proper security at the hotel and its premises or knowingly allowing transient guests, patrons of the hotel and/or their invitees to violate the law and/or failing to take the proper precautions and/or actions to prevent said violations of law.*

Suburban Studios, 1180 Doris Road

*Section 22-176 (4) & (5) (a - d)*

- 1) Not compliant with the consecutive length of stay requirement
- 2) City of Auburn Hills Code of Ordinance and Zoning Ordinances violations
- 3) Fire doors not functioning properly
- 4) See Appendix A

MainStay Suites, 1650 Opdyke Road

*Section 22-176 (4) & (5) (a & d)*

- 1) City of Auburn Hills Code of Ordinance and Zoning Ordinances violations
- 2) Fire doors not functioning properly
- 3) See Appendix B

Baymont Inn, 2100 Featherstone Road

*Section 22-176 (4) & (5) (a & d)*

- 1) Not compliant with the consecutive length of stay requirement.
- 2) Not compliant with 24-Hour camera system access requirement (employees do not have access).
- 3) City of Auburn Hills Code of Ordinance and Zoning Ordinances violations
- 4) Failed Code 901.6 of the Fire and Life Safety Inspection
- 5) See Appendix C

Red Roof Inn, 1294 Opdyke Road

*Section 22-176 (4) & (5) (a)*

- 1) City of Auburn Hills Code of Ordinance and Zoning Ordinances violations
- 2) Fire doors not functioning properly
- 3) See Appendix D

**STAFF RECOMMENDATION**

Because the hotels have remaining violations, City Council has several options when considering the next step for their hotel license:

1. Grant the hotel a sixty-day extension to allow the hotel additional time to address each violation as stated in the reports. Staff would monitor the progress and present an update at the April 21<sup>st</sup>, City Council meeting. The hotel would be permitted to operate during this time.
2. Not renew the license due to the outstanding violations. The hotel would be permitted to operate until the City's decision to not renew was mailed to the hotel. The hotel would then be required to cease operation.
3. Issue a conditional license to the hotel. This would allow the hotel to continue to operate "as is" until the license expiration in December 2025.

**MOTION**

A separate motion is required for each hotel. Below are the three options to choose from for each hotel.

**OPTION A**

Move to grant \_\_\_\_\_ a sixty-day extension to allow the hotel additional time to address each violation as stated in the staff reports. Further, if the violations have not been fully addressed, the hotel representative is required to report back to City Council at the April 21, 2025, City Council Meeting.

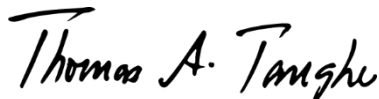
**OPTION B**

Move to not renew the hotel license for \_\_\_\_\_ due to the outstanding violations as stated in the staff reports. Further, to direct staff to notify the hotel by mail of these findings as required by Section 22-178 (b) & (c).

**OPTION C**

Move to issue a conditional license to \_\_\_\_\_ to expire on December 31, 2025.

I CONCUR:



\_\_\_\_\_  
THOMAS A. TANGHE, CITY MANAGER

**ATTACHMENTS**

- Attachment A – Suburban Studio Violation Report
- Attachment B – MainStay Suites Violation Report
- Attachment C – Baymont Inn Violation Report
- Attachment D - Red Roof Inn Violation Report



On August 7, 2024, the Police Department conducted a hotel inspection at 1180 Doris Road (Suburban Studios) as result of numerous documented incidents since May where ordinance violations have been observed and documented by our staff.

On August 7, 2024, during an inspection staff found that Suburban Studios is in violation of Section 22-180 of the ordinance, specifically:

- 1) Not compliant with documenting all guests including minors.
- 2) Not compliant with the occupancy limit of a room.
- 3) Not compliant with documenting each guest with a motor vehicle on site; at least 93 violations observed on August 7, 2024.
- 4) Not compliant with the documentation of the date and time of arrival and date of departure of every guest, and the number of days each guest has been at the establishment during the calendar year.
- 5) Not compliant with the consecutive length of stay requirement; at least 38 violations observed on August 7, 2024.
- 6) Not compliant with employee requirements, that includes providing staff with basic first aid training and training on how to detect signs of alcohol and/or drug intoxication.
- 7) Not compliant with having a hotel clerk at and/or near the hotel's front desk to monitor and view images and videos shown by the camera system on a 24-hour, seven-day week basis. The front desk is not staffed 24 hours a day.

On August 7, 2024, a letter was drafted outlining the forementioned ordinance violations. The letter was delivered to the manager at Suburban Studios on August 15, 2024, and a letter was mailed to Choice International Corporate Headquarters.

On September 13, 2024, during a follow-up inspection staff found that Suburban Studios is still in violation of Section 22-180 of the ordinance, specifically:

- 1) Not compliant with documenting all guests including minors.
- 2) Not compliant with the occupancy limit of a room.
- 3) Not compliant with documenting each guest with a motor vehicle on site.
- 4) Not compliant with the consecutive length of stay requirement; at least 36 violations observed on September 13, 2024.
- 5) Not compliant with employee requirements, that includes providing staff with the ability to detect signs of alcohol and/or drug intoxication. They did complete Basic First Aid training since the inspection on August 7, 2024.
- 6) The hotel manager stated that even when the gate is down at the front desk there is an employee present near the front desk 24/7. However, several times staff has responded to the hotel when the gate is down and there is no employee present. Staff has indicated that the front desk closes at around 8:00pm and it varies at what time an employee is present during the day.



On October 13, 2024, staff arrested an individual staying at the Suburban Studios for having multiple felony warrants. The subject stated that an employee at the hotel purposely changed his name on the hotel registry because he was wanted. The subject had checked into the hotel using his correct name on June 29, 2024, and on August 2, 2024, his name was intentionally changed. Staff spoke to a clerk who admitted changing the individual's name on the hotel registry. The clerk advised that hotel employees had been instructed by the manager to not worry about the length of stay requirement in the hotel ordinance.

On November 4, 2024, staff at the police department found that Suburban Studios is in violation of Section 22-180 of the ordinance, specifically:

- 1) Not compliant with documenting all guests including minors.
- 2) Not compliant with the occupancy limit of a room.
- 3) Not compliant with documenting each guest with a motor vehicle on site.
- 4) Not compliant with the consecutive length of stay requirement.
- 5) Not compliant with having a hotel clerk at and/or near the hotel's front desk to monitor and view images and videos shown by the camera system on a 24-hour, seven-day week basis. The front desk is not staffed 24 hours a day.
- 6) Not compliant with employee requirements, that includes providing staff with the ability to detect signs of alcohol and/or drug intoxication.
- 7) The Hotel License is not displayed.

On February 7, 2025, staff at the police department found that Suburban Studios is in violation of Section 22-180 of the ordinance, specifically:

- 1) Not compliant with the consecutive length of stay requirement.
- 2) The other previous violations found on November 4, 2024, have been fixed.



Jeremy Stubbs  
Lieutenant, Investigations Division  
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[www.auburnhills.org](http://www.auburnhills.org)



Hotel Inspection Form

Hotel: SUBURBAN STUDIOS

Date: 2/7/25 Time: 11AM Officer: Nahon

Manager: MATT ODISH

Ordinance displayed: YES  NO  Location LOBBY

Registry inspection:

- o All guests documented. (including minors) YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Vehicles documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Length of stay documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o ID verification upon check in YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Phone number documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Length of stay limit followed YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Occupancy limit (2 per bed) YES  NO  # OF VIOLATIONS: \_\_\_\_\_

Camera System Inspection:

- o Are there CCTV cameras YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do they cover all main hallways YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do they cover the exterior YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Are they viewable 24/7 YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do employees have access YES  NO  # OF VIOLATIONS: \_\_\_\_\_

Employee Requirements:

- o Basic first aid YES  NO
- o Basic drug/alcohol detection YES  NO
- o Is the hotel license displayed YES  NO  paid for
- o Employee present at desk 24/7 YES  NO

Officer Signature: [Signature]

Manager Signature: [Signature]



CR No: 250002389-001



Report Type:  
Not A Crime - Other Service

Officer:  
AHMAHONC (00110)

001

**AUBURN HILLS POLICE DEPARTMENT**


1899 N SQUIRREL ROAD  
AUBURN HILLS MI 48326  
248 370-9460



**Case Report**

**Administrative Details:**

CR No <b>250002389-001</b>	Subject <b>L3607 - Hotel Inspection - AH</b>
Report Date/Time <b>02/07/2025 10:56</b>	Occurrence Date/Time <b>02/07/2025 10:56</b>
Location <b>1180 DORIS RD</b>	Call Source <b>FOP</b>
Dispatched Offense <b>L6044 Public Relations - AH</b>	Verified Offense <b>L3607 Hotel Inspection - AH</b>
County <b>63 - Oakland</b>	City/Twp/Village <b>93 - Auburn Hills</b>
Division <b>Alpha</b>	
Report Type <b>Not A Crime - Other Service</b>	
Created By <b>CHRIS MAHON</b>	Created Date/Time <b>02/07/2025 02:03 PM</b>
Verified By <b>SYSTEM</b>	Verified Date/Time <b>02/08/2025 11:45 AM</b>

CR No: 250002389-001 	Report Type: Not A Crime - Other Service	Officer: AHMAHONC (00110)	001
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Offenses:		
<b>L3607 - Hotel Inspection - AH [AHMAHONC (00110)]</b>		
IBR Code / IBR Group /	Offense File Class	
Crime Against	Location Type <b>14 - Hotel/Motel/Etc.</b>	Offense Completed <b>Not Applicable</b>
Domestic Violence <b>No</b>	Hate/Bias <b>00 - None (No Bias)</b>	
Using <b>A-Alcohol: No C-Computer Equipment: No D-Drugs/Narcotics: No</b>	Cargo Theft	

**Narrative:**

**Information:**

On 02/07/2025, I went to 1180 Doris, Suburban Studios Hotel for a follow up inspection. I met with the Manager, Matt Odish.

**Investigation:**

Upon arrival, I noticed that Hotel Ordinance was posted in the lobby and the gate was up with a front desk clerk present. I inspected several guest reservations and observed all information documented including vehicle information. They now make a copy of the guest's ID and put in the file as well. Mr. Odish said they are still working on the length of stay violations due to guests being put in the hotel by Lighthouse and other homeless organizations. No other problems were found with the registry section.

The CCTV sections were all in compliance and no problems found.

Mr. Odish provided copies of employee training certificates regarding first aid, human trafficking and drugs detection.

Mr. Odish also provided a copy of paid receipt from the city for the hotel license but does not currently have the license to display.

**Actions:**

Waiting for hotel license from the city and working on length of stay problems. No other issues observed. I obtained a copy of the registry for our records. Inspection formed completed and signed.

CR No: 250002389-001



Report Type:  
Not A Crime - Other Service

Officer:  
AHMAHONC (00110)

001

Property/Evidence:

None.

Computer Checks:

None.

## EVIDENCE LIST

**Incident No.: 250002389-001**

**Agency: Auburn Hills Police Department**

ITEM	NEEDED	IN-FILE	COMMENTS
Audio/Video Tape and Transcripts	( )	( )	
Autopsy Report	( )	( )	
BAC/Blood/Semen	( )	( )	
Ballistics/Bullets	( )	( )	
Chain of Evidence List	( )	( )	
Clothing/Shoes	( )	( )	
Confession (written, audio, video)	( )	( )	
Controlled Substance (Tox Report)	( )	( )	
Criminal History	( )	( )	
CSC Kit	( )	( )	
Diagram Map	( )	( )	
Finger/Foot Prints	( )	( )	
Hair/Fiber	( )	( )	
Hospital/Medical Records	( )	( )	
Photographs/Slides	( )	( )	
Weapons	( )	( )	
Witness Statements	( )	( )	
CERTIFIED RECORDS	( )	( )	
SOS	( )	( )	
Convictions	( )	( )	
	( )	( )	
	( )	( )	
	( )	( )	
OTHER PHYSICAL EVIDENCE	( )	( )	
VICTIM PROPERTY	( )	( )	
	( )	( )	
	( )	( )	
	( )	( )	

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Officer In Charge                      Date                      Phone No.

The Prosecuting Attorney's Office certifies that (\*) property belonging to the crime victim must be retained by the Law Enforcement Agency for trial purposes in lieu of photograph or other means of memorialization pursuant to 1985 PA 87

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Assistant Prosecutor                      Date

**POLICE DEPARTMENT INSPECTION - UPDATED 11/4/24**



**Hotel Inspection Form**

Hotel: SUBURBAN STUDIOS

Date: 11/4/24 Time: 8:30 am Officer: BRASIL

Manager: MATT ODISH

Ordinance displayed: YES  NO  Location \_\_\_\_\_

**Registry inspection:**

- o All guests documented. (including minors) YES  NO  # OF VIOLATIONS: multiple
- o Vehicles documented YES  NO  # OF VIOLATIONS: multiple
- o Length of stay documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o ID verification upon check in YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Phone number documented YES  NO  # OF VIOLATIONS: multiple
- o Length of stay limit followed YES  NO  # OF VIOLATIONS: multiple
- o Occupancy limit (2 per bed) YES  NO  # OF VIOLATIONS: multiple

**Camera System Inspection:**

- o Are there CCTV cameras YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do they cover all main hallways YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do they cover the exterior YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Are they viewable 24/7 YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do employees have access YES  NO  # OF VIOLATIONS: \_\_\_\_\_

**Employee Requirements:**

- o Basic first aid YES  NO
- o Basic drug/alcohol detection YES  NO
- o Is the hotel license displayed YES  NO
- o Employee present at desk 24/7 YES  NO

Officer Signature: 

Manager Signature: \_\_\_\_\_



**POLICE DEPARTMENT INSPECTION - UPDATED 9/13/24**

24-18629



**Hotel Inspection Form**

Hotel: SUBURBAN STUDIOS

Date: 9/13/24 Time: 1100 Officer: BRASIL / FOX

Manager: MATT ODISH

Ordinance displayed: YES  NO  Location OFFICE

**Registry inspection:**

- o All guests documented. (including minors) YES  NO  # OF VIOLATIONS: MULTIPLE
- o Vehicles documented YES  NO  # OF VIOLATIONS: ALL
- o Length of stay documented YES  NO  # OF VIOLATIONS:
- o ID verification upon check in YES  NO  # OF VIOLATIONS:
- o Phone number documented YES  NO  # OF VIOLATIONS:
- o Length of stay limit followed YES  NO  # OF VIOLATIONS: 36
- o Occupancy limit (2 per bed) YES  NO  # OF VIOLATIONS: MULTIPLE

**Camera System Inspection:**

- o Are there CCTV cameras YES  NO  # OF VIOLATIONS:
- o Do they cover all main hallways YES  NO  # OF VIOLATIONS:
- o Do they cover the exterior YES  NO  # OF VIOLATIONS:
- o Are they viewable 24/7 YES  NO  # OF VIOLATIONS:
- o Do employees have access YES  NO  # OF VIOLATIONS:

**Employee Requirements:**

- o Basic first aid YES  NO
- o Basic drug/alcohol detection YES  NO
- o Is the hotel license displayed YES  NO
- o Employee present at desk 24/7 YES  NO

Officer Signature:

Manager Signature:

24-15890



Hotel Inspection Form

Hotel: SUBURBAN STUDIOS.

Date: 8/7/24 Time: 0830 Officer: BRASIL

Manager: MATT ODISH

Ordinance displayed: YES  NO

Location BACK EMPLOYEE ROOM

Registry inspection:

- o All guests documented. (including minors) YES  NO  # OF VIOLATIONS: MULTIPLE UNK EXACT
- o Vehicles documented YES  NO  # OF VIOLATIONS: 93
- o Length of stay documented YES  NO  # OF VIOLATIONS: CHECKING IN/OUT UNK NUMBER
- o ID verification upon check in YES  NO  # OF VIOLATIONS:
- o Phone number documented YES  NO  # OF VIOLATIONS:
- o Length of stay limit followed YES  NO  # OF VIOLATIONS: 38
- o Occupancy limit (2 per bed) YES  NO  # OF VIOLATIONS: MULTIPLE UNK. EXACT

Camera System Inspection:

- o Are there CCTV cameras YES  NO  # OF VIOLATIONS:
- o Do they cover all main hallways YES  NO  # OF VIOLATIONS:
- o Do they cover the exterior YES  NO  # OF VIOLATIONS:
- o Are they viewable 24/7 YES  NO  # OF VIOLATIONS:
- o Do employees have access YES  NO  # OF VIOLATIONS:

Employee Requirements:

- o Basic first aid YES  NO
- o Basic drug/alcohol detection YES  NO
- o Is the hotel license displayed YES  NO
- o Employee present at desk 24/7 YES  NO

Officer Signature: [Signature]

Manager Signature: [Signature]



August 12, 2024

Choice International Corporate Headquarters  
915 Meeting St.  
North Bethesda, MD 20852

To Whom It May Concern,

In 2020, the Auburn Hills City Council adopted an ordinance amendment regulating the hotels operating in the City of Auburn Hills. Section 22-180 of the ordinance established rules and regulations that hotels must abide by to continue to operate within the City of Auburn Hills.

On August 7, 2024, the Auburn Hills Police Department conducted a hotel inspection at Suburban Studios located at 1180 Doris Road as result of numerous documented incidents since May where ordinance violations have been observed and documented by our staff. During the inspection staff determined that Suburban Studios has failed to comply with several sections of the ordinance, specifically:

- 1) Not complaint with documenting all guests including minors.
- 2) Not complaint with the occupancy limit of a room.
- 3) Not complaint with documenting each guest with a motor vehicle on site; at least 93 violations observed on August 7, 2024.
- 4) Not complaint with the documentation of the date and time of arrival and date of departure of every guest, and the number of days each guest has been at the establishment during the calendar year.
- 5) Not complaint with the consecutive length of stay requirement; at least 38 violations observed on August 7, 2024.
- 6) Not complaint with employee requirements of providing staff basic first aid training and training to be able to detect signs of alcohol and/or drug intoxication.
- 7) Not complaint with having a hotel clerk at and/or near the hotel's front desk to monitor and view of images and videos shown by the camera system on a 24-hour, seven-day week basis. The front desk is not being staffed 24 hours day.

Section 22-176 of the ordinance covers the refusal, suspension, revocation, and nonrenewal of licenses. Any license issued by the city clerk may be suspended by the city manager or his or her designated representative, and revoked, or not renewed by city council, for cause. On August 7, 2024, staff found that Suburban Studios is in violation of Section 22-176 of the ordinance, specifically:

- (4) Any violation of federal or state law or the Auburn Hills Code of Ordinances which creates a risk to the health, safety or welfare of the transient guests or to the

**POLICE DEPARTMENT**  
1899 N. Squirrel Road  
Auburn Hills, Michigan 48326



**WWW.AUBURNHILLS.ORG**  
Phone - 248.370.9460  
Fax - 248.370.9365

community, or to the public health, safety and welfare of the city, or brings into question whether the licensee is of suitable character to operate the business.

- (5) Conducting the business in an unlawful manner or in such manner as to constitute a maintenance of a nuisance upon or in connection with the licensed hotel. For purposes of this chapter, "nuisance" shall be given the formal and customary meaning, and shall include, but not be limited to, the following:
  - b. A pattern or practice of patron and/or transient guest conduct which is in violation of the law and/or interferes with the health, safety and welfare of the residential or commercial properties in the area.
  - d. Not providing proper security at the hotel and its premises or knowingly allowing transient guests, patrons of the hotel and/or their invitees to violate the law and/or failing to take the proper precautions and/or actions to prevent said violations of law.

The intent of this letter is to inform management at Suburban Studios that the hotel has 30 calendar days to correct all the forementioned ordinance violations. If all the violations are not corrected, steps will be taken to schedule a public hearing in front of City Council to determine the operating status of Suburban Studios. Community safety remains a top priority for the City of Auburn Hills and the ordinance is in place to help ensure the safety of hotel patrons within the city.

At your earliest convenience, please contact either Officer Chris Mahon at 248-364-6887 or Lieutenant Jeremy Stubbs at 248-364-6886 to clarify any information contained in this letter. It is our intention to conduct a follow-up inspection in 30 days upon delivery of this letter.

Sincerely,



Ryan Gagnon  
Chief of Police

Cc: Suburban Studios  
1180 Doris Road  
Auburn Hills, MI 48326



August 12, 2024

Matt Odish  
Operations Manger  
Suburban Studios  
1180 Doris Road  
Auburn Hills, MI 48326

Mr. Odish,

In 2020, the Auburn Hills City Council adopted an ordinance amendment regulating the hotels operating in the City of Auburn Hills. Section 22-180 of the ordinance established rules and regulations that hotels must abide by to continue to operate within the City of Auburn Hills.

On August 7, 2024, the Police Department conducted a hotel inspection as result of numerous documented incidents since May where ordinance violations have been observed and documented by our staff. During the inspection staff determined that Suburban Studios has failed to comply with several sections of the ordinance, specifically:

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**POLICE DEPARTMENT**  
1899 N. Squirrel Road  
Auburn Hills, Michigan 48326



**WWW.AUBURNHILLS.ORG**  
Phone - 248.370.9460  
Fax - 248.370.9365



- (4) Any violation of federal or state law or the Auburn Hills Code of Ordinances which creates a risk to the health, safety or welfare of the transient guests or to the community, or to the public health, safety and welfare of the city, or brings into question whether the licensee is of suitable character to operate the business.
- (5) Conducting the business in an unlawful manner or in such manner as to constitute a maintenance of a nuisance upon or in connection with the licensed hotel. For purposes of this chapter, "nuisance" shall be given the formal and customary meaning, and shall include, but not be limited to, the following:
  - b. A pattern or practice of patron and/or transient guest conduct which is in violation of the law and/or interferes with the health, safety and welfare of the residential or commercial properties in the area.
  - d. Not providing proper security at the hotel and its premises or knowingly allowing transient guests, patrons of the hotel and/or their invitees to violate the law and/or failing to take the proper precautions and/or actions to prevent said violations of law.

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At your earliest convenience, please contact either Officer Chris Mahon at 248-364-6887 or Lieutenant Jeremy Stubbs at 248-364-6886 to clarify any information contained in this letter. It is our intention to conduct a follow-up inspection in 30 days upon delivery of this letter.

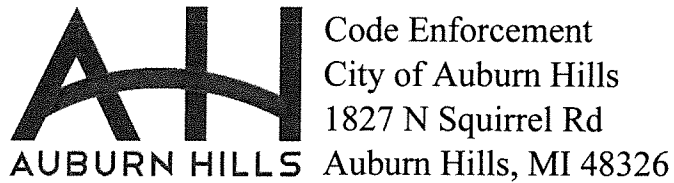
Sincerely,



Ryan Gagnon  
Chief of Police

Cc: Choice International Corporate Headquarters  
915 Meeting St.  
North Bethesda, MD 20852

# COMMUNITY DEVELOPMENT INSPECTION - UPDATED 2/10/25



February 10, 2025

AUBURN HILLS HOSPITALITY, LLC  
390 PARK ST STE 201  
BIRMINGHAM, MI 48009-3400

## Hotel Inspection Report

RE: Suburban Studios (1180 Doris RD. AUBURN HILLS)

Date: 02/10/2025

Inspectors: Devin Lang (Assistant Director of Community Development)  
Justin Tomei (Code Enforcement Officer)

Inspection Type: Reinspection / Site Visit

The above-referenced hotel was reinspected on February 10<sup>th</sup>. Staff met with Matt Odish, the hotel manager; Robert Carmack, the construction coordinator of Superior Hospitality Group; and Dante Bacall, of Superior Hospitality Group, to view repair progress and discuss outstanding violation items. The hallways and common areas have been painted, and new appliances are being installed throughout the property. Carpet and new room furnishings have been ordered and are expected to be installed by the end of March. As of today, the following violations are still outstanding on the property, however, plans are in place to remedy these violations.

### Section 34-178: CAUSE OF BLIGHT & BLIGHTING FACTORS

(2) The storage or accumulation of junk, trash, rubbish, or refuse of any kind, except domestic refuse stored in approved sealed containers as not to create a nuisance, for a period exceeding ten days.

- Junk and refuse must be removed throughout the property and the dumpster enclosure.

### SECTION 1808. LANDSCAPING AND SCREENING REQUIREMENTS

(8) Maintenance Provisions All landscaping shall be maintained in a healthy and orderly state free from refuse, weeds, and debris. Any dead or diseased plants shall be removed and replaced.

- Landscaping must be replaced/maintained to the approved site plan.
  - Landscape screening around the transformer must be replaced.

SECTION 1822. USE OF, AND MAINTENANCE OF, PROPERTY AS APPROVED:

(2) The owner, tenant, occupant, or person in charge of any property which was the subject of an approved site plan shall maintain the property and the improvements thereon in accordance with the approved site plan, or an approved amendment thereof. The duty to maintain shall include the duty to maintain in a condition substantially similar as approved, including the duty to replace, if necessary, all improvements such as, but not by way of limitation, all greenbelts, plantings, walls, fences, paving, trash receptacles, handicapped parking areas, and the like.

- Enclosure on the east side of the property must be maintained in a workmanlike state of repair.

Sec. 22-180. - Hotel rules and regulations.

(1) Hotels shall not have the condition for cause as set forth in Subsections (1)—(7) of section 22-176 herein, existing at the hotels.

- Fire doors do not close and latch throughout the building
- Damaged fire doors must be repaired or replaced
- Non-functioning emergency lighting must be repaired or replaced
- Electrical panels are obstructed by storage
- Open electrical outlets in guest rooms

(3) Rooms must be kept clean and free from dirt, vermin, garbage, and rubbish.

- Rooms are lacking overall cleanliness.
  - Excessive grease accumulation on ventilation hoods, and on ceilings above cooking appliances

(12) All hotels, including their exteriors, premises and parking lots, shall be properly maintained and kept in good repair at all times and all swimming pools shall be clean and functioning, all doors and locks operational, all carpet unripped and clean and all rooms free from bed bugs.

- Carpeting throughout the hotel is stained and discolored and must be repaired or replaced
- Damaged drywall throughout the hotel and in guest rooms must be repaired or replaced
- Furniture showing excessive signs of wear must be repaired or replaced.
  - Water-damaged furniture and kitchenette cabinets must be replaced.
- Missing window screens must be replaced in all openable windows.
- Out-of-service washers and dryers must be repaired or replaced.
- Failing caulk in bathrooms and kitchenettes must be repaired or replaced.
- Bathroom fans and range hoods must be operable and clean.
- Missing sink and tub stoppers must be replaced.
- Damaged walls and paint must be repaired (guest rooms).



Devin Lang

Assistant Director of Community Development

1827 N. Squirrel Road | Auburn Hills, MI 48326

248-364-6946 Direct

[dlang@auburnhills.org](mailto:dlang@auburnhills.org)

# COMMUNITY DEVELOPMENT INSPECTION - UPDATED 11/7/24



Code Enforcement  
City of Auburn Hills  
1827 N Squirrel Rd  
Auburn Hills, MI 48326

November 7, 2024

AUBURN HILLS HOSPITALITY, LLC  
390 PARK ST STE 201  
BIRMINGHAM, MI 48009-3400

## Violation Notice & Hotel Inspection Report

RE: Suburban Studios (1180 Doris RD. AUBURN HILLS)

Date: 11/04/24

Inspectors: Devin Lang (Construction Coordinator / Assistant to the Director)  
Justin Tomei (Code Enforcement Officer)

Rooms Inspected: 151, 252, 254, 103, 140

Inspection Type: Annual – License Renewal

The above-referenced hotel was inspected on November 4<sup>th</sup> in accordance with Auburn Hills Code of Ordinance Chapter 22, Article six, and several deficiencies were noted. These deficiencies are outlined below. Bulleted items below each violation section denote defects that require corrective action.

### Section 34-178: CAUSE OF BLIGHT & BLIGHTING FACTORS

- (2) The storage upon any property of junk or inoperable vehicles for a period exceeding ten days, unless the vehicle is kept in a totally enclosed structure. It shall be the property owner's responsibility to demonstrate to the enforcement officer compliance with this provision if the license plate cannot be observed.
  - Inoperable vehicles must be removed from the parking lot
  
- (3) The storage or accumulation of junk, trash, rubbish, or refuse of any kind, except domestic refuse stored in approved sealed containers as not to create a nuisance, for a period exceeding ten days.
  - Junk and refuse must be removed throughout the property and the dumpster enclosure.

SECTION 1808. LANDSCAPING AND SCREENING REQUIREMENTS

(8) Maintenance Provisions All landscaping shall be maintained in a healthy and orderly state free from refuse, weeds, and debris. Any dead or diseased plants shall be removed and replaced.

- Landscaping must be replaced/maintained to the approved site plan.
  - Landscape screening around the transformer must be replaced.

SECTION 1822. USE OF, AND MAINTENANCE OF, PROPERTY AS APPROVED:

(2) The owner, tenant, occupant, or person in charge of any property which was the subject of an approved site plan shall maintain the property and the improvements thereon in accordance with the approved site plan, or an approved amendment thereof. The duty to maintain shall include the duty to maintain in a condition substantially similar as approved, including the duty to replace, if necessary, all improvements such as, but not by way of limitation, all greenbelts, plantings, walls, fences, paving, trash receptacles, handicapped parking areas, and the like.

- Missing or faded handicap signage must be replaced.
- Enclosure on the east side of the property must be maintained in a workmanlike state of repair.

Sec. 22-180. - Hotel rules and regulations.

(1) Hotels shall not have the condition for cause as set forth in Subsections (1)— (7) of section 22-176 herein, existing at the hotels.

- Fire doors do not close and latch throughout the building
- Damaged fire doors must be repaired or replaced
- Non-functioning emergency lighting must be repaired or replaced
- Electrical panels are obstructed by storage
- Fire door labels are painted and no longer legible
- Guest rooms missing / inoperable smoke detectors
- Open electrical outlets in guest rooms

(3) Rooms must be kept clean and free from dirt, vermin, garbage, and rubbish.

- Guest rooms remain uncleaned following check out, all garbage and food must be removed from rooms
- Several rooms and common areas demonstrated heavy cockroach presence. Entire hotel must be treated by a licensed exterminator and placed on a routine service plan
- Rooms are lacking overall cleanliness.
  - Excessive grease accumulation on ventilation hoods, and on ceilings above cooking appliances



Sec. 22-180. - Hotel rules and regulations. (cont.)

(12) All hotels, including their exteriors, premises and parking lots, shall be properly maintained and kept in good repair at all times and all swimming pools shall be clean and functioning, all doors and locks operational, all carpet unripped and clean and all rooms free from bed bugs.

- Discolored / damaged ceiling tiles must be replaced
- Blight and trash throughout hallways must be removed
- Common areas and hallways demonstrate excessive dust, dirt, and deterioration through cleaning and extensive repairs are needed
- Carpeting throughout the hotel is stained and discolored and must be repaired or replaced
- Damaged drywall throughout the hotel and in guest rooms must be repaired or replaced
- Furniture showing excessive signs of wear must be repaired or replaced.
  - Water-damaged furniture and kitchenette cabinets must be replaced.
- Missing window screens must be replaced in all openable windows.
- Out-of-service washers and dryers must be repaired or replaced.
- Hallway paint must be repaired and maintained in a workmanlike state.
- Failing caulk in bathrooms and kitchenettes must be repaired or replaced.
- Bathroom fans and range hoods must be operable and clean.
- Missing sink and tub stoppers must be replaced.
- Damaged walls and paint must be repaired.

(13) Within 120 days from the effective date of this article, all hotels in the city shall at their own cost, install at their respective hotels, a camera system, with video recording capabilities, which camera system shall clearly show the main hallways, lobbies and parking areas of the hotel and the hotel clerks at and/or near the hotel's front desk shall monitor and view the images and video shown by the camera system on a 24-hour, seven-day a week basis.

- The front desk is not staffed 24 hours, 7 days a week – cameras are not monitored at night when the desk is unattended.

(17) No guest shall rent a unit at a motel or hotel for more than 30 consecutive days within any calendar year, except that suite facilities with units over 300 square feet in area containing kitchen or kitchenette facilities including at least refrigerator and stove facilities may be permitted for up to 90 days, however if exigent circumstances are demonstrated in writing to the city, the city manager or their designee may grant extensions of time for rentals of such units.

- Hotel staff are living at the hotel. In addition, the police department has documented several instances of guests staying beyond the 90-day maximum.

Sec. 22-181. – Management.

(a) In every hotel there shall be an office in which shall be located the headquarters of the person in charge of the hotel. A copy of the hotel license shall be posted therein, and the hotel register shall at all times be kept in the office, with said register to comply with the requirements set forth in subsection 22-180(6) herein.

- No current license is displayed in the hotel

Management & Ownership is hereby notified that they are in violation of the City of Auburn Hills Code of Ordinance and Zoning Ordinance. Management or Ownership must provide the City of Auburn Hills with a timeline for resolution within 15 days from the date of this notice. Failure to provide a reasonable and mutually agreed timeline, AND / OR failure to adhere to the agreement, will result in a recommendation for revocation or nonrenewal of the hotel license, and may result in criminal or civil violations issued to the property owner.

Please contact me by phone or email to discuss these deficiencies and, if necessary, to discuss a proposed timeline for resolution.



**Devin Lang**

Construction Coordinator | Assistant to the Director of Community Development

1827 N. Squirrel Road | Auburn Hills, MI 48326

248-364-6946 Direct

[dlang@auburnhills.org](mailto:dlang@auburnhills.org)

# FIRE DEPARTMENT INSPECTION - UPDATED 1/31/25

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

SUBURBAN STUDIOS, 1180 DORIS RD, BLDG SUBURBAN STUDIOS, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 01/31/2025 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 309-R3 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 2 | Passed Codes: 0 | Violations: 1 | N/A Codes: 0

STATUS	CODE	DESCRIPTION
FAIL	703.2.3 - Door operation	<p>Swinging fire doors shall close from the full-open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.</p> <p>Location: Various common area doors as well as individual room doors.</p> <p>Original Comment: Rooms throughout property have doors that are not functioning as a fire door is required to.</p>

#### GENERAL NOTES

JON TOSS - 02/04/2025 @ 07:29 A certified door repairman is checking every door in the hotel.

#### REINSPECTION DATE

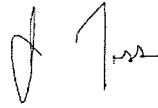
03/06/2025

#### CONTACT SIGNATURE

Matt Odish Reason for not collecting a signature: Report completed post inspection

**INSPECTOR SIGNATURE**

JON TOSS  
Signed on: 02/04/2025 @ 07:29

A handwritten signature in black ink, appearing to read 'Jon Toss', with a stylized flourish at the end.

**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS  
jtoss@auburnhills.org  
No phone number available

# FIRE DEPARTMENT INSPECTION - UPDATED 1/8/25

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

SUBURBAN STUDIOS, 1180 DORIS RD, BLDG SUBURBAN STUDIOS, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 01/08/2025 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 309-R1 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 3 | Passed Codes: 0 | Violations: 5 | N/A Codes: 0

STATUS	CODE	DESCRIPTION
FAIL	506.2 - Key box maintenance	<p>The operator of the building shall immediately notify the fire code official and provide the new key where a lock is changed or rekeyed. The key to such lock shall be secured in the key box.</p> <p>Location: KNOX BOX</p> <p>Original Comment: We need to update the knox box</p>
FAIL	703.2.3 - Door operation	<p>Swinging fire doors shall close from the full-open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.</p> <p>Location: Various common area doors as as well as individual room doors.</p> <p>Original Comment: Rooms throughout property have doors that are not functioning as a fire door is required to.</p>
FAIL	NFPA 13 (2013), 6.2.9.6 - Sprinkler Wrench	<p>One sprinkler wrench as specified by the sprinkler manufacturer shall be provided in the cabinet for each type of sprinkler installed to be used for the removal and installation of sprinklers in the system.</p> <p>Location: Riser room.</p> <p>Original Comment: One is on the way.</p>

STATUS	CODE	DESCRIPTION
FAIL	NFPA 25 (2014), 5.2.1.1.6 - Escutcheon Plates	Escutcheons and coverplates for recessed, flush, and concealed sprinklers shall be replaced if found missing during the inspection.  Location: room 309  Original Comment: Missing escutcheon plate.

FAIL	NFPA 25 (2014),13.7.1 - FDC Maintenance	Fire department connections shall be inspected quarterly to verify the following: (1) The fire department connections are visible and accessible. (2) Couplings or swivels are not damaged and rotate smoothly. (3) Plugs or caps are in place and undamaged. (4) Gaskets are in place and in good condition. (5) Identification signs are in place. (6) The check valve is not leaking. (7) The automatic drain valve is in place and operating properly. (8) The fire department connection clapper(s) is in place and operating properly. (9) Interior of the connection is inspected for obstructions.  Location: FDC  Original Comment: Need to check for operability and nozzle covers.
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**REINSPECTION DATE**

02/07/2025

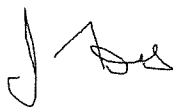
**CONTACT SIGNATURE**

Matt Odish

Reason for not collecting a signature: Person not available for signature

**INSPECTOR SIGNATURE**

JON TOSS  
Signed on: 01/08/2025 @ 09:56





**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS  
jtoss@auburnhills.org  
No phone number available

# FIRE DEPARTMENT INSPECTION - UPDATED 11/4/24

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

SUBURBAN STUDIOS, 1180 DORIS RD, BLDG SUBURBAN STUDIOS, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 11/04/2024 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 309 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 0 | Passed Codes: 59 | Violations: 8 | N/A Codes: 2

STATUS	CODE	DESCRIPTION
FAIL	1008.3.1 - General	<p>In the event of power supply failure in rooms and spaces that require two or more means of egress an emergency electrical system shall automatically illuminate all of the following areas: 1. Aisles. 2. Corridors. 3. Exit access stairways and ramps.</p> <p>Location: Throughout Hotel</p> <p>Original Comment: Emergency Illumination in th4e following do not work. Neare rooms 121, 131, 154, 254, 319,339,342. Also stair 3A,Front desk area and entry.</p>
FAIL	1010.1.9 - Door operations	<p>Except as specifically permitted by this section, egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort.</p> <p>Location: All first floor exit doors in common area are not functioning properly. Individual rooms that were checked reveal inoperable fire doors. Room 151, 252,254,103,140. Also south side exit door wont latch. East exit door. 3rd floor exit door near 309 doesnt latch.</p> <p>Original Comment: A fire door assessment may be needed.</p>

STATUS	CODE	DESCRIPTION
FAIL	506.2 - Key box maintenance	<p>The operator of the building shall immediately notify the fire code official and provide the new key where a lock is changed or rekeyed. The key to such lock shall be secured in the key box.</p> <p>Location: KNOX BOX</p> <p>Original Comment: We need to update the knox box</p>
FAIL	703.2.3 - Door operation	<p>Swinging fire doors shall close from the full-open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.</p> <p>Location: Various common area doors as as well as individual room doors.</p> <p>Original Comment: Rooms throughout property have doors that are not functioning as a fire door is required to.</p>
FAIL	NFPA 13 (2013), 6.2.9.1/2 - Stock of Spare Sprinklers	<p>6.2.9.1 A supply of at least six spare sprinklers shall be maintained on the premises so that any sprinklers that have operated or been damaged in any way can be promptly replaced. 6.2.9.2 The sprinklers shall correspond to the types and temperature ratings of the sprinklers in the property.</p> <p>Location: riser room</p>
FAIL	NFPA 13 (2013), 6.2.9.6 - Sprinkler Wrench	<p>One sprinkler wrench as specified by the sprinkler manufacturer shall be provided in the cabinet for each type of sprinkler installed to be used for the removal and installation of sprinklers in the system.</p> <p>Location: Riser room.</p> <p>Original Comment: One is on the way.</p>

<b>STATUS</b>	<b>CODE</b>	<b>DESCRIPTION</b>
<b>FAIL</b>	NFPA 25 (2014), 5.2.1.1.6 - Escutcheon Plates	Escutcheons and coverplates for recessed, flush, and concealed sprinklers shall be replaced if found missing during the inspection.

Location: room 309

Original Comment: Missing escutcheon plate.

<b>FAIL</b>	NFPA 25 (2014),13.7.1 - FDC Maintenance	Fire department connections shall be inspected quarterly to verify the following: (1) The fire department connections are visible and accessible. (2) Couplings or swivels are not damaged and rotate smoothly. (3) Plugs or caps are in place and undamaged. (4) Gaskets are in place and in good condition. (5) Identification signs are in place. (6) The check valve is not leaking. (7) The automatic drain valve is in place and operating properly. (8) The fire department connection clapper(s) is in place and operating properly. (9) Interior of the connection is inspected for obstructions.
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Location: FDC

Original Comment: Need to check for operability and nozzle covers.

**REINSPECTION DATE**

11/26/2024

**CONTACT SIGNATURE**

Matt Odish

Reason for not collecting a signature: Virtual inspection

**INSPECTOR SIGNATURE**

JON TOSS  
Signed on: 11/04/2024 @ 11:57



**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS

[jtoss@auburnhills.org](mailto:jtoss@auburnhills.org)

No phone number available

Fu

# FIRE DEPARTMENT INSPECTION - UPDATED 10/22/24

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

SUBURBAN STUDIOS, 1180 DORIS RD, BLDG SUBURBAN STUDIOS, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 10/22/2024 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 146 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.  
Resolved Violations: 0 | Passed Codes: 49 | Violations: 16 | N/A Codes: 4

STATUS	CODE	DESCRIPTION
FAIL	1003.6 - Means of egress continuity	<p>The path of egress travel along a means of egress shall not be interrupted by a building element other than a means of egress component as specified in this chapter. Obstructions shall not be placed in the minimum width or required capacity of a means of egress component except projections permitted by this chapter. The minimum width or required capacity of a means of egress system shall not be diminished along the path of egress travel.</p> <p>Location: THIRD FLOOR HALLWAYS</p> <p>Original Comment: THERE ARE TRASH BAGS PILING UP IN HALLWAY.</p>
FAIL	1008.3.1 - General	<p>In the event of power supply failure in rooms and spaces that require two or more means of egress an emergency electrical system shall automatically illuminate all of the following areas: 1. Aisles. 2. Corridors. 3. Exit access stairways and ramps.</p> <p>Location: VARIOUS LOCATIONS</p> <p>Original Comment: FRONT ENTRY.BEHIND FRONT DESK. FIRST FLOOR STORAGE. NEAR ROOM 121,131,154,254,STAIR 3A , ROOM 319,339 AND 342.</p>



STATUS	CODE	DESCRIPTION
FAIL	1013.1 - Where required	<p data-bbox="651 380 1330 848">Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or the path of egress travel is not immediately visible to the occupants. Intervening means of egress doors within exits shall be marked by exit signs. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet (30 480 mm) or the listed viewing distance for the sign, whichever is less, from the nearest visible exit sign. Exceptions: 1. Exit signs are not required in rooms or areas that require only one exit or exit access. 2. Main exterior exit doors or gates that are obviously and clearly identifiable as exits need not have exit signs where approved by the fire code official. 3. Exit signs are not required in occupancies in Group U and individual sleeping units or dwelling units in Group R-1, R-2 or R-3. 4. Exit signs are not required in dayrooms, sleeping rooms or dormitories in occupancies in Group I-3. 5. In occupancies in Groups A-4 and A-5, exit signs are not required on the seating side of vomitories or openings into seating areas where exit signs are provided in the concourse that are readily apparent from the vomitories. Egress lighting is provided to identify each vomitory or opening within the seating area in an emergency.</p> <p data-bbox="651 873 899 890">Location: NORTH FIRST FLOOR</p> <p data-bbox="651 921 992 938">Original Comment: EXIT SIGN IS SMASHED</p>
FAIL	1013.6.3 - Power source	<p data-bbox="651 1104 1330 1350">Exit signs shall be illuminated at all times. To ensure continued illumination for a duration of not less than 90 minutes in case of primary power loss, the sign illumination means shall be connected to an emergency power system provided from storage batteries, unit equipment or an on-site generator. The installation of the emergency power system shall be in accordance with Section 604. Exceptions: 1. Approved exit sign illumination means that provide continuous illumination independent of external power sources for a duration of not less than 90 minutes, in case of primary power loss, are not required to be connected to an emergency electrical system. 2. Group I-2 Condition 2 exit sign illumination shall not be provided by unit equipment battery only.</p> <p data-bbox="651 1375 821 1392">Location: NORTH EXIT</p> <p data-bbox="651 1423 997 1440">Original Comment: SIGN NOT ILLUMINATED.</p>

STATUS	CODE	DESCRIPTION
FAIL	107.1 - Maintenance of safeguards	<p>Where any device, equipment, system, condition, arrangement, level of protection, or any other feature is required for compliance with the provisions of this code, or otherwise installed, such device, equipment, system, condition, arrangement, level of protection, or other feature shall thereafter be continuously maintained in accordance with this code and applicable referenced standards.</p> <p>Location: FRONT DESK</p> <p>Original Comment: FIRE ALARM PANEL HAS TROUBLE.</p>
FAIL	304.1 - Waste accumulation prohibited	<p>Combustible waste material creating a fire hazard shall not be allowed to accumulate in buildings or structures or upon premises.</p> <p>Location: SECOND FLOOR STORAGE ROOM 2C AND THIRD FLOOR 3 C</p> <p>Original Comment: EXCESSIVE COMBUSTIBLES IN THESE ROOMS.</p>
FAIL	506.2 - Key box maintenance	<p>The operator of the building shall immediately notify the fire code official and provide the new key where a lock is changed or rekeyed. The key to such lock shall be secured in the key box.</p> <p>Location: KNOX BOX FIRST FLOOR</p> <p>Original Comment: NEED TO UPDATE KEYS</p>
FAIL	605.3 - Working space and clearance	<p>A working space of not less than 30 inches (762 mm) in width, 36 inches (914 mm) in depth and 78 inches (1981 mm) in height shall be provided in front of electrical service equipment. Where the electrical service equipment is wider than 30 inches (762 mm), the working space shall be not less than the width of the equipment. Storage of materials shall not be located within the designated working space. Exceptions: 1. Where other dimensions are required or allowed by NFPA 70. 2. Access openings into attics or under-floor areas which provide a minimum clear opening of 22 inches (559 mm) by 30 inches (762 mm).</p> <p>Location: FIRST FLOOR ELECTRICAL PANEL IS TOTALLY BLOCKED BY DEBRIS.</p>

STATUS	CODE	DESCRIPTION
FAIL	703.2.3 - Door operation	<p>Swinging fire doors shall close from the full-open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.</p> <p>Location: EXIT DOORS IN FOLLOWING AREAS DO NOT LATCH. SOUTH SIDE FIRST FLOOR. EAST FIRST FLOOR. THIRD FLOOR NEAR 309. 3B EXIT DOOR.</p> <p>Original Comment: EXIT DOORS IN FOLLOWING AREAS DO NOT LATCH. SOUTH SIDE FIRST FLOOR. EAST FIRST FLOOR. THIRD FLOOR NEAR 309. 3B EXIT DOOR.</p>
FAIL	901.6 - Inspection, testing and maintenance	<p>Fire detection, alarm, and extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired fire protection systems and equipment shall be inspected, tested and maintained or removed.</p> <p>Location: FIRE PANEL BEHIND FRONT DESK</p> <p>Original Comment: THERE IS A CIRCUIT TROUBLE LIGHT ON FIRE ALARM PANEL.</p>
FAIL	907.8.1 - Maintenance required	<p>Where required for compliance with the provisions of this code, devices, equipment, systems, conditions, arrangements, levels of protection or other features shall thereafter be continuously maintained in accordance with applicable NFPA requirements or as directed by the fire code official.</p> <p>Location: HOUSE LAUNDRY/STORAGE ROOM</p> <p>Original Comment: THERE ARE MULTIPLE HOLES IN CEILING</p>

STATUS	CODE	DESCRIPTION
FAIL	NFPA 13 (2013), 6.2.9.1/2 - Stock of Spare Sprinklers	<p>6.2.9.1 A supply of at least six spare sprinklers shall be maintained on the premises so that any sprinklers that have operated or been damaged in any way can be promptly replaced. 6.2.9.2 The sprinklers shall correspond to the types and temperature ratings of the sprinklers in the property.</p> <p>Location: Not Provided</p>
FAIL	NFPA 13 (2013), 6.2.9.6 - Sprinkler Wrench	<p>One sprinkler wrench as specified by the sprinkler manufacturer shall be provided in the cabinet for each type of sprinkler installed to be used for the removal and installation of sprinklers in the system.</p> <p>Location: RISER ROOM</p> <p>Original Comment: NO SPRINKLER WRENCH</p>
FAIL	NFPA 25 (2014), 5.2.1.1.2 - Sprinkler Heads Painted/Loaded/Damaged	<p>Any sprinkler that shows signs of any of the following shall be replaced: (1) Leakage (2) Corrosion (3) Physical damage (4) Loss of fluid in the glass bulb heat-responsive element (5) Loading (6) Painting unless painted by the sprinkler manufacturer</p> <p>Location: LAUNDRY</p> <p>Original Comment: DUST ON SPRINKLER HEADS</p>
FAIL	NFPA 25 (2014), 5.2.1.1.6 - Escutcheon Plates	<p>Escutcheons and coverplates for recessed, flush, and concealed sprinklers shall be replaced if found missing during the inspection.</p> <p>Location: ROOM 309</p> <p>Original Comment: EXCUTHCHEON PLATE MISSING</p>

STATUS	CODE	DESCRIPTION
FAIL	NFPA 25 (2014),13.7.1 - FDC Maintenance	<p>Fire department connections shall be inspected quarterly to verify the following: (1) The fire department connections are visible and accessible. (2) Couplings or swivels are not damaged and rotate smoothly. (3) Plugs or caps are in place and undamaged. (4) Gaskets are in place and in good condition. (5) Identification signs are in place. (6) The check valve is not leaking. (7) The automatic drain valve is in place and operating properly. (8) The fire department connection clapper(s) is in place and operating properly. (9) Interior of the connection is inspected for obstructions.</p> <p>Location: FDC</p> <p>Original Comment: FDC NEEDS TO BE CHECKED FOR TRASH</p>

**REINSPECTION DATE**

11/21/2024

**CONTACT SIGNATURE**

Daivin Bacall

Reason for not collecting a signature: Unable to find contact after inspection

**INSPECTOR SIGNATURE**

JON TOSS  
Signed on: 10/22/2024 @ 09:58



**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS  
jtoss@auburnhills.org  
No phone number available

25-2399



Hotel Inspection Form

Hotel: MAINSTAY Suites

Date: 2/7/25 Time: 1:40p Officer: Mahon

Manager: Gina Smith

Ordinance displayed: YES [X] NO [ ]

Location FRONT DESK

Registry inspection:

- All guests documented. (including minors) YES [X] NO [ ] # OF VIOLATIONS: \_\_\_\_\_
Vehicles documented YES [X] NO [ ] # OF VIOLATIONS: \_\_\_\_\_
Length of stay documented YES [X] NO [ ] # OF VIOLATIONS: \_\_\_\_\_
ID verification upon check in YES [X] NO [ ] # OF VIOLATIONS: \_\_\_\_\_
Phone number documented YES [X] NO [ ] # OF VIOLATIONS: \_\_\_\_\_
Length of stay limit followed YES [X] NO [ ] # OF VIOLATIONS: \_\_\_\_\_
Occupancy limit (2 per bed) YES [X] NO [ ] # OF VIOLATIONS: \_\_\_\_\_

Camera System Inspection:

- Are there CCTV cameras YES [X] NO [ ] # OF VIOLATIONS: \_\_\_\_\_
Do they cover all main hallways YES [X] NO [ ] # OF VIOLATIONS: \_\_\_\_\_
Do they cover the exterior YES [X] NO [ ] # OF VIOLATIONS: \_\_\_\_\_
Are they viewable 24/7 YES [X] NO [ ] # OF VIOLATIONS: \_\_\_\_\_
Do employees have access YES [X] NO [ ] # OF VIOLATIONS: \_\_\_\_\_

Employee Requirements:

- Basic first aid YES [X] NO [ ]
Basic drug/alcohol detection YES [X] NO [ ]
Is the hotel license displayed YES [X] NO [ ]
Employee present at desk 24/7 YES [X] NO [ ]

Officer Signature: [Signature]

Manager Signature: Gina Smith



**AUBURN HILLS POLICE DEPARTMENT**


1899 N SQUIRREL ROAD  
AUBURN HILLS MI 48326  
248 370-9460



**Case Report**

**Administrative Details:**

<b>CR No</b> 250002399-001	<b>Subject</b> L3607 - Hotel Inspection - AH
<b>Report Date/Time</b> 02/07/2025 13:28	<b>Occurrence Date/Time</b> 02/07/2025 13:28
<b>Location</b> 1650 N OPDYKE RD	<b>Call Source</b> FOP
<b>Dispatched Offense</b> L6044 Public Relations - AH	<b>Verified Offense</b> L3607 Hotel Inspection - AH
<b>County</b> 63 - Oakland	<b>City/Twp/Village</b> 93 - Auburn Hills
<b>Division</b> Alpha	
<b>Report Type</b> Not A Crime - Other Service	
<b>Created By</b> CHRIS MAHON	<b>Created Date/Time</b> 02/07/2025 02:03 PM
<b>Verified By</b> SYSTEM	<b>Verified Date/Time</b> 02/08/2025 12:02 PM

CR No: 250002399-001 	Report Type: Not A Crime - Other Service	Officer: AHMAHONC (00110)	<b>001</b>
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**Offenses:**

<b>L3607 - Hotel Inspection - AH [AHMAHONC (00110)]</b>		
IBR Code / IBR Group /	Offense File Class	
Crime Against	Location Type <b>14 - Hotel/Motel/Etc.</b>	Offense Completed <b>Not Applicable</b>
Domestic Violence <b>No</b>	Hate/Bias <b>00 - None (No Bias)</b>	
Using <b>A-Alcohol: No C-Computer Equipment: No D-Drugs/Narcotics: No</b>	Cargo Theft	

**Narrative:**

**Information:**

On 02/07/2025 I conducted a follow up inspection at 1650 Mainstay Suites. I met with Manager Gina Smith.

**Investigation:**

I noticed that the ordinance was posted on the front counter. I inspected the guest registry, and all sections were complaint including vehicles. No violations observed.

The CCTV sections were all in compliance and employees have 24/7 access.

The employee sections were all in compliance and the training is done through Choice University for basic drug/alcohol detection.

**Actions.**

All sections were in compliance. Registry was provided and inspection form was signed.

**Property/Evidence:**

None.

**Computer Checks:**

None.

## EVIDENCE LIST

**Incident No.: 250002399-001**

**Agency: Auburn Hills Police Department**

ITEM	NEEDED	IN-FILE	COMMENTS
Audio/Video Tape and Transcripts	( )	( )	
Autopsy Report	( )	( )	
BAC/Blood/Semen	( )	( )	
Ballistics/Bullets	( )	( )	
Chain of Evidence List	( )	( )	
Clothing/Shoes	( )	( )	
Confession (written, audio, video)	( )	( )	
Controlled Substance (Tox Report)	( )	( )	
Criminal History	( )	( )	
CSC Kit	( )	( )	
Diagram Map	( )	( )	
Finger/Foot Prints	( )	( )	
Hair/Fiber	( )	( )	
Hospital/Medical Records	( )	( )	
Photographs/Slides	( )	( )	
Weapons	( )	( )	
Witness Statements	( )	( )	
CERTIFIED RECORDS	( )	( )	
SOS	( )	( )	
Convictions	( )	( )	
	( )	( )	
	( )	( )	
	( )	( )	
OTHER PHYSICAL EVIDENCE	( )	( )	
VICTIM PROPERTY			
	( )	( )	
	( )	( )	
	( )	( )	

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Officer In Charge                      Date                      Phone No.

The Prosecuting Attorney's Office certifies that (\*) property belonging to the crime victim must be retained by the Law Enforcement Agency for trial purposes in lieu of photograph or other means of memorialization pursuant to 1985 PA 87

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Assistant Prosecutor                      Date

# POLICE DEPARTMENT INSPECTION - UPDATED 11/4/24



## Hotel Inspection Form

Hotel: MAINSTAY SUITES

Date: 11/4/24 Time: 1030 AM Officer: M. BRASIL

Manager: GINA SMITH

Ordinance displayed: YES  NO  Location \_\_\_\_\_

### Registry inspection:

- |  |   |  |                                  |
|--|---|--|----------------------------------|
| <input type="checkbox"/> All guests documented. (including minors) | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> | # OF VIOLATIONS: <u>MULTIPLE</u> |
| <input type="checkbox"/> Vehicles documented                       | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> | # OF VIOLATIONS: <u>ALL</u>      |
| <input type="checkbox"/> Length of stay documented                 | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> | # OF VIOLATIONS: <u>MULTIPLE</u> |
| <input type="checkbox"/> ID verification upon check in             | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            | # OF VIOLATIONS: _____           |
| <input type="checkbox"/> Phone number documented                   | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            | # OF VIOLATIONS: _____           |
| <input type="checkbox"/> Length of stay limit followed             | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> | # OF VIOLATIONS: <u>MULTIPLE</u> |
| <input type="checkbox"/> Occupancy limit (2 per bed)               | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            | # OF VIOLATIONS: _____           |

### Camera System Inspection:

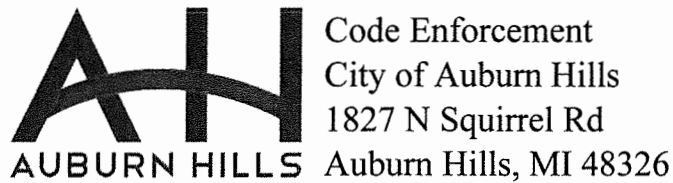
- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Are there CCTV cameras          | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            | # OF VIOLATIONS: _____                     |
| <input type="checkbox"/> Do they cover all main hallways | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            | # OF VIOLATIONS: _____                     |
| <input type="checkbox"/> Do they cover the exterior      | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            | # OF VIOLATIONS: _____                     |
| <input type="checkbox"/> Are they viewable 24/7          | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            | # OF VIOLATIONS: _____                     |
| <input type="checkbox"/> Do employees have access        | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> | # OF VIOLATIONS: <u>IN MANAGERS OFFICE</u> |

### Employee Requirements:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Basic first aid                | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |
| <input type="checkbox"/> Basic drug/alcohol detection   | YES <input type="checkbox"/>            | NO <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Is the hotel license displayed | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |
| <input type="checkbox"/> Employee present at desk 24/7  | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/>            |

Officer Signature: 

Manager Signature: \_\_\_\_\_



February 10, 2025

MAINSTAY SUITES  
1650 N OPDYKE RD  
AUBURN HILLS, MI 48326-2654

## Hotel Inspection Report

RE: MainStay Suites (1650 N OPDYKE RD. AUBURN HILLS)

Date: 01/16/2025

Inspectors: Devin Lang (Assistant Director of Community Development)  
Justin Tomei (Code Enforcement Officer)

Inspection Type: Reinspection / Site Visit

The above-referenced hotel was reinspected on January 16<sup>th</sup>. Staff met with Shannon Sterling, the District Manager for Gulf Coast Hotel Management, to discuss outstanding violation items. Hotel management has taken action to remedy violations that can be addressed, and Ms. Sterling has provided the attached schedule to address the outstanding exterior violations, as noted below, when weather allows.

### SECTION 1808. LANDSCAPING AND SCREENING REQUIREMENTS

(8) Maintenance Provisions All landscaping shall be maintained in a healthy and orderly state free from refuse, weeds, and debris. Any dead or diseased plants shall be removed and replaced.

- Landscaping must be replaced/maintained to the approved site plan.

### SECTION 1822. USE OF, AND MAINTENANCE OF, PROPERTY AS APPROVED:

(2) The owner, tenant, occupant, or person in charge of any property which was the subject of an approved site plan shall maintain the property and the improvements thereon in accordance with the approved site plan, or an approved amendment thereof. The duty to maintain shall include the duty to maintain in a condition substantially similar as approved, including the duty to replace, if necessary, all improvements such as, but not by way of limitation, all greenbelts, plantings, walls, fences, paving, trash receptacles, handicapped parking areas, and the like.

- Retaining wall has failed and must be re-constructed
- Parking lot must be re-striped

Sec. 18-78. – Exterior structure.

(e) Every exterior wall, window, trim and the like shall be free of holes, breaks, loose or rotting boards or timbers and other conditions that might admit rain or dampness to the interior portions of the walls or to the occupied spaces of the building. All exterior surface materials, including, without limitation, wood, composition or metal siding, shall be maintained weatherproof and shall be properly surface coated when required to prevent deterioration.

- Exterior façade is deteriorated and requires repair
- Missing gutters and downspouts must be replaced
- Missing / damaged shingles must be repaired or replaced

Sec. 22-180. - Hotel rules and regulations.

(12) All hotels, including their exteriors, premises and parking lots, shall be properly maintained and kept in good repair at all times and all swimming pools shall be clean and functioning, all doors and locks operational, all carpet unripped and clean and all rooms free from bed bugs.

- Exterior façade must be cleaned/painted
- Potholes and broken asphalt must be repaired
- Parking lot must be sealed and striped
- Interior doors have numerous holes and other damage and must be repaired or replaced.



Devin Lang

Assistant Director of Community Development

1827 N. Squirrel Road | Auburn Hills, MI 48326

248-364-6946 Direct

[dlang@auburnhills.org](mailto:dlang@auburnhills.org)



February 10, 2025

Mr. Devin Lang  
Construction Coordinator | Assistant to the Director of Community Development  
1827 N. Squirrel Road  
Auburn Hills, MI 48326

Dear Mr. Lang:

Thank you for meeting with me at the MainStay Suites Auburn Hills on January 16, 2025, to review and discuss the findings from the City and Fire Department inspections conducted at the hotel on November 4, 2024, as well as the upcoming hearing scheduled for next Monday, February 17. The meeting proved to be very beneficial, and I greatly appreciated your time.

Below is a recap of the corrective action that we've taken or will be taking to address the areas that were deficient at the time of the inspection. As you know, several of the areas that need to be addressed are exterior components of the hotel that will need to be done after the winter season. Please let me know if I need to provide more than the information contained in this document prior to next week's hearing. And I welcome any feedback or guidance you might be able to offer in this situation.

**SECTION 1808. LANDSCAPING AND SCREENING REQUIREMENTS**

- Landscaping must be replaced/maintained to the approved site plan.

**Corrective action:** Landscaping will be replaced/maintained to the approved site plan as soon as weather permits, based on normal seasonality and planting conditions. We are working with Ron Moniz of Firehouse Landscaping II, of Auburn Hills, on this project.

**SECTION 1822. USE OF, AND MAINTENANCE OF, PROPERTY AS APPROVED:**

- Retaining wall has failed and must be re-constructed

**Corrective action:** The retaining wall will be examined and repaired, as needed. We are working with Ron Moniz of Firehouse Landscaping II, of Auburn Hills, on this project. This will be completed as soon as the weather permits.

- Faded signage must be replaced

**Corrective action:** The faded signage on the exterior equipment room will be replaced with new signage. All exterior signage will be reviewed, and any additional needs will be addressed at the same time.

- Parking lot must be re-stripped

**Corrective action:** The parking lot will be re-stripped as weather permits. We are currently seeking quotes for significant parking lot repairs, upgrades, striping etc. and will obtain any necessary approvals and permits as required by the City of Auburn Hills.

**Sec.18-81. - Mechanical and electrical requirements.**

- Exposed electrical servicing stairwell emergency lighting must be made inaccessible.

**Corrective action:** The exposed electrical has been made inaccessible. COMPLETE.

- Several emergency lights do not have functioning battery backup and must be repaired or replaced

**Corrective action:** All emergency lights have been repaired or replaced, and all are functioning properly. Emergency lights will be checked regularly and repaired or replaced, as needed. COMPLETE.

**Sec. 18-78.- Exterior structure.**

- Exterior façade is deteriorated and requires repair.

**Corrective action:** Exterior façade will be inspected and repaired, as needed, as soon as weather permits. At the same time, all exterior walls and other exterior components of the building will be inspected for holes, deterioration, etc. and will be repaired, as needed.

- Missing gutters and downspouts must be replaced

**Corrective action:** Any missing gutters will be replaced. The missing downspout has been secured inside the building and will be installed.

- Missing/ damaged shingles must be repaired or replaced

**Corrective action:** All necessary roof repairs, including replacement of missing shingles, will be completed as soon as the weather permits this work to be done. Guy Roofing, Inc. will complete this project.

**Sec. 22-180. - Hotel rules and regulations.**

- Rooms are lacking general cleanliness.
  - Accumulation of dirt along baseboards and on top of refrigerators

**Corrective action:** All rooms have been cleaned and will be maintained per brand and company standards, to exceed local requirements. Rooms will be inspected after each cleaning. Specific issues such as cleanliness of baseboards and refrigerators have been addressed, and additional attention has been given to these areas. COMPLETE & ONGOING.

- Exterior façade must be cleaned/painted

**Corrective action:** See Sec. 18-78.- Exterior structure – above.

- Potholes and broken asphalt must be repaired

**Corrective action:** See SECTION 1822 – Parking Lot – above.

- Parking lot must be sealed and striped

**Corrective action:** See SECTION 1822 – Parking Lot – above.

- Carpet stained throughout common areas.

**Corrective action:** Carpets have been professionally cleaned. Professional cleaning will be ongoing and with greater frequency. COMPLETE & ONGOING.

- Paint throughout is worn, chipped, and peeling.

**Corrective action:** Paint touch-up has been done throughout the building, including guest rooms and public spaces and will be addressed and maintained, as needed. COMPLETE & ONGOING.

- Interior doors have numerous holes and other damage and must be repaired or replaced.

**Corrective action:** Holes and other damage to interior doors will be repaired and doors will be replaced, as needed. The door that is severely damaged will be replaced with a new door. This will be completed as soon as possible but by no later than 4/15/25.

- Door locks and handles must fully function.

- All handles labeled "lift up on handle" are not fully functional and must be replaced.

**Corrective action:** Door locks have been repaired or replaced as needed and are fully functional. Doors will be checked regularly and will be repaired if repairs are needed. COMPLETE & ONGOING.

- Exterior doors which do not close and latch tightly must be repaired or replaced

**Corrective action:** Exterior doors that did not close and latch tightly were professionally repaired, and all exterior doors are functioning properly at this time. Doors will be checked regularly and will be repaired as needed. COMPLETE & ONGOING.

The following responses are related to the Auburn Hills Fire Department section of the inspection that was conducted on 11/04/2024.

1. Code 1008.3.1, General, Emergency Illumination – All emergency illuminations have been repaired or replaced and are working properly.
2. Code 107.1, Maintenance of Safeguards, Hole In Ceiling – The hole in the ceiling in the closet has been repaired.

3. Code 703.2.3, Door Operation, Doors Not Latching – All doors have been adjusted, and all are latching properly. We are working with our life-safety vendors to identify a vendor to test all emergency doors and will begin doing testing.
4. Code 703.4, Testing – Same as above. We are working with our life-safety vendors to identify a vendor to test all emergency doors and will begin doing testing.

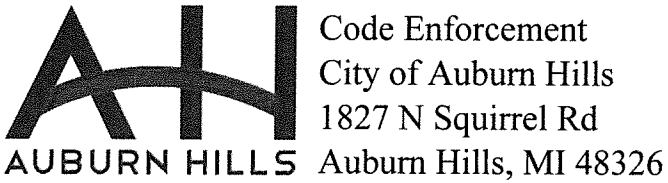
We are committed to resolving all noted issues and to working with the City Of Auburn Hills on this matter.

Sincerely,

*Shannon Sterling*

Shannon Sterling  
District Manager – Gulf Coast Hotel Management

# COMMUNITY DEVELOPMENT INSPECTION - UPDATED 12/10/24



December 10, 2024

MAINSTAY SUITES  
1650 N OPDYKE RD  
AUBURN HILLS, MI 48326-2654

## Violation Notice & Hotel Inspection Report

RE: MainStay Suites (1650 N OPDYKE RD. AUBURN HILLS)

Date: 12/10/24

Inspectors: Devin Lang (Construction Coordinator / Assistant to the Director)  
Justin Tomei (Code Enforcement Officer)

Inspection Type: License Renewal

The above-referenced hotel was inspected on November 4<sup>th</sup> in accordance with Auburn Hills Code of Ordinance Chapter 22, Article six, and several deficiencies were noted. These deficiencies are outlined below. Bulleted items below each violation section denote defects that require corrective action.

### SECTION 1808. LANDSCAPING AND SCREENING REQUIREMENTS

(8) Maintenance Provisions All landscaping shall be maintained in a healthy and orderly state free from refuse, weeds, and debris. Any dead or diseased plants shall be removed and replaced.

- Landscaping must be replaced/maintained to the approved site plan.

### SECTION 1822. USE OF, AND MAINTENANCE OF, PROPERTY AS APPROVED:

(2) The owner, tenant, occupant, or person in charge of any property which was the subject of an approved site plan shall maintain the property and the improvements thereon in accordance with the approved site plan, or an approved amendment thereof. The duty to maintain shall include the duty to maintain in a condition substantially similar as approved, including the duty to replace, if necessary, all improvements such as, but not by way of limitation, all greenbelts, plantings, walls, fences, paving, trash receptacles, handicapped parking areas, and the like.

- Retaining wall has failed and must be re-constructed
- Faded signage must be replaced
- Parking lot must be re-striped

Sec. 18-81. - Mechanical and electrical requirements.

(b) If in the opinion of the building official, or designate, the electrical system in a structure constitutes a hazard to life and/or property by reason of inadequate service, improper fusing, inefficient outlets, improper wiring or installation, deterioration or damage, or for similar reasons, such condition shall constitute a material violation of this division.

- Exposed electrical servicing stairwell emergency lighting must be made inaccessible.
- Several emergency lights do not have functioning battery backup and must be repaired or replaced

Sec. 18-78. – Exterior structure.

(e) Every exterior wall, window, trim and the like shall be free of holes, breaks, loose or rotting boards or timbers and other conditions that might admit rain or dampness to the interior portions of the walls or to the occupied spaces of the building. All exterior surface materials, including, without limitation, wood, composition or metal siding, shall be maintained weatherproof and shall be properly surface coated when required to prevent deterioration.

- Exterior façade is deteriorated and requires repair
- Missing gutters and downspouts must be replaced
- Missing / damaged shingles must be repaired or replaced

Sec. 22-180. - Hotel rules and regulations.

(3) Rooms must be kept clean and free from dirt, vermin, garbage, and rubbish.

- Rooms are lacking general cleanliness.
  - Accumulation of dirt along baseboards and on top of refrigerators

(12) All hotels, including their exteriors, premises and parking lots, shall be properly maintained and kept in good repair at all times and all swimming pools shall be clean and functioning, all doors and locks operational, all carpet unripped and clean and all rooms free from bed bugs.

- Exterior façade must be cleaned/painted
- Potholes and broken asphalt must be repaired
- Parking lot must be sealed and striped
- Carpet stained throughout common areas.
- Paint throughout is worn, chipped, and peeling.
- Interior doors have numerous holes and other damage and must be repaired or replaced.
- Door locks and handles must fully function.
  - All handles labeled “lift up on handle” are not fully functional and must be replaced.
- Exterior doors which do not close and latch tightly must be repaired or replaced

Management & Ownership is hereby notified that they are in violation of the City of Auburn Hills Code of Ordinance and Zoning Ordinance. Management or Ownership must provide the City of Auburn Hills with a timeline for resolution within 14 days from the date of this notice. Failure to provide a reasonable and mutually agreed timeline, AND / OR failure to adhere to the agreement, will result in the issuance of a municipal civil infraction violation and a subsequent mandatory court appearance.



Please contact me by phone or email to discuss these deficiencies and, if necessary, to discuss a proposed timeline for resolution.



**Devin Lang**  
Construction Coordinator | Assistant to the Director of Community Development  
1827 N. Squirrel Road | Auburn Hills, MI 48326  
248-364-6946 Direct  
[dlang@auburnhills.org](mailto:dlang@auburnhills.org)

# FIRE DEPARTMENT INSPECTION - UPDATED 2/11/25

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

MAINSTAY SUITES, 1650 N OPDYKE RD, BLDG MAINSTAY SUITES, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 02/11/2025 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 303-R4 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 0 | Passed Codes: 0 | Violations: 1 | N/A Codes: 0

STATUS	CODE	DESCRIPTION
FAIL	703.2.3 - Door operation	<p>Swinging fire doors shall close from the full-open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.</p> <p>Location: Stairwell 2A and all first floor exit doors are not latching properly.</p> <p>Original Comment: Due to the age of fire doors, they should all be checked by a certified Door company.</p> <p>Additional Comment: Exterior 3 hour rated fire doors are latching. There is a large amount of play-movement when door is latched. These fire doors need to be either adjusted or replaced by a certified door professional.</p>

#### GENERAL NOTES

JON TOSS - 02/11/2025 @ 09:39

All additional violations have been addressed. The fire doors exiting the building do need adjustment or replacement.

#### REINSPECTION DATE

02/17/2025

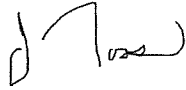
#### CONTACT SIGNATURE

Gina smith

Reason for not collecting a signature: Report completed post inspection

**INSPECTOR SIGNATURE**

JON TOSS  
Signed on: 02/11/2025 @ 09:40

A handwritten signature in black ink, appearing to read 'Jon Toss', written in a cursive style.

**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS  
jtoss@auburnhills.org  
No phone number available

# FIRE DEPARTMENT INSPECTION - UPDATED 2/4/25

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

MAINSTAY SUITES, 1650 N OPDYKE RD, BLDG MAINSTAY SUITES, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 02/04/2025 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 303-R3 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 1 | Passed Codes: 0 | Violations: 1 | N/A Codes: 0

STATUS	CODE	DESCRIPTION
FAIL	703.2.3 - Door operation	<p>Swinging fire doors shall close from the full-open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.</p> <p>Location: Stairwell 2A and all first floor exit doors are not latching properly.</p> <p>Original Comment: Due to the age of fire doors, they should all be checked by a certified Door company.</p> <p>Additional Comment: The 3 Exit fire doors are latching at a minimum level. There is way too much play in the exit doors, and I found 1 of them propped open with a rug. The doors do need to be checked and adjusted by a professional.</p>

#### REINSPECTION DATE

04/05/2025

#### CONTACT SIGNATURE

Gina smith

Reason for not collecting a signature: Report completed post inspection

#### INSPECTOR SIGNATURE

JON TOSS

Signed on: 02/04/2025 @ 11:31

**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS  
jtoss@auburnhills.org  
No phone number available

# FIRE DEPARTMENT INSPECTION - UPDATED 2/3/25

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

MAINSTAY SUITES, 1650 N OPDYKE RD, BLDG MAINSTAY SUITES, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 12/03/2024 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 303-R1 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 1 | Passed Codes: 0 | Violations: 2 | N/A Codes: 1

STATUS	CODE	DESCRIPTION
FAIL	1008.3.1 - General	<p>In the event of power supply failure in rooms and spaces that require two or more means of egress an emergency electrical system shall automatically illuminate all of the following areas: 1. Aisles. 2. Corridors. 3. Exit access stairways and ramps.</p> <p>Location: Throughout hotel.</p> <p>Original Comment: Near rooms on all 3 floors, the emergency illumination does not work.</p> <p>Additional Comment: A lot of the batteries in lights have been replaced however there are still a few non functional lights. they are second floor stairwell, near the second floor video room , near rooms 303 and 317.</p>
FAIL	703.2.3 - Door operation	<p>Swinging fire doors shall close from the full-open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.</p> <p>Location: Stairwell 2A and all first floor exit doors are not latching properly.</p> <p>Original Comment: Due to the age of fire doors, they should all be checked by a certified Door company.</p> <p>Additional Comment: Various doors withing the property are not functioning as they need to.</p>

**REINSPECTION DATE**

01/02/2025

**CONTACT SIGNATURE**

Gina smith

Reason for not collecting a signature: Virtual inspection

**INSPECTOR SIGNATURE**

JON TOSS

Signed on: 12/03/2024 @ 11:22

A handwritten signature in black ink, appearing to read 'Jon Toss', is written over a horizontal dashed line. The signature is stylized and cursive.

**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS

[jtoss@auburnhills.org](mailto:jtoss@auburnhills.org)

No phone number available



# FIRE DEPARTMENT INSPECTION - UPDATED 11/4/24

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

MAINSTAY SUITES, 1650 N OPDYKE RD, BLDG MAINSTAY SUITES, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 11/04/2024 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 303 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 0 | Passed Codes: 65 | Violations: 4 | N/A Codes: 0

STATUS	CODE	DESCRIPTION
FAIL	1008.3.1 - General	<p>In the event of power supply failure in rooms and spaces that require two or more means of egress an emergency electrical system shall automatically illuminate all of the following areas: 1. Aisles. 2. Corridors. 3. Exit access stairways and ramps.</p> <p>Location: Throughout hotel.</p> <p>Original Comment: Near rooms on all 3 floors, the emergency illumination does not work.</p>
FAIL	107.1 - Maintenance of safeguards	<p>Where any device, equipment, system, condition, arrangement, level of protection, or any other feature is required for compliance with the provisions of this code, or otherwise installed, such device, equipment, system, condition, arrangement, level of protection, or other feature shall thereafter be continuously maintained in accordance with this code and applicable referenced standards.</p> <p>Location: stairwell on first floor.</p> <p>Original Comment: There is a closet at the end of the hallway with a massive hole in the ceiling.</p>

STATUS	CODE	DESCRIPTION
FAIL	703.2.3 - Door operation	<p>Swinging fire doors shall close from the full-open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.</p> <p>Location: Stairwell 2A and all first floor exit doors are not latching properly.</p> <p>Original Comment: Due to the age of fire doors, they should all be checked by a certified Door company.</p>
FAIL	703.4 - Testing	<p>Horizontal and vertical sliding and rolling fire doors shall be inspected and tested annually to confirm proper operation and full closure. Records of inspections and testing shall be maintained.</p> <p>Location: Not Provided</p> <p>Original Comment: see 703.2.3</p>

**REINSPECTION DATE**

12/04/2024

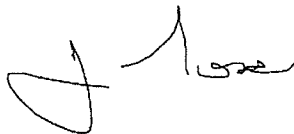
**CONTACT SIGNATURE**

Gina smith

Reason for not collecting a signature: Wireless connection issues

**INSPECTOR SIGNATURE**

JON TOSS  
Signed on: 11/04/2024 @ 14:08



**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS  
jtoss@auburnhills.org  
No phone number available

25-2392



Hotel Inspection Form

Hotel: BAYMONT INN

Date: 2/8/25 Time: 1130 Officer: MAHON

Manager: STEFANO

Ordinance displayed: YES  NO  Location LOBBY DESK

Registry inspection:

- o All guests documented. (including minors) YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Vehicles documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Length of stay documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o ID verification upon check in YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Phone number documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Length of stay limit followed YES  NO  # OF VIOLATIONS: 2-3 Rooms
- o Occupancy limit (2 per bed) YES  NO  # OF VIOLATIONS: \_\_\_\_\_

Camera System Inspection:

- o Are there CCTV cameras YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do they cover all main hallways YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do they cover the exterior YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Are they viewable 24/7 YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do employees have access YES  NO  # OF VIOLATIONS: WORKING ON IT.

Employee Requirements:

- o Basic first aid YES  NO
- o Basic drug/alcohol detection YES  NO
- o Is the hotel license displayed YES  NO
- o Employee present at desk 24/7 YES  NO

Officer Signature: [Signature]

Manager Signature: [Signature]

CR No: 250002392-001



Report Type:  
Not A Crime - Other Service

Officer:  
AHMAHONC (00110)

001

**AUBURN HILLS POLICE DEPARTMENT**

1899 N SQUIRREL ROAD  
AUBURN HILLS MI 48326  
248 370-9460



**Case Report**

**Administrative Details:**

CR No <b>250002392-001</b>	Subject <b>L3607 - Hotel Inspection - AH</b>
Report Date/Time <b>02/07/2025 11:25</b>	Occurrence Date/Time <b>02/07/2025 11:25</b>
Location <b>2100 FEATHERSTONE RD</b>	Call Source <b>FOP</b>
Dispatched Offense <b>L6044 Public Relations - AH</b>	Verified Offense <b>L3607 Hotel Inspection - AH</b>
County <b>63 - Oakland</b>	City/Twp/Village <b>93 - Auburn Hills</b>
Division <b>Alpha</b>	
Report Type <b>Not A Crime - Other Service</b>	
Created By <b>CHRIS MAHON</b>	Created Date/Time <b>02/07/2025 02:02 PM</b>
Verified By <b>SYSTEM</b>	Verified Date/Time <b>02/08/2025 11:56 AM</b>

CR No: 250002392-001 	Report Type: Not A Crime - Other Service	Officer: AHMAHONC (00110)	<b>001</b>
---	---	------------------------------	------------

Offenses:		
<b>L3607 - Hotel Inspection - AH [AHMAHONC (00110)]</b>		
IBR Code / IBR Group /	Offense File Class	
Crime Against	Location Type <b>14 - Hotel/Motel/Etc.</b>	Offense Completed <b>Not Applicable</b>
Domestic Violence <b>No</b>	Hate/Bias <b>00 - None (No Bias)</b>	
Using <b>A-Alcohol: No C-Computer Equipment: No D-Drugs/Narcotics: No</b>	Cargo Theft	

**Narrative:**

**Information:**

On 02/07/2025 I conducted a follow up hotel inspection at 2100 Featherstone, Baymont Inn. I meet with Manager Stefano.

**Investigation:**

Upon arrival, I noticed the ordinance was on posted on the front lobby counter. I inspected the guest registry and observed no problems. I randomly picked several guests, and all necessary information was there including vehicles. There were 2-3 rooms that had length of stay violations. Stefano stated that he feels bad for the guests, and they are not a problem, so he has allowed them to stay over. Stefano was advised, no matter what the circumstances are, permission is needed by the city manager. Stefano understood.

The CCTV sections were in compliance with the exception of employee access. Currently, former Extended Stay America locked them out of the system. Stefano has a camera representative coming out next week to get them into the system. The cameras are in place, but Baymont Inn staff are locked out due to name change.

Staff is all trained on first aid and basic drug/alcohol detection. Old hotel license is posted, and they are waiting for the new.

**Actions:**

Working on accessing the camera system and advised of length of stay issues and procedure. Copy of the registry was provided and the inspection form was signed.

**Property/Evidence:**

CR No: 250002392-001



Report Type:

Not A Crime - Other Service

Officer:

AHMAHONC (00110)

**001**

None.

Computer Checks:

None.

## EVIDENCE LIST

**Incident No.:** 250002392-001

**Agency:** Auburn Hills Police Department

ITEM	NEEDED	IN-FILE	COMMENTS
Audio/Video Tape and Transcripts	( )	( )	
Autopsy Report	( )	( )	
BAC/Blood/Semen	( )	( )	
Ballistics/Bullets	( )	( )	
Chain of Evidence List	( )	( )	
Clothing/Shoes	( )	( )	
Confession (written, audio, video)	( )	( )	
Controlled Substance (Tox Report)	( )	( )	
Criminal History	( )	( )	
CSC Kit	( )	( )	
Diagram Map	( )	( )	
Finger/Foot Prints	( )	( )	
Hair/Fiber	( )	( )	
Hospital/Medical Records	( )	( )	
Photographs/Slides	( )	( )	
Weapons	( )	( )	
Witness Statements	( )	( )	
CERTIFIED RECORDS	( )	( )	
SOS	( )	( )	
Convictions	( )	( )	
	( )	( )	
	( )	( )	
	( )	( )	
	( )	( )	
OTHER PHYSICAL EVIDENCE	( )	( )	
VICTIM PROPERTY	( )	( )	
	( )	( )	
	( )	( )	
	( )	( )	

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Officer In Charge                      Date                      Phone No.

The Prosecuting Attorney's Office certifies that (\*) property belonging to the crime victim must be retained by the Law Enforcement Agency for trial purposes in lieu of photograph or other means of memorialization pursuant to 1985 PA 87

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Assistant Prosecutor                      Date



**POLICE DEPARTMENT INSPECTION - UPDATED 12/5/24**



**Hotel Inspection Form**

Hotel: BAYMONT INN

Date: 12/5 Time: 09:30 Officer: BRASIL

Manager: STEFANO

Ordinance displayed: YES  NO  Location \_\_\_\_\_

**Registry inspection:**

- o All guests documented. (including minors) YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Vehicles documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Length of stay documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o ID verification upon check in YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Phone number documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Length of stay limit followed YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Occupancy limit (2 per bed) YES  NO  # OF VIOLATIONS: \_\_\_\_\_

**Camera System Inspection:**

- o Are there CCTV cameras YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do they cover all main hallways YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do they cover the exterior YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Are they viewable 24/7 YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do employees have access YES  NO  # OF VIOLATIONS: \_\_\_\_\_

**Employee Requirements:**

- o Basic first aid YES  NO
- o Basic drug/alcohol detection YES  NO
- o Is the hotel license displayed YES  NO
- o Employee present at desk 24/7 YES  NO

Officer Signature: [Signature]

Manager Signature: \_\_\_\_\_

# COMMUNITY DEVELOPMENT INSPECTION - UPDATED 12/10/24



Code Enforcement  
City of Auburn Hills  
1827 N Squirrel Rd  
Auburn Hills, MI 48326

December 10, 2024

FEATHERSTONE HOSPITALITY LLC  
2600 AUBURN RD STE240  
AUBURN HILLS, MI 48326-3188

## Violation Notice & Hotel Inspection Report

RE: Baymont Inn and Suites (2100 FEATHERSTONE RD. AUBURN HILLS)

Date: 12/10/24

Inspectors: Devin Lang (Construction Coordinator / Assistant to the Director)  
Justin Tomei (Code Enforcement Officer)

Inspection Type: Annual – License Renewal

The above-referenced hotel was inspected on December 5<sup>th</sup> in accordance with Auburn Hills Code of Ordinance Chapter 22, Article six, and several deficiencies were noted. These deficiencies are outlined below. Bulleted items below each violation section denote defects that require corrective action.

### SECTION 1822. USE OF, AND MAINTENANCE OF, PROPERTY AS APPROVED:

(2) The owner, tenant, occupant or person in charge of any property which was the subject of an approved site plan shall maintain the property and the improvements thereon in accordance with the approved site plan, or an approved amendment thereof. The duty to maintain shall include the duty to maintain in a condition substantially similar as approved, including the duty to replace, if necessary, all improvements such as, but not by way of limitation, all greenbelts, plantings, walls, fences, paving, trash receptacles, handicapped parking areas, and the like.

- Required parking lot signage (Handicap, fire lane, corporate exterior signage) must be replaced as necessary where faded or missing.

### Sec. 34-178 - Cause of blight or blighting factors.

(2) The storage upon any property of junk or inoperable vehicles for a period exceeding ten days, unless the vehicle is kept in a totally enclosed structure. It shall be the property owner's responsibility to demonstrate to the enforcement officer compliance with this provision if the license plate can not be observed

- Inoperable vehicles must be removed from the property.

Sec. 18-28 – Exterior Structure.

(g) All exterior walls, exterior building and structure surfaces, canopies, marquees, metal awnings, stairways, fire escapes, standpipes, exhaust ducts and overhang extensions shall be maintained in good repair and shall be properly anchored so as to be kept in a safe and sound condition. They shall be protected from the elements and against decay and rust by the periodic application of a weather-coating material, such as paint or other protective treatment.

- Exterior metal surfaces must be painted or otherwise treated to prevent additional rust. Specifically, metal railings outside room windows.

SECTION 1808. LANDSCAPING AND SCREENING REQUIREMENTS:

(8) Maintenance Provisions All landscaping shall be maintained in a healthy and orderly state free from refuse, weeds, and debris. Any dead or diseased plants shall be removed and replaced.

- Landscaping must be maintained to approved landscape plan. All missing, dead, or diseased landscaping items must be replaced.

Sec. 22-180. - Hotel rules and regulations.

(1) Hotels shall not have the condition for cause as set forth in Subsections (1)—(7) of section 22-176 herein, existing at the hotels.

- Open electrical outlets must be adequately closed/covered throughout the hotel
- Fire panel shows troubles and faults. Fire alarm system must be repaired or replaced
- Excessive storage in mechanical rooms must be removed to allow clear access to electrical panels.
- Unsealed penetrations in fire doors must be repaired or doors replaced.

(3) Rooms must be kept clean and free from dirt, vermin, garbage and rubbish.

- Rooms must be cleaned under the mattress, in corners, and the entire kitchenette. In the kitchenette, excessive grease accumulation was noted in the ventilation hoods.
- Room ventilation must be cleaned. Excessive amounts of dirt and dust were noted in/on the ventilation covers.

(12) All hotels, including their exteriors, premises and parking lots, shall be properly maintained and kept in good repair at all times and all swimming pools shall be clean and functioning, all doors and locks operational, all carpet unripped and clean and all rooms free from bed bugs.

- Hallway paint must be repaired and maintained in a workmanlike state.
- Damaged/missing doors must be replaced throughout the hotel.
- Failing caulk in bathrooms and kitchenettes must be repaired or replaced.
- Furniture showing excessive signs of wear must be repaired or replaced.
- Missing / damaged window screens must be replaced in all openable windows.
- Carpet which is stained or showing excessive wear must be replaced.
- Damaged walls and paint must be repaired.
- Refrigerators and range hoods must be cleaned to remove apparent mold/mildew and grease accumulation.
- Elevator is not functional and must be repaired or replaced.

- Trip hazard in lobby must be repaired

Sec. 22-181. – Management.

- (a) In every hotel there shall be an office in which shall be located the headquarters of the person in charge of the hotel. A copy of the hotel license shall be posted therein and the hotel register shall at all times be kept in the office, with said register to comply with the requirements set forth in subsection 22-180(6) herein.
- No current license is displayed in the hotel
  - Hotel name must be updated with Auburn Hills City Clerk's office. Hotel Licenses are not transferrable

Management & Ownership is hereby notified that they are in violation of the City of Auburn Hills Code of Ordinance and Zoning Ordinances. It is understood that this facility is slated to undergo extensive renovations. Community Development will monitor the renovation and ensure that the items above are addressed. Failure to correct the above violations may result in the issuance of a municipal civil infraction violation and a subsequent mandatory court appearance.

Please contact me by phone or email to discuss these deficiencies and, if necessary, to discuss a proposed timeline for resolution.



Devin Lang

Construction Coordinator | Assistant to the Director of Community Development

1827 N. Squirrel Road | Auburn Hills, MI 48326

248-364-6946 Direct

[dlang@auburnhills.org](mailto:dlang@auburnhills.org)

# FIRE DEPARTMENT INSPECTION - UPDATED 2/5/25

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

BAYMONT INN, 2100 FEATHERSTONE RD, BLDG BAYMONT INN, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 02/05/2025 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 279-R4 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 1 | Passed Codes: 0 | Violations: 1 | N/A Codes: 0

STATUS	CODE	DESCRIPTION
FAIL	901.6 - Inspection, testing and maintenance	<p>Fire detection, alarm, and extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired fire protection systems and equipment shall be inspected, tested and maintained or removed.</p> <p>Location: Alarm Panel</p> <p>Original Comment: There is a trouble signal on the alarm panel indicating room 354 smoke is bad. Also, the riser inspection does expire end of November.</p>

#### GENERAL NOTES

JON TOSS - 01/31/2025 @ 10:40      Hole in ceiling in first floor electrical room shall be fixed asap.

JON TOSS - 01/31/2025 @ 10:40      Alarm panel will be fixed next Thursday per Stephano on 1-31-2025.

#### NEXT INSPECTION DATE

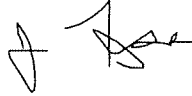
No Inspection Scheduled

#### CONTACT SIGNATURE

stefano De menego      Reason for not collecting a signature: Report completed post inspection

**INSPECTOR SIGNATURE**

JON TOSS  
Signed on: 02/05/2025 @ 14:00

A handwritten signature in black ink, appearing to read 'Jon Toss', written over a faint horizontal line.

**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS  
jtoss@auburnhills.org  
No phone number available

# FIRE DEPARTMENT INSPECTION - UPDATED 1/31/25

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

EXTENDED STAY, 2100 FEATHERSTONE RD, BLDG EXTENDED STAY, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 01/31/2025 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 279-R3 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.  
Resolved Violations: 0 | Passed Codes: 0 | Violations: 2 | N/A Codes: 0

STATUS	CODE	DESCRIPTION
FAIL	107.1 - Maintenance of safeguards	<p>Where any device, equipment, system, condition, arrangement, level of protection, or any other feature is required for compliance with the provisions of this code, or otherwise installed, such device, equipment, system, condition, arrangement, level of protection, or other feature shall thereafter be continuously maintained in accordance with this code and applicable referenced standards.</p> <p>Location: First floor electrical room</p> <p>Original Comment: There is a large part of ceiling that is gone. Needs to be replaced.</p>
FAIL	901.6 - Inspection, testing and maintenance	<p>Fire detection, alarm, and extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired fire protection systems and equipment shall be inspected, tested and maintained or removed.</p> <p>Location: Alarm Panel</p> <p>Original Comment: There is a trouble signal on the alarm panel indicating room 354 smoke is bad. Also, the riser inspection does expire end of November.</p>

#### GENERAL NOTES



JON TOSS - 01/31/2025 @ 10:36

Hole in ceiling in first floor electrical room shall be fixed asap.

JON TOSS - 01/31/2025 @ 10:37

Alarm panel will be fixed next Thursday per Stephano on 1-31-2025.

**REINSPECTION DATE**

03/02/2025

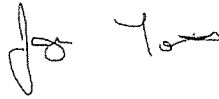
**CONTACT SIGNATURE**

stefano De menego

Reason for not collecting a signature: NA

**INSPECTOR SIGNATURE**

JON TOSS  
Signed on: 01/31/2025 @ 10:37

A handwritten signature in black ink, appearing to read 'Jon Toss', written in a cursive style.

**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS  
jtoss@auburnhills.org  
No phone number available

# FIRE DEPARTMENT INSPECTION - UPDATED 1/28/25

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

EXTENDED STAY, 2100 FEATHERSTONE RD, BLDG EXTENDED STAY, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 01/28/2025 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 279-R2 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 0 | Passed Codes: 0 | Violations: 2 | N/A Codes: 0

STATUS	CODE	DESCRIPTION
FAIL	107.1 - Maintenance of safeguards	<p>Where any device, equipment, system, condition, arrangement, level of protection, or any other feature is required for compliance with the provisions of this code, or otherwise installed, such device, equipment, system, condition, arrangement, level of protection, or other feature shall thereafter be continuously maintained in accordance with this code and applicable referenced standards.</p> <p>Location: First floor electrical room</p> <p>Original Comment: There is a large part of ceiling that is gone. Needs to be replaced.</p>
FAIL	901.6 - Inspection, testing and maintenance	<p>Fire detection, alarm, and extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired fire protection systems and equipment shall be inspected, tested and maintained or removed.</p> <p>Location: Alarm Panel</p> <p>Original Comment: There is a trouble signal on the alarm panel indicating room 354 smoke is bad. Also, the riser inspection does expire end of November.</p>

**REINSPECTION DATE**

02/27/2025

**CONTACT SIGNATURE**

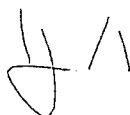
stefano De menego

Reason for not collecting a signature: Report completed post inspection

**INSPECTOR SIGNATURE**

JON TOSS

Signed on: 01/28/2025 @ 09:21

A handwritten signature in black ink, appearing to be 'JT' with a vertical line to the right.

**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS

jtoss@auburnhills.org

No phone number available

# FIRE DEPARTMENT INSPECTION - UPDATED 12/2/24

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

EXTENDED STAY, 2100 FEATHERSTONE RD, BLDG EXTENDED STAY, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 12/02/2024 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 279-R1 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 3 | Passed Codes: 0 | Violations: 2 | N/A Codes: 0

STATUS	CODE	DESCRIPTION
FAIL	107.1 - Maintenance of safeguards	<p>Where any device, equipment, system, condition, arrangement, level of protection, or any other feature is required for compliance with the provisions of this code, or otherwise installed, such device, equipment, system, condition, arrangement, level of protection, or other feature shall thereafter be continuously maintained in accordance with this code and applicable referenced standards.</p> <p>Location: First floor electrical room</p> <p>Original Comment: There is a large part of ceiling that is gone. Needs to be replaced.</p>
FAIL	901.6 - Inspection, testing and maintenance	<p>Fire detection, alarm, and extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired fire protection systems and equipment shall be inspected, tested and maintained or removed.</p> <p>Location: Alarm Panel</p> <p>Original Comment: There is a trouble signal on the alarm panel indicating room 354 smoke is bad. Also, the riser inspection does expire end of November.</p>

**REINSPECTION DATE**

01/01/2025

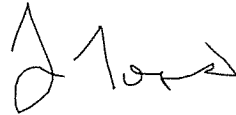
**CONTACT SIGNATURE**

Julian Jarbo

Reason for not collecting a signature: NA

**INSPECTOR SIGNATURE**

JON TOSS  
Signed on: 12/02/2024 @ 11:24



---

**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS  
jtoss@auburnhills.org  
No phone number available

# FIRE DEPARTMENT INSPECTION - UPDATED 11/1/24

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

EXTENDED STAY, 2100 FEATHERSTONE RD, BLDG EXTENDED STAY, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 11/01/2024 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 279 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 0 | Passed Codes: 62 | Violations: 5 | N/A Codes: 2

STATUS	CODE	DESCRIPTION
FAIL	1008.3.1 - General	<p>In the event of power supply failure in rooms and spaces that require two or more means of egress an emergency electrical system shall automatically illuminate all of the following areas: 1. Aisles. 2. Corridors. 3. Exit access stairways and ramps.</p> <p>Location: emergency lights are out in the following areas. near room 329, 302 and the west stair well.</p> <p>Original Comment: There is a mixture of older units along with new LED units.</p>
FAIL	107.1 - Maintenance of safeguards	<p>Where any device, equipment, system, condition, arrangement, level of protection, or any other feature is required for compliance with the provisions of this code, or otherwise installed, such device, equipment, system, condition, arrangement, level of protection, or other feature shall thereafter be continuously maintained in accordance with this code and applicable referenced standards.</p> <p>Location: First floor electrical room</p> <p>Original Comment: There is a large part of ceiling that is gone. Needs to be replaced.</p>

STATUS	CODE	DESCRIPTION
FAIL	506.2 - Key box maintenance	<p>The operator of the building shall immediately notify the fire code official and provide the new key where a lock is changed or rekeyed. The key to such lock shall be secured in the key box.</p> <p>Location: knox box</p> <p>Original Comment: The knox box needs to be updated to ensure proper keys are in it.</p>
FAIL	901.6 - Inspection, testing and maintenance	<p>Fire detection, alarm, and extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired fire protection systems and equipment shall be inspected, tested and maintained or removed.</p> <p>Location: Alarm Panel</p> <p>Original Comment: There is a trouble signal on the alarm panel indicating room 354 smoke is bad. Also, the riser inspection does expire end of November.</p>
FAIL	907.4.2.6 - Unobstructed and unobscured	<p>Manual fire alarm boxes shall be accessible, unobstructed, unobscured and visible at all times.</p> <p>Location: near room 128</p> <p>Original Comment: There is a pull station on first floor near room 128 blocked by a small refrigerator.</p>

**REINSPECTION DATE**

12/02/2024

**CONTACT SIGNATURE**


Julian Jarbo

Reason for not collecting a signature: Virtual inspection



**INSPECTOR SIGNATURE**

JON TOSS  
Signed on: 11/01/2024 @ 13:22



---

**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS  
jtoss@auburnhills.org  
No phone number available



Hotel Inspection Form

Hotel: Red Roof HOMETOWN Suites

Date: 1/30/25 Time: 8:35A Officer: Mahon

Manager: SANDY BOYAGIAN

Ordinance displayed: YES  NO

Location FRONT Counter

Registry inspection:

- o All guests documented. (including minors) YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Vehicles documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Length of stay documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o ID verification upon check in YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Phone number documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Length of stay limit followed YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Occupancy limit (2 per bed) YES  NO  # OF VIOLATIONS: \_\_\_\_\_

Camera System Inspection:

- o Are there CCTV cameras YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do they cover all main hallways YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do they cover the exterior YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Are they viewable 24/7 YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do employees have access YES  NO  # OF VIOLATIONS: \_\_\_\_\_

Employee Requirements:

- o Basic first aid YES  NO
- o Basic drug/alcohol detection YES  NO
- o Is the hotel license displayed YES  NO  *workings of city - no license provided yet*
- o Employee present at desk 24/7 YES  NO

Officer Signature:

Manager Signature: \_\_\_\_\_



**AUBURN HILLS POLICE DEPARTMENT**

1899 N SQUIRREL ROAD  
AUBURN HILLS MI 48326  
248 370-9460



**Case Report**

**Administrative Details:**

CR No <b>250001857</b>	Subject <b>L3607 - Hotel Inspection - AH</b>
Report Date/Time <b>01/30/2025 08:35</b>	Occurrence Date/Time <b>01/30/2025 08:35</b>
Location <b>1294 N OPDYKE RD</b>	Call Source <b>FOP</b>
Dispatched Offense <b>L6044 Public Relations - AH</b>	Verified Offense <b>L3607 Hotel Inspection - AH</b>
OIC <b>Stubbs, Jeremy (AHSTUBBSJ-00118)</b>	OIC Contact Number <b>2483646886</b>
County <b>63 - Oakland</b>	City/Twp/Village <b>93 - Auburn Hills</b>
Division <b>Alpha</b>	

**Action Requested:**

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Arrest warrant    | <input type="checkbox"/> Review only |
| <input type="checkbox"/> Search warrant    | <input type="checkbox"/> Forfeiture  |
| <input type="checkbox"/> Juvenile petition | <input type="checkbox"/> Other       |



Offenses:		
<b>L3607 - Hotel Inspection - AH [AHMAHONC (00110)]</b>		
IBR Code / IBR Group /	Offense File Class	
Crime Against	Location Type <b>14 - Hotel/Motel/Etc.</b>	Offense Completed <b>Not Applicable</b>
Domestic Violence <b>No</b>	Hate/Bias <b>00 - None (No Bias)</b>	
Using <b>A-Alcohol: No C-Computer Equipment: No D-Drugs/Narcotics: No</b>	Cargo Theft	

People:							
<b>BOYAGIAN, SANADY (O-OTHER) (X-MISCELLANEOUS) [AHMAHONC (00110)]</b>							
PE:	W.Type:	Last Name <b>Boyagian</b>	First Name <b>Sanady</b>	Middle Name	Suffix	Mr/Mrs/Ms	
DOB (Age)	Sex <b>F</b>	Race <b>WHITE</b>	Ethnicity	Birth City & State	Birth Country	Country of Citizenship	
Street Address <b>31100 Stephenson Hwy</b>			Apt #	County	Country	Home Phone <b>UNKNOWN</b>	Work Phone
City <b>Madison Heights</b>		State <b>MI</b>	Zip <b>48071</b>	Cell Phone <b>586-246-4957</b>	Email <b>sandy@namouhotels.com</b>		
Notes <b>Regional Director</b>							

Narrative:
<b>CR No: 250001857-001 Written By: AHMAHONC (00110) Date: 01/30/2025 09:22 AM</b>
<p>Information:</p> <p>On 01/30/2025 I responded to 1294 N. Opdyke, Red Roof Hometown Suites for a follow up Hotel Inspection.</p> <p>Investigation:</p> <p>I met with Regional Director, Sandy Boyagian regarding the inspection. The last inspection was completed on 12/05/2024 and the hotel was not in compliance with documenting vehicles and displaying the hotel license.</p> <p>I inspected the registry information and found the hotel to be in compliance with all aspects including documenting vehicles. The camera system is in full compliance and the employees get trained and are present at the front desk.</p> <p>The hotel does not have a license provided by the city yet to display, paperwork has all been sent in but no license yet. As I was there, Fire Inspector Toss arrived as well to follow up. It</p>



appeared the hotel was now compliant with the fire issues as well. Part of the reason is the hotel has changed names and the process started over.

**Actions:**

Follow up with the city regarding the license, but no other problems were found.

**Property/Evidence:**

None.

**Computer Checks:**

None.



**POLICE DEPARTMENT INSPECTION - UPDATED 12/5/24**



**Hotel Inspection Form**

Hotel: RED ROOF INN

Date: 12/5/24 Time: 1000 Officer: BRASIL

Manager: \_\_\_\_\_

Ordinance displayed: YES  NO  Location \_\_\_\_\_

**Registry inspection:**


- o All guests documented. (including minors) YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Vehicles documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Length of stay documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o ID verification upon check in YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Phone number documented YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Length of stay limit followed YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Occupancy limit (2 per bed) YES  NO  # OF VIOLATIONS: \_\_\_\_\_

**Camera System Inspection:**

- o Are there CCTV cameras YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do they cover all main hallways YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do they cover the exterior YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Are they viewable 24/7 YES  NO  # OF VIOLATIONS: \_\_\_\_\_
- o Do employees have access YES  NO  # OF VIOLATIONS: \_\_\_\_\_

**Employee Requirements:**

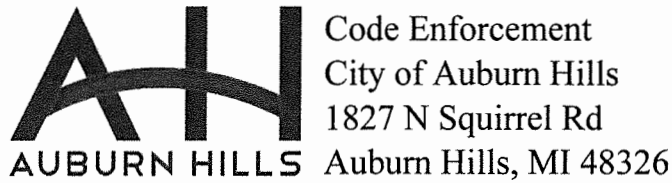
- o Basic first aid YES  NO
- o Basic drug/alcohol detection YES  NO
- o Is the hotel license displayed YES  NO
- o Employee present at desk 24/7 YES  NO

Officer Signature: 

Manager Signature: \_\_\_\_\_



# COMMUNITY DEVELOPMENT INSPECTION - UPDATED 2/10/25



February 10, 2025

AUBURN FIELDS HOTEL, INC  
31100 STEPHENSON HWY  
MADISON HEIGHTS, MI 48071-1638

## Hotel Inspection Report

RE: Red Roof (1294 N Opdyke RD. AUBURN HILLS)

Date: 01/31/2025

Inspectors: Devin Lang (Assistant Director of Community Development)  
Justin Tomei (Code Enforcement Officer)

Inspection Type: Reinspection / Site Visit

The above-referenced hotel was reinspected on January 31<sup>st</sup>. Staff met with Sandy Boyagain, the District Manager for Namou Hotel Management, to discuss outstanding violation items. After viewing the violations, Ms. Boyagain was to discuss the property maintenance violations with the owner and prepare a repair schedule for the violations below. Several repairs are underway; however, the property will require additional time and work to comply with the violations below, which are still outstanding. Ms. Boyagain was asked to provide a timeline for repairs following her conversations with the owner. As of this report's date, no completion timeline has been provided.

Sec. 22-180. - Hotel rules and regulations.

(1) Hotels shall not have the condition for cause as set forth in Subsections (1)—(7) of section 22-176 herein, existing at the hotels.

- Open electrical outlets must be adequately closed/covered throughout the hotel
- (12) All hotels, including their exteriors, premises and parking lots, shall be properly maintained and kept in good repair at all times and all swimming pools shall be clean and functioning, all doors and locks operational, all carpet unripped and clean and all rooms free from bed bugs.
- Damaged cabinets in common area must be repaired or replaced
- Broken/damaged tile must be replaced in lobby area
- Common area paint and wall coverings must be returned to workmanlike condition

Sec. 22-180. - Hotel rules and regulations. (cont.)

- Damaged/deteriorated doors and door frames must be repaired or replaced
  - Exterior doors must close and latch appropriately
- Damaged soffit must be repaired/replaced



**Devin Lang**

Assistant Director of Community Development

1827 N. Squirrel Road | Auburn Hills, MI 48326

248-364-6946 Direct

[dlang@auburnhills.org](mailto:dlang@auburnhills.org)

# COMMUNITY DEVELOPMENT INSPECTION - UPDATED 12/10/25



AUBURN HILLS

Code Enforcement  
City of Auburn Hills  
1827 N Squirrel Rd  
Auburn Hills, MI 48326

December 10, 2024

AUBURN FIELDS HOTEL, INC  
31100 STEPHENSON HWY  
MADISON HEIGHTS, MI 48071-1638

## Violation Notice & Hotel Inspection Report

RE: Red Roof (1294 N Opdyke RD. AUBURN HILLS)

Date: 12/10/24

Inspectors: Devin Lang (Construction Coordinator / Assistant to the Director)  
Justin Tomei (Code Enforcement Officer)

Inspection Type: Annual – License Renewal

The above-referenced hotel was inspected on December 5<sup>th</sup> in accordance with Auburn Hills Code of Ordinance Chapter 22, Article six, and several deficiencies were noted. These deficiencies are outlined below. Bulleted items below each violation section denote defects that require corrective action.

### Section 1811 – Signs

(5) Prohibited Signs.

j. Festoon signs or banners, except grand opening/annual sale signs

- Prohibited feather flags must be removed from the property

### Sec. 22-180. - Hotel rules and regulations.

(1) Hotels shall not have the condition for cause as set forth in Subsections (1)—(7) of section 22-176 herein, existing at the hotels.

- Open electrical outlets must be adequately closed/covered throughout the hotel

(12) All hotels, including their exteriors, premises and parking lots, shall be properly maintained and kept in good repair at all times and all swimming pools shall be clean and functioning, all doors and locks operational, all carpet unripped and clean and all rooms free from bed bugs.

- Damaged cabinets in common area must be repaired or replaced
- Broken/damaged tile must be replaced in lobby area
- Common area paint and wall coverings must be returned to workmanlike condition
- Non-functional air conditioning units must be removed from the property

Sec. 22-180. - Hotel rules and regulations. (cont.)

- Damaged/deteriorated doors and door frames must be repaired or replaced
  - Exterior doors must close and latch appropriately
- Damaged soffit must be repaired/replaced

Sec. 22-181. – Management.

- (a) In every hotel there shall be an office in which shall be located the headquarters of the person in charge of the hotel. A copy of the hotel license shall be posted therein and the hotel register shall at all times be kept in the office, with said register to comply with the requirements set forth in subsection 22-180(6) herein.
- No current license is displayed in the hotel
  - Hotel name must be updated with Auburn Hills City Clerk’s office. Hotel Licenses are not transferrable

Management & Ownership is hereby notified that they are in violation of the City of Auburn Hills Code of Ordinance and Zoning Ordinance. Management or Ownership must provide the City of Auburn Hills with a timeline for resolution within 15 days from the date of this notice. Failure to provide a reasonable and mutually agreed timeline, AND / OR failure to adhere to the agreement, will result in a recommendation for revocation or nonrenewal of the hotel license, and may result in criminal or civil violations issued to the property owner.

Please contact me by phone or email to discuss these deficiencies and, if necessary, to discuss a proposed timeline for resolution.



Devin Lang  
Construction Coordinator | Assistant to the Director of Community Development  
1827 N. Squirrel Road | Auburn Hills, MI 48326  
248-364-6946 Direct  
[dlang@auburnhills.org](mailto:dlang@auburnhills.org)

# FIRE DEPARTMENT INSPECTION - UPDATED 1/30/25

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

RED ROOF INN, 1294 N OPDYKE RD, BLDG RED ROOF INN, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 01/30/2025 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 491-R1 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 4 | Passed Codes: 0 | Violations: 1 | N/A Codes: 0

STATUS	CODE	DESCRIPTION
FAIL	703.2.3 - Door operation	<p>Swinging fire doors shall close from the full-open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.</p> <p>Location: Various guest rooms</p> <p>Original Comment: The fire doors within the hotel are getting worn down. There are a few that need to be replaced. The individual room doors need to close on their own and latch.</p>

#### GENERAL NOTES

JON TOSS - 01/30/2025 @ 09:20

All doors in hotel need to be checked by a certified door company to ensure proper closing and latching. I have been assured this will commence very soon. will check back soon.

#### REINSPECTION DATE

03/31/2025

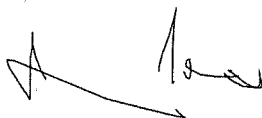
#### CONTACT SIGNATURE

Tim Haddad

Reason for not collecting a signature: Report completed post inspection

**INSPECTOR SIGNATURE**

JON TOSS  
Signed on: 01/30/2025 @ 09:18

A handwritten signature in black ink, appearing to read 'Jon Toss', with a long horizontal stroke extending to the right.

**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS  
jtoss@auburnhills.org  
No phone number available

# FIRE DEPARTMENT INSPECTION - UPDATED 11/22/24

## AUBURN HILLS FIRE DEPARTMENT

### INSPECTION REPORT

RED ROOF INN, 1294 N OPDYKE RD, BLDG RED ROOF INN, AUBURN HILLS MI 48326



#### DETAILS

Inspection Date: 11/22/2024 | Inspection Type: Fire & Life Safety Inspection | Inspection Number: 491 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: JON TOSS | Other Inspectors: N/A

#### VIOLATIONS AND COMPLIANCES

Showing only violations and images for this inspection. Please reach out to the lead inspector for more details.

Resolved Violations: 0 | Passed Codes: 61 | Violations: 5 | N/A Codes: 5

STATUS	CODE	DESCRIPTION
FAIL	107.1 - Maintenance of safeguards	<p>Where any device, equipment, system, condition, arrangement, level of protection, or any other feature is required for compliance with the provisions of this code, or otherwise installed, such device, equipment, system, condition, arrangement, level of protection, or other feature shall thereafter be continuously maintained in accordance with this code and applicable referenced standards.</p> <p>Location: ceiling tile near room 314.</p> <p>Original Comment: Needs to be put back in.</p>
FAIL	1105.5.1 - Exit signs and emergency illumination	<p>The power system for exit signs and emergency illumination for the means of egress shall provide power for not less than 90 minutes and consist of storage batteries, unit equipment or an on-site generator.</p> <p>Location: Near the guest laundry room</p> <p>Original Comment: Non Functioning Emergency illumination</p>



<b>STATUS</b>	<b>CODE</b>	<b>DESCRIPTION</b>
<b>FAIL</b>	703.2.3 - Door operation	Swinging fire doors shall close from the full-open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.  Location: Various guest rooms  Original Comment: The fire doors within the hotel are getting worn down. There are a few that need to be replaced. The individual room doors need to close on their own and latch.
<b>FAIL</b>	906.5 - Conspicuous location	Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. These locations shall be along normal paths of travel, unless the fire code official determines that the hazard posed indicates the need for placement away from normal paths of travel.  Location: Extinguisher cabinets  Original Comment: There are a couple extinguisher cabs in common areas without an extinguisher.
<b>FAIL</b>	NFPA 10 (2013), 7.3.2.1 - Fire Extinguishers Inspection	An annual external visual examination of all fire extinguishers shall be made to detect obvious physical damage, corrosion, or nozzle blockage to verify that the operating instructions are present, legible, and facing forward, and that the HMIS information is present and legible, and to determine if a 6-year interval examination or hydrostatic test is due.  Location: Extinguisher cabinet near 339 is broken as well as one near room 306.  Original Comment: Extinguisher cabinets.

**REINSPECTION DATE**

12/22/2024

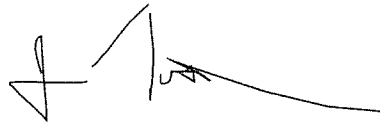
**CONTACT SIGNATURE**

Tim Haddad

Reason for not collecting a signature: Report completed post inspection

**INSPECTOR SIGNATURE**

JON TOSS  
Signed on: 11/22/2024 @ 11:57

A handwritten signature in black ink, appearing to read 'Jon Toss', written over a horizontal dashed line.

**QUESTIONS ABOUT YOUR INSPECTION?**

JON TOSS  
jtoss@auburnhills.org  
No phone number available



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: FEBRUARY 17, 2025

AGENDA ITEM NO 9E

DEPARTMENT OF PUBLIC WORKS

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Stephen Baldante, Public Works Director  
**Submitted:** February 4, 2025  
**Subject:** Motion – To approve a contract for engineering and design services for a traffic signal at N. Squirrel Road and Shimmons Road

### INTRODUCTION AND HISTORY

Budgeted in 2025 are OHM scope of engineering and design services for a new traffic signal at N. Squirrel Road and Shimmons Road. A traffic signal warrant analysis was performed last year and the results showed that a traffic light would improve traffic operations as well as vehicular and pedestrian safety in the area. The study concluded that enough metrics were achieved to warrant adding a traffic signal at the location. OHM will prepare plans, specifications and an anticipated cost estimate as part of the project. The proposed design will include removal of the existing solar-powered actuated pedestrian crossing signs and pushbuttons. The new proposed design will include either a box-span or mast-arm configuration, new signal controller and cabinet, vehicular detection, and countdown pedestrian signals with pushbuttons. The signal modernization design will utilize MDOT's 2023 Traffic Signal Special Details and Signal and Mast Arm Design spreadsheets. The proposed design will also include replacement of impacted sidewalk ramps and pavement markings at the intersection. The anticipated completion of the project is early Fall 2025.

OHM Scope of Services will include all survey work, base plan preparation, signal design, all plan preparation as well as any specific ADA requirements. The OHM quote for services is in the not-to-exceed amount of \$38,000 with G2 Consulting's geotechnical services quote estimated at \$8,000 for the project.

### STAFF RECOMMENDATION

Staff recommend awarding a contract to OHM Advisors in the not-to-exceed amount of \$38,000 and G2 Consulting for \$8,000 for engineering design services and geotechnical work related to the new traffic signal at N. Squirrel Road and Shimmons Road.

### MOTION

**Move to approve a contract with OHM Advisors for engineering and design services in the amount of \$38,000 and G2 Consulting for geotechnical services in the amount of \$8,000 in account number 202-452-973.020 as part of the addition of a new traffic signal at N. Squirrel Road and Shimmons Road.**

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER



January 27, 2025

City of Auburn Hills  
1500 Brown Road  
Auburn Hills, MI 48326

Attention: Mr. Steve Baldante  
Director of Public Works

Regarding: **Traffic Signal Design at N. Squirrel Rd & Shimmons Rd**  
Scope of Engineering Design Services

Dear Mr. Baldante:

Thank you for this opportunity to provide professional engineering services for the above-referenced project. We have prepared the following project understanding and scope of services to be provided by OHM Advisors based on our previous discussions and understanding of traffic signal design requirements.

## **PROJECT UNDERSTANDING**

The project includes the construction of a new traffic signal at the intersection of N. Squirrel Road and Shimmons Road. It is our understanding that the City desires to construct a traffic signal at this intersection to improve traffic operations and increase vehicular and pedestrian safety. A traffic signal warrant analysis was completed last year for this intersection. OHM will prepare plans, specifications and an anticipated cost estimate for the construction of a traffic signal at the above-mentioned intersection. At N. Squirrel Road & Shimmons Road, the proposed design will include removal of the existing solar-powered actuated pedestrian crossing signs and pushbuttons. The proposed new traffic signal design will include either a box-span or mast-arm configuration, new signal controller and cabinet, vehicular detection, and countdown pedestrian signals with pushbuttons. The signal modernization design will utilize MDOT's 2023 Traffic Signal Special Details and Signal and Mast Arm Design spreadsheets. The proposed design will also include replacement of impacted sidewalk ramps and pavement markings at the intersection.

## **SCOPE OF SERVICE**

The following is the scope of services that OHM will provide for this project:

- ▶ **Survey:** OHM will provide survey to pick up topographic features of the intersection including elevations and existing ROW information.
- ▶ **Base Plan preparation:** OHM will utilize this survey data to create Base Plans. Base Plan design will include a conceptual signal layout and will depict existing ROW and utility information. The signal plans will be created in AutoCAD format and will be designed using MDOT and RCOC standards and specifications.
- ▶ **Initial Signal Design Field Meeting:** OHM will coordinate to meet on site with the City of Auburn Hills, RCOC, DTE and other pertinent Utility representatives. Conceptual Base Plans will be provided to all persons invited to the field meeting. Potential utility conflicts will be mitigated to the extent possible at the meeting by relocation of proposed signal equipment. OHM will assist if and where additional mitigation is required. Signal layout and operational requirements will be verified with the City of Auburn Hills and



RCOC during this meeting and electrical service and clearances to proposed signal equipment will be coordinated with DTE.

- ▶ **Utility Coordination:** Where possible, OHM will design all proposed signal equipment to avoid overhead, and underground utilities based on the utility information acquired by record information and Miss Dig markings. Where potential utility conflicts are anticipated, OHM will invite the utility representative to the initial field meeting to discuss resolutions and will assist with further coordination, as necessary.
- ▶ **Preliminary Plan preparation:** OHM will incorporate the information gained at the initial field meeting into the Base Plans. The Preliminary Plan features will include plan views, wiring diagrams, material lists, appropriate note blocks, signal legends, proposed sidewalk layouts, and proposed pavement marking plans. Plans will be submitted for review to the City of Auburn Hills and RCOC. OHM will utilize the 2020 MDOT Specifications and RCOC's local-project (non-LRFD) pole guidelines for this project.
- ▶ **Final Plan preparation:** Upon receipt of review comments, the comments will be addressed, and revisions made. Signal plans, special provisions and cost estimates will then be substantially completed. OHM will submit final plans, specifications, and quantities to the City of Auburn Hills for local advertisement and bidding. OHM will prepare the front end bid documents. Supporting documents will be supplied upon request.
- ▶ **ADA Ramp Design:** OHM will prepare plans for intersection sidewalk modifications if necessary to comply with current ADA requirements. Where this is not possible, we will provide documentation why conformance was not met. Sidewalk plans will be coordinated with the signal design.

## SCHEDULE

The project will commence upon authorization to proceed. It is our understanding that the City desires the project to be constructed in 2025. We anticipate that the project could be bid for a presentation to City Council in June. If the project is approved, construction could commence in late summer of this year. This schedule is based upon an authorization to proceed given by February 3, 2025.

## COMPENSATION

The services outlined above will be performed on an hourly basis for the not-to-exceed amount of thirty-eight thousand dollars (\$38,000.00). This amount is based on the assumptions listed below. The City will be invoiced for services on a monthly basis.

## FURTHER CLARIFICATIONS AND ASSUMPTIONS

The above-listed scope of services was prepared with the following assumptions.

- Presentations to the Planning Commission and City Council will not be required.
- The City will be responsible for all permit application fees and permit fees.
- Geotechnical Services will be provided by G2 under a separate contract and are not included in this scope of services. The estimated amount for this service is \$8,000.
- The proposed work is anticipated within the existing road right-of-way. Any temporary construction or permanent easements for signal or utility improvements will be obtained by the City.
- A new electric service will be required for the new traffic signal. OHM will coordinate with DTE accordingly on the service request. The City will be responsible for all DTE costs related to the new service.
- OHM will be pleased to provide any additional services for this project on an hourly basis. Services not included in this proposal:
  - a. Construction phase services such as, but not limited to, construction management, construction engineering, construction administration, construction observation, and/or construction layout.
  - b. Signal retiming including optimization and preparation of signal timing permits.



- c. Location of private utilities, other than requesting as-built information from private utility owners.
- d. Relocation design services for water main and/or sanitary sewer, if required.
- e. Environmental assessments or reports, drainage studies, or other environmental evaluations associated with potential contaminated soils.
- f. Preparation of plans for landscaping and ornamental features.
- g. Design of street lighting.

Should you find this agreement acceptable, please sign the authorization below and return a copy to us for our files. We look forward to providing professional services on this project. If you have any questions, please contact us.

Sincerely,  
**OHM Advisors**

\_\_\_\_\_  
Timothy J. Juidici, PE  
Principal-in-Charge

cc: Jason Hefner, Manager of Fleet & Roads  
Stephan Maxe, OHM  
Hannah Driesenga, OHM  
File

**City of Auburn Hills**  
**Traffic Signal Design at N. Squirrel Rd & Shimmons Rd**

Accepted By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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



ONE ENERGY PLAZA  
JACKSON MI 49202

PRESORTED  
FIRST CLASS MAIL  
US POSTAGE PAID  
CONSUMERS ENERGY CO

50  
TR 1

**STATE OF MICHIGAN**  
**BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION**  
**NOTICE OF HEARING**  
**FOR THE GAS CUSTOMERS OF CONSUMERS ENERGY**  
**COMPANY**

**CASE NO. U-21606**

- Consumers Energy Company requests Michigan Public Service for approval of a gas cost recovery plan and authorization of gas cost recovery factors for the 12-month period April 2025-March 2026.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company or on the Commission's website at: [michigan.gov/mpscedockets](https://michigan.gov/mpscedockets).
- A pre-hearing will be held:

**DATE/TIME:** Wednesday, February 12, 2025 at 9:30 AM

**BEFORE:** Administrative Law Judge Christopher S. Saunders

**LOCATION:** Video/Teleconferencing

**PARTICIPATION:** Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8090, or by email at [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov) in advance of the hearing

\*\*\*\*\*AUTO\*\*ALL FOR AADC 480  
Clerk, City of AUBURN HILLS  
1827 N Squirrel Rd  
Auburn Hills MI 48326-2749





The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) December 30, 2024 application requesting the Commission to: 1) authorize monthly Gas Cost Recovery (GCR) factors for the period April 2025 through March 2026 consisting of the sum of two parts: (a) a base factor of 3.2111 per Mcf, plus, (b) additional amounts contingent upon future events, determined using the GCR Factor Ceiling Price Adjustment (Contingency) Mechanism, as proposed by Consumers Energy, or such higher factors as may be lawful and reasonable; 2) review Consumers Energy's plans and projections through March 2030, find that the five-year plan is reasonable and prudent, and indicate that, on the basis of present evidence, there are no cost items which the Commission would be unlikely to permit Consumers Energy to recover from its customers in the future; and 3) grant Consumers Energy such other and further relief as is lawful and appropriate, including approval of higher GCR factors than requested by Consumers Energy as proposed.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: <https://mi-psc.my.site.com/s/>. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in PDF format, as an attachment to an email sent to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov).

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by February 5, 2025. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory Group, 1 Energy Plaza, EP11-229, Jackson, MI 49201.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process for participating in the hearing.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of their wish to make a statement of position. Mich Admin Code, R 792.10413 (Rule 413).

Any person wishing to file a public comment may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21606**. Statements may be emailed to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917.

All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Executive Secretary at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6h et seq.; and Parts 1 & 4 of the Administrative Hearing Rules of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106(2), (3), (4), (5), (6), and (7); R 792.10121; and R 792.10401 through R 792.10448.

**CONSUMERS ENERGY COMPANY HAS REQUESTED THE GAS COST RECOVERY FACTORS DESCRIBED IN THIS NOTICE. THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE, REJECT OR AMEND THE FACTORS AND OTHER PROPOSALS.**

2501-G



## More Stellantis workers to return to more frequent in-office work



René Möllerhenn, a commissioning engineer at Horiba Automotive Test Systems, left, helps to run a demonstration of the new Moving Ground Technology incorporated into the wind tunnel inside the Stellantis research and technical center in Auburn Hills on Tuesday, Oct. 22, 2024. The upgrade includes belts suspended by cushions of air, which enable wheel movement at all four corners, while a fifth belt runs longitudinally beneath the vehicle, mimicking on-road travel conditions.

By Tribune News Service | Tribune News Service

UPDATED: January 29, 2025 at 6:56 PM EST

Stellantis NV is ordering its employees to return to on-site work three to five days per week effective March 3, according to an email sent to employees on Wednesday.

It's the latest shakeup for the transatlantic automaker since the resignation of CEO Carlos Tavares in December after sales tanked last year, vocal outcries by its dealers and a public battle with the United Auto Workers over production allocation. North American Chief Operating Officer Antonio Filosa, who took over in October, has said he's focused on turning around the U.S. market where vehicles have been priced too high.

Stellantis executives previously had championed remote working when it instituted its "New Era of Agility" in 2022. It allowed non-assembly line workers to work from home 70% of the time, and executives emphasized the ability to hire the best talent anywhere. Since then, employees in certain departments like engineering, technology and manufacturing had been called back to work in the office more often.

"As we accelerate our transformation, we recognize the value of consistent on-site presence and see it as a key enabler to win in the marketplace," according to a Stellantis statement sent by spokesperson Jodi Tinson. "Many of our teams are already working on-site 3-5 days a week as we maintain a flexible work environment. Today's announcement is confirmation that bringing teams together to build stronger connections is a competitive necessity."

Crosstown competitors already have called many of their employees back to the office more frequently. A year ago, General Motors Co. started requiring its salaried staff within 50 miles of an assigned office location to work in person Tuesday through Thursday. The Ford Motor Co. also started requiring more salaried employees to start coming into the office three days a week, too.

It's unclear what Stellantis' return-to-work policy could mean regarding previous discussions of potential other or additional utilizations of its North American headquarters campus in Auburn Hills.

The company in 2023 negotiations with the United Auto Workers had sought the ability to sell or close more 18 U.S. facilities, including the roughly 500-acre office tower and technical center. At the time, North American leadership said it had no plans of abandoning the location, but said the company could explore a sale-leaseback arrangement.

# Student charged in Avondale High School stabbing

## Weapon determined to be a kitchen knife



A student from Avondale High School has now been charged after stabbing a fellow student in the bathroom at the school on Tuesday morning. Photo by Matt Fahr Media News Group

By Matthew Fahr | mfahr@medianewsgroup.com | The Oakland Press

UPDATED: February 6, 2025 at 1:24 PM EST

Oakland County Prosecutor Karen McDonald has charged an unnamed 16-year-old suspect in the stabbing of a fellow student at Avondale High School in Auburn Hills on Feb. 4.

According to the Auburn Hill Police Department, an altercation took place in a bathroom at the high school between the suspect and a 15-year-old male student. The incident led to a lockdown of the high school and nearby Auburn Elementary school after the student fled at 7:40 a.m. from a side door of the building.

The suspect is charged with assault with great bodily harm less than murder, carrying a concealed weapon, and possessing a weapon in a weapons-free school. If the matter goes to court the case will end up in Family Court.

According to a statement from the prosecutor's office, the victim was stabbed multiple times, including in the leg. A kitchen knife was later discovered in the bathroom.

Department police and detectives contacted the suspect's parents, who cooperated with investigators and the suspect was taken into custody at 9:40 a.m. He is being held at the Children's Village Juvenile Detention Center.

"This incident is unacceptable. My top priority is ensuring kids feel safe at their school," said McDonald. "I'm grateful the victim is recovering. This situation could have been much worse for all involved. The accused assailant, who is just 16, will face serious consequences that hopefully serves as a wake-up call."

The victim refused medical treatment at the school but was taken to the hospital by his parents and was later released.

"This was an isolated incident between two students, no other students were injured or involved in the altercation," the Auburn Hills Police statement said shortly after the incident.

## Suspect, tips sought in Meadow Brook Hall vandalism



Meadow Brook Hall

Historic stained glass windows at Meadow Brook Hall in Rochester were vandalized this week.

By Tribune News Service | Tribune News Service

UPDATED: February 6, 2025 at 3:31 PM EST

Officials are asking the public for help to find a vandal who struck at a historic Oakland County landmark earlier this week.

According to the report, a set of historic stained-glass windows in Meadow Brook Hall in Rochester were damaged.

Meadow Brook officials said the damage to the stained-glass windows, which are atop the hall's two-story Gothic-inspired ballroom, is significant. The windows depict scenes of the arts, including music, literature, entertainment and Drama, according to officials.

"This is a very distressing situation for all of us at Meadow Brook Hall — from our staff and dedicated volunteers to the many members of our community who have visited, spent holidays here, gotten married here," Bill Matt, Meadow Brook Hall's executive director, said in a statement. "Frankly, it is upsetting to anyone who takes pride in having a remarkably beautiful National Historic Landmark in their community."

Staff discovered the broken window Tuesday morning "in what appears to be a deliberate act of vandalism" and called campus police, according to the museum.

The Oakland University Police Department's activity log shows officers were called to Meadow Brook Hall at about 8:10 a.m. Tuesday for a report of a break-in.

Oakland University Police Chief Mark Gordon said Thursday that investigators have received some tips about the incident but have nothing concrete.

He said the incident happened at about 1:30 a.m. on Tuesday, according to a review of security camera footage.

Meadow Brook Hall officials said police released security camera footage of the person suspected of vandalizing the windows. They said it appeared the suspect kicked one window and smashed another with an unknown tool.

Anyone with information about the suspect or the incident should call Oakland University police at (248) 370-3331 or email them at [info@oupolice.com](mailto:info@oupolice.com).

Gordon said it's not known how much it will cost to repair the windows because of their age but the cost isn't as important as their historical value.

Hall staff said they plan to restore the windows with a grant the museum recently received. Officials said the hope is restorers will be able to reassemble as much of the original materials as possible and return the windows to their original appearance with photographs and sketches of them and their casings.

In the meantime, the windows have been removed and replaced with plexiglass, they said.

Meadow Brook Hall, a 95-year-old museum, cultural center, and event and wedding venue on the campus of Oakland University, is a National Historic Landmark. The Tudor revival-style estate was once the home of Matilda Dodge Wilson, the widow of automotive pioneer John Dodge, and her second husband, Alfred Wilson.

The 88,000-square-foot building has 110 rooms and boasts being the fourth-largest historic home in the country.

Meadow Brook Hall is the most recent target of vandalism in the area.

In October, a 6,000-pound life-sized statue of Tuskegee Airman Lt. Col. Alexander Jefferson was stolen from a Detroit park. Days later, police said they had found the sculpture.

The same month, vandals spray-painted anti-Israeli messages on the Jewish Federation of Detroit's Bloomfield Township office building and sidewalk.

In June, vandals targeted the Southfield law office of a University of Michigan regent, painting hate messages on the building's front exterior and sidewalk.

In May, vandals spray-painted a Detroit building used by U.S. Rep. Shri Thanedar for community events on Livernois Avenue in the city's University District.

Originally Published: February 6, 2025 at 12:04 PM EST