



## AUBURN HILLS MEETING SCHEDULE

248-370-9402 | WWW.AUBURNHILLS.ORG

### NOVEMBER, 2023

DAY	TITLE	TIME	LOCATION
6	City Council Workshop	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
6	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
7	Election Day	7:00 AM 8:00 PM	All Polling Locations
8	<del>Planning Commission</del>	<del>7:00 PM</del>	<b>CANCELED</b>
9	<del>Zoning Board of Appeals</del>	<del>7:00 PM</del>	<b>CANCELED</b>
<del>13</del>	<del>Downtown Development Authority</del>	<del>5:30 PM</del>	<b>CANCELED</b>
13	Library Board	7:00 PM	Auburn Hills Public Library 3400 Seyburn Drive
14	Tax Increment Finance Authority Informational Meeting & Business Meeting to follow immediately	4:00 PM	Administrative Conference Room 1827 N. Squirrel Road
16	Special Planning Commission Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
20	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
<del>21</del>	<del>Brownfield Redevelopment Authority</del>	<del>6:00 PM</del>	<b>CANCELED</b>

**NOTE:** Anyone planning to attend the meeting who has need of special assistance under the American's 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 please 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

### DECEMBER, 2023

DAY	TITLE	TIME	LOCATION
4	City Council Workshop	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
4	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
6	Planning Commission/Recreation Department	6:30 PM (Poltuck) 7:00 PM	Public Safety Building 1899 N.Squirrel Road
6	Pension Board/Retiree HealthCare	3:00 PM	Administrative Conference Room 1827 N. Squirrel Road
12	Board of Review	11:00 AM	Administrative Conference Room 1827 N. Squirrel Road
12	Tax Increment Finance Authority Informational Meeting & Business Meeting to follow immediately	4:00 PM	Administrative Conference Room 1827 N. Squirrel Road
<del>13</del>	<del>Pension Board/Retiree HealthCare</del>	<del>3:00 PM</del>	<b>RESCHEDULED TO THE 6<sup>TH</sup></b>
14	Zoning Board of Appeals	7:00 PM	Council Chamber 1827 N. Squirrel Road
19	Brownfield Redevelopment Authority	6:00 PM	Administrative Conference Room 1827 N. Squirrel Road

**NOTE:** Anyone planning to attend the meeting who has need of special assistance under the American's 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 please to make the necessary arrangements. PLEASE BE ADVISED, DUE TO A LACK OF AGENDA ITEMS, SOME MEETINGS MAY BE CANCELED.



**CITY OF AUBURN HILLS**  
**MONDAY, NOVEMBER 20, 2023**  
**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)

---

***OATH OF OFFICE TO NEWLY ELECTED CITY COUNCIL MEMBERS***

- 1. MEETING CALLED TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL OF COUNCIL**
- 4. ELECTION OF MAYOR**
- 5. ELECTION OF MAYOR PRO TEM**

***RECESS***

**6. APPROVAL OF MINUTES**

- 6a. City Council Workshop Minutes, November 6, 2023.
- 6b. City Council Regular Meeting Minutes, November 6, 2023.

**7. APPOINTMENTS AND PRESENTATIONS**

**8. PUBLIC COMMENT**

**9. 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.

- 9a. Motion – To approve the 2024 Non-Union Wage Chart.
- 9b. Motion – To approve the installation of the Community Center kitchen equipment.
- 9c. Motion – To approve the Performance Resolution for work on State Highway Right-Of-Way required by MDOT.
- 9d. Motion – To approve the purchase of two replacement vehicles for the Police Department.

**10. UNFINISHED BUSINESS**

**11. NEW BUSINESS**

- 11a. Motion – To approve the OHM Scope of Design Services and G2 Geotechnical Services for the Shimmons Curve/Dexter Road Reconstruction & Water Main Improvements.
- 11b. Motion – To approve the OHM Advisors Scope of Design Services and G2 Geotechnical Services for the 2024 Local Road Reconstruction Program.

**12. COMMENTS AND MOTIONS FROM COUNCIL**

**13. CITY ATTORNEY REPORT**

**14. CITY MANAGER REPORT**

**15. 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: NOVEMBER 20, 2023

AGENDA ITEM NO 6A

CITY COUNCIL



## CITY OF AUBURN HILLS

City Council Workshop

**DRAFT** Minutes

NOVEMBER 6, 2023

**CALL TO ORDER:**

Mayor McDaniel at 5:30 PM

**LOCATION:**

Admin Conference Room, City Hall, 1827 N. Squirrel Rd, Auburn Hills, MI 48326

Present: Mayor McDaniel, Council Members Carrier, Hawkins, Knight, Marzolf, and Verbeke

Absent: Cionka

Also Present: City Manager Tanghe, Assistant City Manager Skopek, City Attorney Beckerleg, Deputy Clerk Klassen, Police Chief Gagnon, Fire Chief Massingill, Finance Director Schulz, Property Tax & Cash Mgr Vittone, Management Assistant Hagge

0 Guests

The workshop topic included the Insight Portfolio Review.

Mary Donovan, Senior Portfolio Manager with Insight Investment, reviewed the market conditions and portfolio performance. She discussed the market environment and strategies.

Ms. Donovan reviewed the annualized yields comparison, portfolio size and duration, performance versus benchmark, and portfolio activity. She further reviewed the securities held and maturity distribution of securities.

Council briefly discussed investments, cash and CDs.

The meeting adjourned at 6:25 PM.

---

Kevin R. McDaniel, Mayor

---

Kristine Klassen, Deputy Clerk



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 20, 2023

AGENDA ITEM NO 6B

CITY COUNCIL



## CITY OF AUBURN HILLS REGULAR CITY COUNCIL MEETING

**DRAFT** Minutes

NOVEMBER 6, 2023

**CALL TO ORDER:**

Mayor McDaniel at 7:00 PM.

**LOCATION:**

Council Chamber, 1827 N. Squirrel Road, Auburn Hills MI

Present: Mayor McDaniel, Council Members Carrier, Hawkins, Knight, Marzolf, and Verbeke

Absent: Council Member Cionka

Also Present: City Manager Tanghe, Assistant City Manager Skopek, City Attorney Beckerleg, City Clerk Pierce, Chief of Police Gagnon, Fire Chief Massingill, DPW Director Baldante, Municipal Properties Mgr Wisser, Community Development Director Cohen, Construction Coordinator Lang, Economic Development Mgr Carroll, Finance Director/Treasurer Schulz, Deputy Treasurer Vittone, Management Assistant Hagge, Engineers Juidici & Driesenga

5 Guests

A workshop session was held prior to the regular City Council meeting at 5:30 PM. Workshop Topic: Insight Portfolio Review

**4. APPROVAL OF MINUTES**

4a. City Council Regular Meeting Minutes, October 16, 2023.

**Moved by Carrier, Seconded by Verbeke.**

**RESOLVED: To approve the City Council Regular Meeting Minutes of October 16, 2023.**

**VOTE: Yes: Carrier, Hawkins, Knight, Marzolf, McDaniel, Verbeke**

**No: None**

**Resolution No. 23.11.125**

**Motion Carried (6 - 0)**

**5. APPOINTMENTS AND PRESENTATIONS**

**6. PUBLIC COMMENT**

**7. CONSENT AGENDA**

Mr. Knight requested Item 7b (Exemption Resolution for Employee Contribution to Healthcare) and Item 7c (Resolution to Reduce Employee Contribution Cost Share for Medical and Prescription Drug Plan Coverage) be removed from the Consent Agenda as he is directed affected by those items and will need to abstain.

7a. Board and Commission Minutes

7a1. Tax Increment Finance Authority, October 10, 2023

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

7d. Motion - To receive and file the AndCo Consulting 3rd quarter Cash Management Investment Performance Review.

**RESOLVED: To receive and file the AndCo Consulting 3rd-quarter Cash Management Investment Performance Review.**

7e. Motion – To approve delinquent tax transfer to 2023 winter tax bills.

**RESOLVED: To accept the transfer of the delinquent special assessments in the amount of \$492,409 for collection on the 2023 City of Auburn Hills Winter Tax Bills, in accordance with Ordinance #634 Resolution No. 74-108, 74-143, and MCL 211.44(3)(4) and (7).**

7f. Motion - To adopt the resolution approving the list of authorized broker/dealers.

**RESOLVED: To adopt the resolution approving the attached list of authorized broker/dealers used by the Investment Manager on behalf of the City. (Attachment A)**

7g. Motion – To adopt the resolution approving the list of authorized depositories.

**RESOLVED: To adopt the resolution herein approving the list of authorized depositories for City funds. (Attachment B)**

7h. Motion – To update and approve the City’s Investment Policy as of November 6, 2023.

**RESOLVED: To update the City’s Investment Policy as reviewed and approved as of November 6, 2023.**

7i. Motion – To approve the Mowing and Guardrail Trimming Contract.

**RESOLVED: To award the three-year General Mowing and Guardrail Trimming Contract to Green Meadows Landscape, Inc. in the amount of \$176,058.68.**

7j. Motion – To approve the purchase of a new administrative vehicle and sale of an existing one.

**RESOLVED: To authorize the purchase of an administrative vehicle not-to-exceed a sticker price of \$44,000 under the terms and conditions contained in this memo, and simultaneously authorize the sale of the Dodge Durango R/T.**

Moved by Carrier, Seconded by Hawkins.

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

**VOTE: Yes: Carrier, Hawkins, Knight, Marzolf, McDaniel, Verbeke**

**No: None**

**Resolution No. 23.11.126**

**Motion Carried (6 - 0)**

Moved by Verbeke, Seconded by Hawkins.

**RESOLVED: To allow Mr. Knight to abstain from Items 7b and 7c.**

**VOTE: Yes: Carrier, Hawkins, Knight, Marzolf, McDaniel, Verbeke**

**No: None**

**Resolution No. 23.11.127**

**Motion Carried (6 - 0)**

7b. Motion – To adopt the Exemption Resolution for Employee Contribution to Healthcare.

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

**RESOLVED: To adopt the attached resolution titled: Resolution to Adopt the Annual Exemption Option as Set Forth in 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act. (Attachment C)**

**VOTE: Yes: Carrier, Hawkins, Marzolf, McDaniel, Verbeke**

**No: None**

**Abstention: Knight**

**Resolution No. 23.11.128**

**Motion Carried (5 - 0)**

7c. Motion – To adopt the Resolution to Reduce Employee Contribution Cost Share for Medical and Prescription Drug Plan Coverage for Calendar Year 2024.

**Moved by Hawkins, Seconded by Carrier.**

**RESOLVED: To adopt the attached resolution titled: Resolution to Reduce Employee Contribution Cost Share for Medical and Prescription Drug Plan Coverage for Calendar Year 2024. (Attachment D)**

**VOTE: Yes: Carrier, Hawkins, Marzolf, McDaniel, Verbeke**

**No: None**

**Abstention: Knight**

**Resolution No. 23.11.129**

**Motion Carried (5 - 0)**

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

9a. Motion – To approve a one-year extension of the Special Land Use Permit, Site Plan, and Tree Removal Permit for Clean View Car Wash.

Mr. Cohen presented the need for a one-year extension of the Special Land Use Permit, Site Plan, and Tree Removal Permit for the development located at 3909 Auburn Road. The plan was originally approved November 28, 2022 but due to financing they were not able to take action until now.

Mr. Alex Jensen, COO of Clean View Auto Wash shared they have now secured financing and are ready to move forward with this development. He commented that the engineering plans have been submitted and they are working on the comments that were provided. He also shared that the architect plans are completed but not yet submitted. To help with environmental concerns, the proper requirements will be followed and there will be a vapor barrier as well.

**Moved by Knight, Seconded by Hawkins.**

**RESOLVED: To approve a one-year extension of the Special Land Use Permit, Site Plan, and Tree Removal Permit for Clean View Car Wash. The approval shall expire on November 28, 2024.**

**VOTE: Yes: Carrier, Hawkins, Knight, Marzolf, McDaniel, Verbeke**

**No: None**

**Resolution No. 23.11.130**

**Motion Carried (6 - 0)**

**10. COMMENTS AND MOTIONS FROM COUNCIL**

Mayor McDaniel commented on the 40<sup>th</sup> Anniversary that took place at Webasto Roof Systems, Inc. He thanked the generous business sponsors and all those from the community that were in attendance. He also thanked the committee that organized the event.

Mr. Marzolf shared that he appreciated the Gala and commented that he looks forward to another 40 years. He asked for an update on the Veterans Memorial. Mr. Baldente shared that the project is coming along nicely.

Mr. Knight recognized and thanked Mike Davis for attending the 40<sup>th</sup> Anniversary and shared that he was elected to be on the first City Council. He asked that DPW look at the bridge that is over the Clinton River and N. Squirrel on the west side of the road due to the significant bumps that need to be smoothed out.

Ms. Verbeke commented on the wonderful event and thanked everyone for all their work. She asked Mr. Baldante to comment on residents putting leaves in the road. Mr. Baldante shared that the residents are not permitted to put leaves into the road. The leaves must be bagged. She also wished everyone luck with the upcoming election.

Mr. Hawkins also commented on the Gala and that he appreciated the attention to details. He also wished luck to those running in the election.

**11. CITY ATTORNEY REPORT**

**12. CITY MANAGER REPORT**

**13. CLOSED SESSION**

13a. Motion - To meet in closed session to discuss a written attorney's opinion letter pursuant to MCL 15.268(1)(h) of the Open Meetings Act.

**Moved by Carrier, Seconded by Knight.**

**RESOLVED: To meet in closed session to discuss a written attorney's opinion letter pursuant to MCL 15.268(1)(h) of the Open Meetings Act.**

**VOTE: Yes: Carrier, Hawkins, Knight, Marzolf, McDaniel, Verbeke**

**No: None**

**Resolution No. 23.11.131**

**Motion Carried (6 - 0)**

The meeting recessed into Closed Session at 7:27 PM.

The meeting reconvened in Open Session at 8:02 PM.

**14. ADJOURNMENT**

Hearing no objections, the Mayor adjourned the meeting at 8:03 PM.

---

Kevin R. McDaniel, Mayor

---

Laura M. Pierce, City Clerk



## ATTACHMENT A

### RESOLUTION:

**WHEREAS, Section 7.0 of the City of Auburn Hills Investment Policy states that “The City Treasurer/Finance Director shall maintain a listing of financial institutions and broker/dealers authorized to provide investment services,” approved annually by City Council for investment and depository purposes,**

**NOW THEREFORE BE IT RESOLVED, that the Auburn Hills City Council approve the attached brokers/dealers as legal pass-through agents for all public monies effective to December 31, 2024.**



Insight Investment  
Broker Dealer List  
Prepared for City of Auburn Hills  
October 18, 2023

#### Primary dealers or affiliated firms

Amherst Pierpont  
Barclays Capital  
BMO Capital Markets  
BNP Paribas Securities  
BofA Securities  
Cantor Fitzgerald & Co.  
Citigroup Global Markets  
Daiwa Capital Markets America  
Deutsche Bank Securities  
Goldman Sachs & Co.  
HSBC Securities (USA)  
Jefferies  
JP Morgan Securities  
Mizuho Securities USA  
Morgan Stanley & Co.  
NatWest Markets Securities  
Nomura Securities International  
RBC Capital Markets  
Santander US Capital Markets  
SG Americas Securities  
TD Securities (USA)  
UBS Securities  
Wells Fargo Securities

#### Non-primary dealer firms

ANZ Securities  
Blaylock Van  
Credit Agricole Securities (USA)  
FHN Financial Securities  
Inspirex  
Keybank Capital Markets  
MUFG Securities Americas  
Oppenheimer & Co.  
Piper Sandler & Co.  
Raymond James & Associates  
Robert W. Baird & Co.  
Samuel A. Ramirez & Co.  
Scotia Capital (USA)  
SMBC Nikko Securities America  
Stifel Nicolaus & Co.  
StoneX Financial  
Truist Securities  
US Bancorp Investments

The approved list of broker/dealers includes affiliates of designated firms and is subject to change without notice.

Insight Investment, 200 Park Avenue, 7th Floor, New York, NY 10166

➤ BNY MELLON | INVESTMENT MANAGEMENT

**ATTACHMENT B**

**RESOLUTION:**

**WHEREAS**, Section 4.23 of the Auburn Hills Charter states that "The City Council shall select annually one or more depositories in which funds of the City shall be deposited" and

**WHEREAS**, Section 7.0 of the City of Auburn Hills Investment Policy states that "The City Treasurer/Finance Director shall maintain a listing of financial institutions and brokers/ dealers authorized to provide investment services," approved annually by City Council for investment and depository purposes, and

**WHEREAS**, the currently approved list of legal depositories has expired,

**NOW THEREFORE BE IT RESOLVED**, that the Auburn Hills City Council approve the following financial institutions as legal depositories for all public monies effective to December 31st, 2024.

<b>JP Morgan Chase Bank NA</b>	<b>Comerica Bank</b>	<b>Cornerstone Community Financial CU</b>
<b>CIBC Bank USA</b>	<b>Mercantile Bank</b>	<b>Genisys CU</b>
<b>Fifth Third Bank, N.A.</b>	<b>Oxford Bank</b>	<b>Michigan Schools and Government CU</b>
<b>The Huntington National Bank</b>	<b>Credit Union ONE</b>	<b>PARDA Federal Credit Union</b>
<b>First Merchants Bank</b>	<b>Flagstar Bank. N.A.</b>	<b>Bank of America, N.A.</b>
<b>Wells Fargo Bank, N.A.</b>		

## ATTACHMENT C

Resolution No. 23.11.128

### City of Auburn Hills

#### **RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT**

**WHEREAS**, Public Act 152 of 2011 was passed by the State Legislature and signed by the Governor on September 24, 2011; and

**WHEREAS**, the Act contains three options for complying with the requirements of the Act; and

**WHEREAS**, the three options for consideration are as follows:

- 1) Apply the hard cap (capped dollar amount a local government employer may pay toward an employee's healthcare costs),
- 2) Adopt by majority vote the 80/20% cost-sharing model,
- 3) Adopt by a two-thirds vote to opt out of the cost-sharing model as set forth in Public Act 152 of 2011 and revisit it prior to the next plan year; and

**WHEREAS**, the City of Auburn Hills has elected the Exemption provision of the Act for the 2024 calendar year as its choice for compliance with the Act.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Auburn Hills City Council elects to comply with the requirements of the Publicly Funded Health Insurance Contribution Act by adopting the annual Exemption option for the medical plan coverage year for the period January 1, 2024 through December 31, 2024.

AYES: 5 (Carrier, Hawkins, Marzolf, McDaniel, Verbeke)  
NAYS: None  
ABSENT: 1 (Cionka)  
ABSTENTIONS: 1 (Knight)

Resolution No. 23.11.128  
Enacted November 6, 2023

STATE OF MICHIGAN)

)SS

COUNTY OF OAKLAND)

I, the undersigned and 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 6th day of November, 2023.

IN WITNESS WHEREOF, I have hereunto affixed my official signature on this 6th day of November, 2023.

Laura M. Pierce, City Clerk

## ATTACHMENT D

**Resolution No. 23.11.129**

**City of Auburn Hills**

**RESOLUTION TO REDUCE EMPLOYEE CONTRIBUTION COST SHARE FOR MEDICAL  
AND PRESCRIPTION DRUG PLAN COVERAGE FOR CALENDAR YEAR 2024**

**WHEREAS**, the City of Auburn Hills has elected the Exemption Provision of Public Act 152 of 2011, titled, “The Publicly Funded Health Insurance Contribution Act”, for the 2024 calendar year as its choice for compliance with the Act; and,

**WHEREAS**, the City of Auburn Hills has received a Memorandum of Understanding signed by authorized representatives of city employees represented by Chapter D of AFSCME Local 2720, Police Officers Labor Council representing Patrol, Detectives, and Command Officers, Firefighters represented by IAFF Local 4404, and Non-Union employees; all agreeing to their cost sharing for city provided medical and prescription drug coverage to be 5% during calendar year 2024, as more fully stated therein.

**THEREFORE BE IT RESOLVED,** the City of Auburn Hills City Council hereby authorizes the City to pay 95% cost sharing of the cost of its covered employees' medical and prescription drug coverage in calendar year 2024 with the employees' cost sharing to be 5% for those employees in Chapter D of AFSCME Local 2720, Police Officers Labor Council representing Patrol, Detectives and Command Officers, Firefighters represented by IAFF Local 4404, and Non-Union Employees; to the extent required by said action.

AYES: 5 (Carrier, Hawkins, Marzolf, McDaniel, Verbeke)  
NAYS: None  
ABSENT: 1 (Cionka)  
ABSTENTIONS: 1 (Knight)

Resolution No. 23.11.128  
Enacted November 6, 2023

STATE OF MICHIGAN) )SS  
COUNTY OF OAKLAND)

I, the undersigned and 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 6th day of November, 2023.

IN WITNESS WHEREOF, I have hereunto affixed my official signature on this 6th day of November, 2023.

Laura M. Pierce, City Clerk



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 20, 2023

AGENDA ITEM NO 9A  
CITY MANAGER'S OFFICE

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Andrew Hagge, Management Assistant  
**Submitted:** November 14, 2023  
**Subject:** Motion – To Approve the 2024 Non-Union Wage Chart

## INTRODUCTION AND HISTORY

The City of Auburn Hills published a Request for Proposals (RFP) in February of 2023 to commission a compensation study for the city's non-union personnel. The RFP produced several competitive bids, and GovHR, due to its vast experience in compensation study work, was selected to conduct the city's non-union compensation study. Later in 2023, during the May 1<sup>st</sup> City Council Meeting, the City Council approved an amendment within the Human Resources budget to complete the Non-Union Compensation Study. Ultimately, this process helps to ensure that the city can not only recruit the best employees but can also retain those employees in a competitive marketplace.

The city initiated this study with the objective of assuring that our compensation plan is both internally equitable and externally competitive. To achieve external competitiveness, a market survey of comparable communities was conducted. To measure how similar another community is to Auburn Hills, GovHR uses eight variables - population, assessed valuation, total expenditures, per capita income, property tax revenue, total wages, long term debt, and proximity to the City of Auburn Hills.

To determine which communities should be used for survey purposes, we considered all Michigan cities, villages, and townships in the following counties: Oakland, Macomb, Lapeer, Genesee, Livingston, Washtenaw, and Wayne with a population between approximately 10,000 and 80,000. A community with zero (0) points was therefore determined to be the least comparable to the City of Auburn Hills, and a community achieving one hundred (100) points would be considered most comparable to the City of Auburn Hills. A cutoff of sixty (60) points was established to select communities most like Auburn Hills. That cutoff provided twenty-two (22) comparable communities. Table 1 below contains each of those comparable communities. Additionally, communities without an asterisk (\*) responded to the salary survey request and communities with an asterisk did not respond to the survey request, despite numerous attempts. Survey legitimacy was achieved by the number of responses we received.

**Table 1:**

Allen Park	Birmingham	Dearborn Heights*	Eastpointe*
Ferndale	Garden City*	Grosse Pointe Woods	Independence Township
Madison Heights	Novi	Oak Park	Pittsfield Charter Township
Pontiac	Rochester Hills	Romulus*	Roseville
Southgate	St. Clair Shores*	Taylor*	Trenton
Wyandotte	Ypsilanti Township		

For reference, the current Non-Union Wage Chart is shown below in Table 2. Then, as a result of the compensation study, the new, 2024 Non-Union Wage Chart is shown below in Table 3.

**Table 2:**

Job Title	Old Salary Range		Maximum w/o Retiree Health Care
	Minimum	Maximum	Maximum w/o Retiree Health Care
City Manager	134,487	156,022	163,200
Finance Director/Treasurer	100,904	117,213	125,368
Police Chief	96,046	112,142	120,190
Director of Public Works	94,993	109,397	116,599
Fire Chief	94,367	106,506	112,575
Assistant City Manager	92,266	104,393	110,457
Community Development Director	92,266	104,393	110,457
Assistant Fire Chief	92,983	100,562	104,352
Deputy Chief Of Police	92,983	100,562	104,352
Deputy Director of Public Works	81,241	92,026	97,419
City Clerk	68,403	80,991	87,285
Director of Recreation & Senior Services	68,403	80,991	87,285
Building Official	68,403	80,991	87,285
Deputy Treasurer	68,403	80,991	87,285
Economic Development Manager	68,403	80,991	87,285
Manager of Roads & Fleet	67,583	75,903	80,063
Manager of Municipal Properties	67,583	75,903	80,063
Manager of Public Utilities	67,583	75,903	80,063
Golf Club General Manager	57,955	66,852	71,300
City Planner	57,955	66,852	71,300
Human Resource Manager	57,955	66,852	71,300
Assistant Director of Rec & Senior Services	57,955	66,852	71,300
Assistant Director of Community Development			
Community Engagement Manager	57,955	66,852	71,300
Deputy City Clerk	51,146	58,942	62,840
Parks Supervisor	57,955	66,852	71,300
Construction Process Coordinator	54,169	60,396	63,509
Human Resource Generalist	51,146	58,942	62,840
Technical Services Coordinator	51,146	58,942	62,840
Accountant			
Management Assistant	51,146	58,942	62,840
Executive Assistant to the City Manager	49,371	55,828	59,057
Assistant to the DPW Director	49,371	55,828	59,057
GIS Asset Management Technician	49,371	55,828	59,057
Administrative Assistant	46,913	51,981	54,515
Program Coordinator	46,913	51,981	54,515

**Table 3:**

Job Title	New Grade	Proposed Salary Range		
		Minimum	Maximum with Retiree HC	Maximum without Retiree HC
City Manager	9	135,000	174,825	189,000
		<b>*Actual salary established by negotiated contract*</b>		
Finance Director/Treasurer	8	103,818	124,841	134,963
Police Chief				
Director of Public Works				
Fire Chief				
Assistant City Manager	7	94,380	113,492	122,694
Community Development Director				
Assistant Fire Chief				
Deputy Chief Of Police				
Deputy Director of Public Works	6	78,000	93,795	101,400
City Clerk				
Director of Recreation & Senior Services				
Building Official				
Deputy Treasurer	5	68,813	82,747	89,457
Economic Development Manager				
Manager of Roads & Fleet				
Manager of Municipal Properties				
Manager of Public Utilities				
Golf Club General Manager				
City Planner				
Human Resource Manager				
Assistant Director of Rec & Senior Services	4	62,557	75,225	81,324
Assistant Director of Community Development				
Community Engagement Manager				
Deputy City Clerk	3	56,870	68,386	73,931
Parks Supervisor				
Construction Process Coordinator				
Human Resource Generalist				
Technical Services Coordinator				
Accountant				
Management Assistant				
Executive Assistant to the City Manager	2	51,700	62,169	67,210
Assistant to the DPW Director				
GIS Asset Management Technician				
Administrative Assistant	1	47,000	56,518	61,100
Program Coordinator				

In conclusion, it is important to note that the new salary ranges provide income growth for all of our non-union positions, and continues to provide for additional earning potential for those who do not receive generous retirement healthcare benefits.

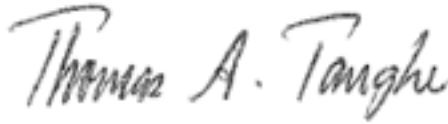
**STAFF RECOMMENDATION**

Staff is recommending approval of the 2024 Non-Union Wage Schedule.

**MOTION**

**Move to adopt the 2024 Non-Union Wage Schedule.**

I CONCUR:

A handwritten signature in dark ink, reading "Thomas A. Tanghe". The signature is written in a cursive, flowing style.

---

THOMAS A. TANGHE, CITY MANAGER





# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 20, 2023

AGENDA ITEM NO. 9B

DEPARTMENT OF PUBLIC WORKS

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Tim Wisser, Manager of Municipal Properties; Karen Adcock, Director of Recreation & Senior Services  
**Submitted:** November 15, 2023  
**Subject:** Motion – To Approve the Installation of the Community Center Kitchen Equipment

### INTRODUCTION AND HISTORY

Included in the 2023 Tax Increment Finance Authority (TIFA) budget was funding for the Community Center kitchen renovation project. The Auburn Hills Community Center kitchen is currently being used as a warming kitchen to support our “Meals on Wheels” program. City staff have been interested in modifying the kitchen into a full-service facility by which food can be prepared. The benefit of doing so would give us broader use of our Community Center and help us fill in the gaps for the senior meals program. Having the capability to prepare food in our own facility opens many options for both Senior Services and Recreation programming where we can offer healthy eating classes and nutritional education for our community. Our Senior Services Department has worked diligently on seeking grants and/or donations to make this project come to fruition. Staff had been working with Oakland University for quite some time to accomplish this task and to perhaps bring in some of their nutrition classes which would take place in our proposed teaching kitchen. However, that partnership did not materialize. Therefore, in 2022 staff applied for and received a \$125,000 grant through Oakland County for half of the projected cost of the renovation. The TIFA Board had also approved \$125,000 in 2023 budget for this project as a grant match.

In 2022 city staff worked together developing a plan and specifying the desired equipment for this project. Then, on October 5, 2023 a request for proposal was published on the Michigan Intergovernmental Trade Network (MITN) for the Community Center Kitchen Renovation. Six (6) firms attended a pre-bid meeting held at the Community Center on September 22, 2023. On Thursday, October 9, sealed bids were opened at the office of the City Clerk. Three (3) sealed bids were received.

On November 14<sup>th</sup> the Tax Increment Finance Authority approved funding and the bid was awarded the lowest qualified bidder, K & S Ventures, in the amount of \$271,304.00. K & S Ventures has an excellent track record with the city having provided mechanical HVAC, electrical, and plumbing services for many years. Some of their projects include roof top unit replacements at the Public Safety Building, RGBW light installation in our downtown planter boxes, and complex plumbing repairs throughout our city buildings. Funding for this project has been approved by the TIFA Board of Directors and this is a request to make modifications to the Community Center building by installing the new equipment.

### MOTION

**Move to authorize the installation of new kitchen equipment in the Community Center.**

**I CONCUR:**

---

THOMAS A. TANGHE, CITY MANAGER



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

**MEETING DATE: NOVEMBER 20, 2023**

**AGENDA ITEM NO 9C**

**DEPARTMENT OF PUBLIC WORKS**

**To: Mayor and City Council**  
**From: Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads**  
**Submitted: November 13, 2023**  
**Subject: Motion – Approve the Performance Resolution for Governmental Agencies Annual Permit for Work on State Highway Right-Of-Way Required by MDOT**

### **INTRODUCTION AND HISTORY**

Each year, the Performance Resolution for Governmental Agencies, Annual Construction Permit is brought before the City Council for approval and submitted to the Michigan Department of Transportation (MDOT). This is required by MDOT for the purposes of issuing a permit for work within state highway right-of-way (ROW) by a municipality. The work allowed under this annual permit is identified on the face of what is referred to as the Annual Construction Permit for 2023 provided in the packet (Exhibit 2). An updated Annual Construction Permit for 2024 will be issued once the approved resolution is submitted. The resolution also includes the title of the designated persons authorized to sign permits outside of the typical ROW maintenance identified on the Annual Construction Permit. Do note that municipalities are exempt from permit fees when working within their municipal limits.

### **STAFF RECOMMENDATION**

Staff recommends approval of the 2024 Annual Performance Resolution required by MDOT and designation of the City Manager, Assistant City Manager, Public Works Director, and the Managers of Public Utilities, Fleet and Roads, and Municipal Properties, as persons authorized to sign permits.

### **MOTION**

**Move to approve the Performance Resolution for Governmental Agencies as required by MDOT for the purposes of receiving the 2024 Annual Construction Permit for miscellaneous operations within the State highway right-of-way.**

### **EXHIBITS**

Exhibit 1 – Performance Resolution

Exhibit 2 – 2022 Annual Construction Permit

**I CONCUR:**

---

**THOMAS A. TANGHE, CITY MANAGER**

## PERFORMANCE RESOLUTION FOR MUNICIPALITIES

*This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the \_\_\_\_\_  
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

---

---

---

---

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_  
(Name of Board, etc.)  
of the \_\_\_\_\_ of \_\_\_\_\_  
(Name of MUNICIPALITY) (County)  
at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day  
of \_\_\_\_\_ A.D. \_\_\_\_\_.

Signed

---

*Title*

---

*Print Signed Name*



## ANNUAL CONSTRUCTION PERMIT

### For Operations within State Highway Right-of-Way

**Issued To:**  
**CITY OF AUBURN HILLS**  
**1827 N SQUIRREL RD**  
**AUBURN HILLS MI 48326-2749**

**Permit Number:** 99023-088864-22-093022  
**Permit Type:** Annual Application  
**Permit Fee:**  
**Effective Date:** Sep 30, 2022 to Dec 31, 2023  
**Bond Numbers:**

**Contact:**  
**Jason Hefner**  
**248-364-6931(O) 248-520-1164(Cell)**  
**JHefner@auburnhills.org**

**Secondary Contact:**  
**Steve Baldante**  
**248-391-3777(O)**  
**sbaldante@auburnhills.org**

### **THIS PERMIT IS VALID ONLY FOR THE FOLLOWING PROPOSED OPERATIONS IN THE TYPE OF RIGHT OF WAY AS NOTED:**

1-TREE TRIMMING AND TREE REMOVAL - See Supplemental Specifications item # 8 in the Terms and Conditions. IN FREE ACCESS STATE TRUNKLINE RIGHT-OF-WAY

2-UNDERGROUND UTILITY OPERATIONS - PRIOR APPROVAL SHALL BE OBTAINED FROM THE UTILITIES/PERMITS ENGINEER FOR ANY MAINTENANCE OR CONSTRUCTION OPERATIONS WHICH REQUIRE CUTTING PAVEMENT OR BORING OPERATIONS. IN FREE ACCESS STATE TRUNKLINE RIGHT-OF-WAY

- a. Installation of individual services from an existing facility to either side of the right of way. Services to the far right of way (crossing under the pavement) shall not exceed (3") diameter with this permit.
- b. Installation of cathodic protection devices.
- c. Installation of additional cable (electric or communication) in existing conduits.
- d. Installation of carrier pipes in an existing casing or tunnel.
- e. Adjustment/reconstruction of manholes.
- f. Routine maintenance of all existing underground facilities. IN LIMITED ACCESS STATE TRUNKLINE RIGHT-OF-WAY

3-AERIAL UTILITY OPERATIONS - These are limited to: IN FREE ACCESS STATE TRUNKLINE RIGHT-OF-WAY

- a. Adding / removing poles, conductors, guys and anchors within an existing lead. Installation of additional aerial crossing and service drops that do not require a new pole outside of the existing lead.
- b. Construction of new aerial crossing and service drops that do not require a new pole outside of the existing lead.
- c. Routine maintenance of all existing aerial facilities.

6-BANNERS - Legends will be specified on the advanced notice form. IN FREE ACCESS STATE TRUNKLINE RIGHT-OF-WAY

7-EMERGENCY OPERATIONS - See General Conditions item # 16 in the Terms and Conditions. IN FREE AND LIMITED ACCESS STATE TRUNKLINE RIGHT-OF-WAY

10-ROUTE CLOSURES - Attach event name, date, time and detour route. IN FREE ACCESS STATE TRUNKLINE RIGHT-OF-WAY

11-SIDE WALK CAFE's (Renewal Only). IN FREE ACCESS STATE TRUNKLINE RIGHT-OF-WAY

99023-088864-22-093022 Issued To: CITY OF AUBURN HILLS

**This permit is incomplete without "General Conditions and Supplemental Specifications"****I certify that I accept the following:**

1. I am the legal owner of this property or facility, the owner's authorized representative, or have statutory authority to work within state highway Right-of-Way.
2. Commencement of work set forth in the permit application constitutes acceptance of the permit as issued.
3. Failure to object, **within ten (10) days** to the permit as issued constitutes acceptance of the permit as issued.
4. If this permit is accepted by either of the above methods, I will comply with the provisions of the permit.
5. I agree that Advance Notice for Permitted Activities for shall be submitted **5 days prior** to the commencement of the proposed work.

I agree that Advance Notice for Permitted Utility Tree Trimming and Tree Removal Activities shall be submitted **15 days prior** to the commencement of the proposed work for an annual permit.

**CAUTION**

**Work shall NOT begin until the Advance Notice has been approved.**  
**Failure to submit the advance notice may result in a Stop Work Order.**

CITY OF AUBURN HILLS

Stacey Gough  
MDOT

September 30, 20  
Approved Date

TSC Contact Info

Oakland TSC

(248) 451-0001

**THE STANDARD ATTACHMENTS, ATTACHMENTS AND SPECIAL CONDITIONS MARKED BELOW ARE A PART OF THIS PERMIT.**

**STANDARD ATTACHMENTS:**

- 1 ENVIRONMENTAL REQUIREMENTS FOR ACTIVITIES WITHIN MDOT RIGHT-OF-WAY (2486)
- 2 The Northern Long Ear and Indiana Bat Advisory (Bat Advisory)
- 3 Historical and Archaeological Discoveries During Construction Operations Updated 03/22 (Const. Advisory)
- 4 Special Conditions For Tree Removal, Tree Trimming & Herbicide Application (2240)
- 5 Regulated Eastern Massasauga Rattlesnake Habitat Advisory 3-2-22 (Eastern Massasauga Rattlesnake Ac)
- 6 System Operation Advisory-Fluorescent Sheeting Implementation Sept. 20, 2016 (SOA[Fluorescent Sheeti
- 7 General Conditions (General Conditions)

**ATTACHMENTS**

**SPECIAL CONDITIONS**

- 1 The Department of Transportation does not, by issuance of this permit, assume any liability claims or maintenance costs resulting from the annual permit activities facility placed by this permit. The Department reserves the right to require removal of all or any portion of this facility as needed for highway maintenance or construction purposes without replacement or reimbursement of any costs incurred by the permitted or other party. The permitted will defend, indemnify and hold harmless the Department for any claims whatsoever resulting from the construction or the removal of the authorized by this permit.
- 2 All disturbed areas within the right of way shall be top-soiled, seeded and mulched to match existing areas per current MDOT standards and specifications.
- 3 an advance notice must be electronically submitted and approved by MDOT prior to each use of the annual permit



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 20, 2023

AGENDA ITEM NO 9D

DEPARTMENT OF PUBLIC WORKS

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads  
**Submitted:** November 13, 2023  
**Subject:** Motion – Approve Purchase of 2 Replacement Vehicles for the Police Department

### INTRODUCTION AND HISTORY

Since 2020, vehicle orders have been difficult to complete. The city has had orders cancelled, not accepted, and missed very small ordering windows; all due to a shortage of parts and a high demand for vehicles that grows each year that normal manufacturer production goals are not met. Also, due to the lack of parts being supplied across the industry, average new vehicle prices have climbed at near record rates over the last three years climbing 5.56% in 2021 and 11.07% in 2022, and 3.32% so far in 2023 (From 1998 - 2020, the average price for a new vehicle climbed a total of 1.79%). While the price of new vehicles has increased, the city has seen an increase in prices for the retired vehicles that are being auctioned as well. While order windows opening earlier than last year can be viewed as a step in the right direction, there is no guarantee that the windows will stay open any longer than they did last year (where some closed in as little as two weeks). Therefore, we are working to preorder vehicles that are due to be replaced in 2024 as early in the order windows as possible with the chance that they might be delivered in late 2023.

Budgeted in the 2024 Fleet Operating budget is the replacement of 2 vehicles for the Police Department. The current vehicles are a 2015 Chrysler 200 and a 2016 Jeep Cherokee. The vehicles are under the projected budget of \$76,000 by purchasing these as Jeep Compasses instead of Jeep Cherokees.

Current Vehicle					New Vehicle			Budget Year	Price
Asset ID	Year	Make	Model	Mileage	Year	Make	Model		
AP1501	2015	Chrysler	200	70,850	2024	Jeep	Compass	2023	\$31,989
AP1605	2016	Jeep	Cherokee	94,776	2024	Jeep	Compass	2024	\$31,989
Total:									\$63,978

Current electric vehicles on the market and the tasks asked of the current fleet were studied. At this time, the electric vehicles do not have the ability to run the continuous 24-hour shifts that are sometimes required with Police vehicles. The city has acquired and put into service a plug-in hybrid van for the community center, allowing extended range if needed while prioritizing usage of the battery. Additionally, the city has 7 Ford Maverick Hybrids on order to be used across various departments.

The two new vehicles will be purchased under the MiDEAL contract #071B7700183 (State of Michigan contract) with LaFontaine Chrysler Dodge Jeep Ram FIAT of Lansing, MI, the total cost for the 2 vehicles is \$63,978. All vehicles include a 3-year/ 36,000-mile bumper to bumper warranty and a 5-year/ 60,000-mile powertrain warranty. We have used cooperative bids throughout the years to purchase a variety of items that include vehicles, equipment, and road salt. The cooperative bids that are used most often are the State of Michigan MiDEAL, the Oakland County Cooperative, Sourcewell, and the Rochester Hills Consortium. These cooperative bids are based on larger volumes which result in lower prices, a high-quality contract, and meet the spirit of the Purchasing Ordinance. A budget amendment of \$31,989 in the 2023 budget year is recommended in case the 2024 budgeted vehicle is delivered



before the end of the year; subsequent removal of this vehicle from the 2024 budget will happen upon approval of this memo.

**STAFF RECOMMENDATION**

Staff recommends amending the 2023 fleet vehicle budget (661-594-981.000) in the amount of \$31,989.00. Staff also recommends the approval to purchase the two vehicles listed above for \$63,978.00 from LaFontaine Chrysler Dodge Jeep Ram FIAT of Lansing, MI under the MiDEAL contract #071B7700183. Funding for the purchase is available via account number 661-594-981.000.

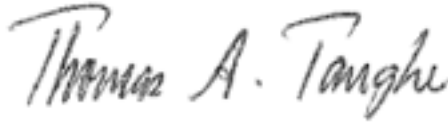
**MOTION**

**Move to amend the 2023 fleet vehicle budget and approve the purchase of the two vehicles listed above for \$63,978.00 from LaFontaine Chrysler Dodge Jeep Ram FIAT of Lansing, MI under the MiDEAL contract #071B7700183.**

**EXHIBITS**

Exhibit 1 – Vehicle Quotes

**I CONCUR:**

A handwritten signature in dark ink, reading "Thomas A. Tanghe". The signature is written in a cursive, flowing style.

---

**THOMAS A. TANGHE, CITY MANAGER**

## LaFontaine CDJR-Lansing

6131 S. Pennsylvania Ave.

Lansing, MI 48911

517-394-1022-Direct

517-394-1205-Fax

[mdeacon@lafontaine.com](mailto:mdeacon@lafontaine.com)

Name: City of Auburn Hills

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

City: \_\_\_\_\_ State: Mi Zip \_\_\_\_\_

Contact: Jason Hefner

Phone: 248.364.6931

Email: [jhefner@auburnhills.org](mailto:jhefner@auburnhills.org)

Date: 11/6/2023

Quote 110623

State of Michigan Contract 071B7700183	
2024 Jeep Compass Latitude 4x4	\$31,204.00
29J 2.0L I4 Turbo Engine	
pxj Diamond Black	\$595.00
G7X9 Premium Cloth/Vinyl Bucket Seats	
Per contract delivery is \$2.00 a mile one way mileage.	\$190.00
By signing the purchase agreement you agree to purchase of the vehicle or vehicles X _____	
Total Cost:	\$31,989.00

Signed Michelle Deacon

Please note payment is due within 30 days of delivery. Any invoices paid after 30 days may be subject to a 1.5% late fee

## LaFontaine CDJR-Lansing

6131 S. Pennsylvania Ave.

Lansing, MI 48911

517-394-1022-Direct

517-394-1205-Fax

[mdeacon@lafontaine.com](mailto:mdeacon@lafontaine.com)

Name: City of Auburn Hills

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

City: \_\_\_\_\_ State: Mi Zip \_\_\_\_\_

Contact: Jason Hefner

Phone: 248.364.6931

Email: [jhefner@auburnhills.org](mailto:jhefner@auburnhills.org)

Date: 11/6/2023

Quote 110623

State of Michigan Contract 071B7700183	
2024 Jeep Compass Latitude 4x4	\$31,204.00
29J 2.0L I4 Turbo Engine	
PAS Baltic Grey Metallic	\$595.00
G7X9 Premium Cloth/Vinyl Bucket Seats	
Per contract delivery is \$2.00 a mile one way mileage.	\$190.00
By signing the purchase agreement you agree to purchase of the vehicle or vehicles X _____	
Total Cost:	\$31,989.00

Signed Michelle Deacon

Please note payment is due within 30 days of delivery. Any invoices paid after 30 days may be subject to a 1.5% late fee



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

**MEETING DATE: NOVEMBER 20, 2023**

**AGENDA ITEM NO 11A**

**DEPARTMENT OF PUBLIC WORKS**

**To: Mayor and City Council**  
**From: Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads**  
**Submitted: November 13, 2023**  
**Subject: Motion – Approve the OHM Scope of Design Services and G2 Geotechnical Services for the Shimmons Curve/Dexter Road Reconstruction & Water Main Improvements**

### INTRODUCTION AND HISTORY

Included in the Auburn Hills Capital Improvement Plan for 2024 is the reconstruction of Shimmons Road from Dexter Road to Grove Lane. In 2019, Auburn Hills roads were assessed a Pavement Surface Evaluation and Rating (PASER) (from 1-10, 10 being new) to understand the quality of city-owned roads and revise the capitol plan to address the worst roadways first. Council then resolved in August 2019 to maintain an average PASER rating of six or greater. In 2020, Council voted to place a designated 1.5 mil road millage on the ballot in August of 2020, which was subsequently passed by the voters. In 2022, Auburn Hills roads were re-assessed for a more current PASER rating. With those results, the section of Shimmons being reconstructed averaged a PASER rating of 3. Additionally, Dexter Road from Shimmons Road to Walton Boulevard, including improvements to the water main for this section of Dexter Rd, was brought forward to the 2024 Capital Improvement Plan because of the adjacency of the project and the 3 average rating for this section of Dexter Rd.

Discussion of the work on Shimmons Road between Dexter Road and Grove Lane began in 2013 with the adjacent Oakland Christian School (OCS) and previous property owners and developers to gain the necessary Right of Way (ROW) for a better alignment of the curve. The city has been contacted by OCS and it is our understanding that they now own both sides of the roadway and have worked with the city to draft a memorandum of understanding outlining the project and proposed land exchanges to allow the project to move forward. Therefore, this project will include a full realignment and re-construction of a new roadway, storm system, edge drain, and sidewalk providing pedestrian connections through the area.

The work on Dexter Road from Shimmons Road to Walton Boulevard will include a complete reconstruction of the road as well and will include the redesign of the intersection at Dexter and Shimmons Roads into a traditional “T-intersection” if additional ROW can be obtained from neighboring property owners. Additionally, Drainage improvements and potential curb and gutter will be evaluated.

In addition to the road reconstruction on Dexter, the city will upgrade the water main for the road. This will limit work to a single disruption to the residents and have cost savings on mobilization, traffic control, and restoration. The existing asbestos cement (AC) water main has been identified for replacement in the City’s water asset management plan.

The OHM Advisors scope of design services (Exhibit 1) includes:

Shimmons Road – Major Road	\$70,000
Dexter Road – Major Road	\$65,000
Dexter Water Main	<u>\$ 55,000</u>
Total	\$190,000

Geotechnical Services – Shimmons approximate (G2)	\$ 4,000
Geotechnical Services – Dexter Road approx. (G2)	\$ 6,000
Geotechnical Services – Water Main approx. (G2)	<u>\$ 5,000</u>
Total	\$15,000

The design services outlined above will be performed on an hourly basis for the not to exceed amount of \$135,000 while the Geotechnical Services are an estimate. There is currently \$50,000 in 202-452-973.000-SHIMDEXCURVE for the Shimmons Road reconstruction design in 2023 while the Dexter Road reconstruction and water main designs are not currently budgeted as they were moved up on the capital plan once the PASER ratings returned. Therefore, we are asking for budget amendments in the amount of \$24,000 to 202-452-973.000-SHIMDEXCURVE, \$71,000 to 203-453-973.000-DEXTR\_N\_WLTN, and \$60,000 to 592-536-971.002-DEXTR\_N\_WLTN to cover the design expenses for the 2024 reconstruction projects. All these projects are in the approved 2024 budget for reconstruction.

#### **STAFF RECOMMENDATION**

Staff recommends the approval of the OHM Advisors scope of design services and G2 geotechnical services for the Shimmons Curve/Dexter Road Reconstruction & Water Main Improvements which will include the design of portions of Shimmons Road, Dexter Road, and Dexter Road water main. Staff also recommends approval of the following budget amendments to the 2023 local roads fund: \$24,000 to 202-452-973.000-SHIMDEXCURVE, \$71,000 to 203-453-973.000-DEXTR\_N\_WLTN, and \$60,000 to 592-536-971.002-DEXTR\_N\_WLTN.

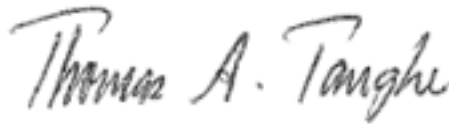
#### **MOTION**

**Move to approve the budget amendments to the 2023 local roads and water funds listed above, the OHM Advisors scope of design services, and G2 geotechnical services for the Shimmons Curve/Dexter Road Reconstruction & Water Main Improvements which will include the design of portions of Shimmons Road, Dexter Road, and Dexter Road water main.**

#### **EXHIBITS**

Exhibit 1 – OHM Scope of Engineering Services

**I CONCUR:**



---

**THOMAS A. TANGHE, CITY MANAGER**



October 23, 2023

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

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

Regarding: **Shimmons Curve/Dexter Road Reconstruction & Water Main Improvements**  
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 reconstruction/realignment of Shimmons Road between Dexter Road & Grove Lane and reconstruction of Dexter Road from Walton Boulevard to Shimmons Road. In conjunction with the roadway work, water main improvements along Dexter will be completed per the City's capital improvement plan. The anticipated construction cost for the overall project is approximately \$4 million.

The City has been planning to reconstruct/realign this portion of Shimmons Road to address pavement deterioration and deficient curve geometry since 2013. The project has been coordinated with the adjacent Oakland Christian School (OCS) as well as previous property owners and potential developers in several iterations during that time. It is our understanding that OCS has secured the property on the east/south of the existing road curve and will be partnering with the City to provide necessary right-of-way to finally implement the project. OCS is also planning future site improvements once the road is realigned. The City and OCS have drafted a memorandum of understanding outlining the project and proposed land exchanges. The new roadway will include a center turn lane to better accommodate traffic turning into the school site. Sidewalk will also be constructed as part of project providing pedestrian connections through the area.

The Dexter Road portion of the project has been identified in the City's capital road program and will include reconstruction of the roadway from Walton to Shimmons. As part of the work, it is desired to improve the Shimmons/Dexter intersection to a traditional "T-intersection", likely with an all-way stop condition. Additional right-of-way will need to be obtained in order to make this improvement. In addition, drainage improvements and potential curb/gutter will be evaluated along Dexter between Genes & James.

With the planned road work along Dexter, the City will take the opportunity to upgrade the water main in the area in conjunction with the project. This joint effort limits the work to a single disruption and brings cost savings on restoration, traffic control, and mobilization. The existing asbestos cement (AC) water main along this route was identified for replacement in the City's water asset management plan.



## SCOPE OF SERVICES

### **Task 1 – Project Initiation and Obtain Information**

Under this task, we will initiate the project and obtain necessary information to proceed with the design. Specific work efforts include:

- Organize and attend a kickoff meeting with City staff to review project objectives, prepare design criteria, and establish a specific delivery schedule.
- Review existing utility information and record drawings for the project area.
- Perform a site review to identify elements that are sensitive to project, i.e. driveway locations and other access issues, utility facilities in the area, geometric deficiencies, landscape/aesthetic features and drainage items.
- Obtain specific topographic survey information for the project.
- 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.
- Coordinate with a Geotechnical Engineer to obtain soil borings and pavement cores along the project route.
- Arrange and attend a meeting with City staff and other stakeholders to review project concepts, alternatives, and constraints.

### **Task 2 – Preliminary Plan Development**

Under this task, we will undertake the preparation of plans and specifications for the project and apply for the necessary permits. Specific work efforts include:

- Review field information collected to identify any deficient areas in the existing conditions.
- Prepare typical roadway cross-sections for the project.
- Determine preliminary geometrics for road reconstruction.
- Coordinate with the Geotechnical Engineer and assist in developing pavement cross-sections for the proposed reconstruction and rehabilitation areas.
- Evaluate sidewalk ramps to be upgraded to current ADA requirements throughout the project area.
- Develop road plans in accordance with current AASHTO standards based on comments received from the City on base plans. Plans will be prepared using a scale of 1"=40' (profile scale 1"=4').
- Develop proposed utility plans in accordance with City standards.
- Prepare technical specifications and method of payment entailing materials, equipment, and labor necessary to perform the work.
- Compute preliminary quantities and prepare a preliminary Engineer's Opinion of Probable Construction Cost.
- Prepare a Maintenance of Traffic (MOT) plan.
- Develop pavement marking and signing plans within the affected influence of the project in accordance with MMUTCD requirements.
- Evaluate grading and ROW impacts associated with the proposed work and determine construction limits
- Prepare proposed preliminary schedule for work including the construction start, substantial completion, and final completion dates.
- Prepare documents to obtain an Oakland County Water Resources Commission (OCWRC) soil erosion permit, Michigan Department of Environment Great Lakes and Energy (EGLE) water main permit, Road Commission for Oakland County (RCOC) work in right-of-way permit, and other permits deemed necessary to complete the project as described.
- Conduct up to two (2) public meetings with City staff and project stakeholders to review the project and identify concerns.
- Arrange and attend a meeting with City staff to review the preliminary plans and specifications.

### **Task 3 – Final Design and Contract Documents**

Based on comments received on the preliminary plans, final construction documents will be created and advertised for bidding. Specific work efforts include:

- Finalize design plans based on comments obtained.



- Complete construction details.
- Finalize detailed grading.
- Finalize grading easement limits and locations (if required), and prepare up to four grading easements.
- Prepare a bid sheet entailing all items of work and associated quantities.
- Prepare a final engineer's opinion of probable cost.
- Prepare and place an advertisement for bid. It is anticipated that the job will be advertised for at least three (3) weeks through BidNet, MITA & CAM.
- Prepare schedule for proposed work, including construction start, substantial completion, and final completion dates.
- Produce two (2) copies of contract documents for the DPW, if requested.
- Attend and plan one (1) meeting with the City to review contract documents prior to distribution for bid, if requested.
- Attend the bid opening.
- Prepare and evaluate a project bid tab. The bid tab shall include bidding contractors' total project bid and unit price breakdown.
- Check references for the three lowest bidding contractors.
- Provide a recommendation of award.
- 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 anticipated that the field work for the design would take place in the fall of 2023, with design, permitting and bidding following. We anticipate that the project could be bid for a presentation to City Council in spring of 2024. If the project is approved, construction could commence in May/June of 2024. This schedule is based upon an authorization to proceed given by November 6, 2023.

## COMPENSATION

The services outlined above will be performed on an hourly basis for the not-to-exceed amount of one hundred ninety thousand dollars (\$190,000.00). 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:

Shimmons Road	\$ 70,000
Dexter Road	\$ 65,000
Dexter Water Main	<u>\$ 55,000</u>
Total	\$190,000
Geotechnical Services Estimate – Road Portion (G2)	\$ 10,000
Geotechnical Services Estimate – WM Portion (G2)	\$ 5,000

## 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 be provided by G2 under a separate contract and are not included in this scope of services. The estimated amount for this service is indicated above.





- Permanent right-of-way will be needed for the reconstruction of the Shimmons Road Curve, which the City is finalizing the agreement with OCS. In addition, additional right-of-way will be required to improve the intersection at Dexter/Shimmons. The City will obtain right-of-way as 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.
  - d. Traffic signalization design.
  - e. Preparation of plans for landscaping and ornamental features.
  - f. Location of private utilities, other than requesting as-built information from private utility owners.

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  
Jason Deman, Manager of Public Utilities  
Alex Parent, OHM  
File

**City of Auburn Hills  
Shimmons Curve/Dexter Reconstruction & Water Main Improvements**

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

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

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

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



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 20, 2023

AGENDA ITEM NO 11B

DEPARTMENT OF PUBLIC WORKS

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads  
**Submitted:** November 13, 2023  
**Subject:** Motion – Approve the OHM Advisors Scope of Design Services and G2 Geotechnical Services for the 2024 Local Road Reconstruction Program

## INTRODUCTION AND HISTORY

Included in the Auburn Hills Capital Improvement Plan for 2024 is the reconstruction of the Hunt Club Subdivision. In 2019, Auburn Hills roads were assessed a Pavement Surface Evaluation and Rating (PASER) (from 1-10, 10 being new) to understand the quality of city-owned roads and revise the capital plan to address the worst roadways first. Council then resolved in August 2019 to maintain an average PASER rating of six or greater. In 2020, council voted to place a designated 1.5 mil road millage on the ballot in August of 2020, which was subsequently passed by the voters. In 2022, Auburn Hills roads were re-assessed for a more current PASER rating. With those results, the Hunt Club subdivision averaged a PASER rating of 5. Additionally, the Perry Walton (Zelma/Hatton/Glenrose) Subdivision and Superior Ct. were brought forward to 2024 Capital Improvement Plan since the Perry Walton Subdivision averaged a 2.6 rating and Superior Court was a 2 rating. Superior Ct. is planned to be reconstructed as a Special Assessment District (SAD) as previously directed by council.

The work in the Hunt Club Subdivision will include removal of the existing asphalt pavement, spot curb repairs, drainage structure repairs, and installation of new asphalt and edge drain as needed. It is anticipated that the existing aggregate base can remain, with a small amount of additional aggregate being placed. If current asphalt conditions allow, an asphalt mill and overlay may be considered.

The work in the Perry Walton Subdivision will include pulverization of the existing pavement and instillation of new asphalt pavement and edge drain as needed. It is anticipated that localized areas of base repair and subgrade undercutting will be completed, as well as driveway approach, driveway culvert and roadside ditch improvements as needed.

The work on Superior Court will involve the removal of the existing concrete pavement/curb and installation of new asphalt pavement with concrete curb. Existing aggregate base is anticipated to be acceptable and remain, but localized improvements and drainage structure repairs could be necessary.

The OHM Advisors scope of design services (Exhibit 1) includes:

Hunt Club Subdivision – Local Road	\$55,000
Perry Walton Subdivision – Local Road	\$35,000
Superior Ct (SAD) - Local Road	<u>\$ 45,000</u>
Total	\$135,000
Geotechnical Services – Hunt Club approximate (G2)	\$ 7,000
Geotechnical Services – Perry Walton approx. (G2)	\$ 6,500
Geotechnical Services – Superior Ct. approx. (G2)	<u>\$ 1,500</u>
Total	\$15,000

The design services outlined above will be performed on an hourly basis for the not to exceed amount of \$135,000 while the Geotechnical Services are an estimate. There is currently \$45,000 in 203-453-973.000-HUNTCLUBXXXX for the Hunt Club Subdivision reconstruction design in 2023 while the Perry Walton Sub and Superior Ct. designs are not currently budgeted as they were moved up on the capital plan once the PASER ratings returned. Therefore, we are asking for budget amendments in the amount of \$17,000 to 203-453-973.000-HUNTCLUBXXXX, \$41,500 to 203-453-973.000-ZEL\_HAT\_GLEN, and \$46,500 to 203-453-973.000-SUPERIOR\_SAD to cover the design expenses for the 2024 reconstruction projects. All these projects are in the approved 2024 budget for reconstruction.

#### **STAFF RECOMMENDATION**

Staff recommends the approval of the OHM Advisors scope of design services and G2 geotechnical services for the 2024 Local Road Reconstruction Program which will include the design of the Hunt Club subdivision, Perry Walton subdivision and Superior Court. Staff also recommends approval of the following budget amendments to the 2023 local roads fund: \$17,000 to 203-453-973.000-HUNTCLUBXXXX, \$41,500 to 203-453-973.000-ZEL\_HAT\_GLEN, and \$46,500 to 203-453-973.000-SUPERIOR\_SAD.

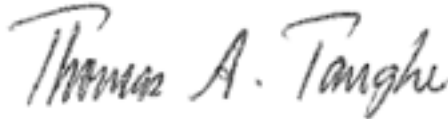
#### **MOTION**

**Move to approve the budget amendments to the 2023 local roads fund listed above, the OHM Advisors scope of design services, and G2 geotechnical services for the 2024 Local Road Reconstruction Program which will include the design of the Hunt Club subdivision, Perry Walton subdivision and Superior Court.**

#### **EXHIBITS**

Exhibit 1 – OHM Scope of Engineering Services

I CONCUR:



---

THOMAS A. TANGHE, CITY MANAGER



October 31, 2023

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

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

Regarding: **2024 Asphalt Road Program**  
**Perry Walton Sub, Hunt Club, & Superior Court**  
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 rehabilitation and reconstruction of various local roads within the City, including the Perry Walton Subdivision (Zelma, Hatton, & Glenrose), the Hunt Club Subdivision (Hunt Club, Polo, Canter, & Horseshoe) and Superior Court. The anticipated construction cost for the overall project is approximately \$2.5 million.

The work within the Perry Walton subdivision will include pulverization of the existing asphalt pavement and installation of new asphalt pavement and edge drain as needed. Localized areas of base repair and subgrade undercutting will be completed as required. Since the pulverize/overlay process will result in a higher pavement elevation, it is anticipated that existing drive approaches will be replaced to meet new elevations. In addition, existing driveway culverts and roadside ditches will be evaluated and improved as necessary.

The work in the Hunt Club subdivision will include removal of the existing asphalt pavement, spot curb repairs, drainage structure repairs, and installation of new asphalt and edge drain as needed. It is anticipated that the existing aggregate base can remain, with a small amount of additional aggregate being placed. If the existing asphalt pavement thickness allows, once confirmed by the geotechnical investigation, milling of the existing pavement and installation of new asphalt pavement overlay may be considered.

The work on Superior Court will include removal of the existing concrete pavement/curb and installation of new asphalt pavement with concrete curb. It is anticipated that the existing aggregate base can remain, although localized areas of base repair and subgrade undercutting will be completed, as well as drainage structure repairs as needed. It is our understanding that the City wishes to implement a special assessment district for this reconstruction of Superior Court.

## **SCOPE OF SERVICES**

### **Task 1 – Project Initiation and Obtain Information**

Under this task, we will initiate the project and obtain necessary information to proceed with the design. Specific work efforts include:

- Organize and attend a kickoff meeting with City staff to review project objectives, prepare design criteria, and establish a specific delivery schedule.



- Review existing utility information and record drawings for the project area.
- Perform a site review to identify elements that are sensitive to project, i.e. driveway locations and other access issues, utility facilities in the area, geometric deficiencies, landscape/aesthetic features and drainage items.
- Obtain specific topographic survey information for the project.
- 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.
- Coordinate with a Geotechnical Engineer to obtain soil borings and pavement cores along the project route.
- Arrange and attend a meeting with City staff and other stakeholders to review project concepts, alternatives, and constraints.

### **Task 2 – Preliminary Plan Development**

Under this task, we will undertake the preparation of plans and specifications for the project and apply for the necessary permits. Specific work efforts include:

- Review field information collected to identify any deficient areas in the existing conditions.
- Prepare typical roadway cross-sections for the project.
- Determine preliminary geometrics for road reconstruction of Superior Ct.
- Coordinate with the Geotechnical Engineer and assist in developing pavement cross-sections for the proposed reconstruction and rehabilitation areas.
- Evaluate sidewalk ramps to be upgraded to current ADA requirements within the Hunt Club project area.
- Develop road plans in accordance with current AASHTO standards based on comments received from the City on base plans. Plans will be prepared using a scale of 1"=40' (profile scale 1"=4').
- Develop proposed drainage and storm sewer plans in accordance with City standards.
- Prepare technical specifications and method of payment entailing materials, equipment, and labor necessary to perform the work.
- Compute preliminary quantities and prepare a preliminary Engineer's Opinion of Probable Construction Cost.
- Prepare a Maintenance of Traffic (MOT) plan.
- Develop pavement marking and signing plans within the affected influence of the project in accordance with MMUTCD requirements.
- Evaluate grading and ROW impacts associated with the proposed work and determine construction limits
- Prepare proposed preliminary schedule for work including the construction start, substantial completion, and final completion dates.
- Prepare documents to obtain an Oakland County Water Resources Commission (OCWRC) soil erosion permit, Michigan Department of Transportation (MDOT) work in right-of-way permit, Road Commission for Oakland County (RCOC) work in right-of-way permit, and other permits deemed necessary to complete the project as described.
- Conduct up to two (2) public meetings with City staff and project stakeholders to review the project and identify concerns.
- Arrange and attend a meeting with City staff to review the preliminary plans and specifications.
- Attend/conduct additional public meetings as needed (up to 5) for the purpose of assisting in the SAD processes and ensuring the requirements for Resolutions 1-5 are met in the plan preparation and bidding process.

### **Task 3 – Final Design and Contract Documents**

Based on comments received on the preliminary plans, final construction documents will be created and advertised for bidding. Specific work efforts include:

- Finalize design plans based on comments obtained.
- Complete construction details.
- Finalize detailed grading.
- Finalize grading easement limits and locations (if required), and prepare up to four grading easements.
- Prepare a bid sheet entailing all items of work and associated quantities.



- Prepare a final engineer's opinion of probable cost.
- Prepare and place an advertisement for bid. It is anticipated that the job will be advertised for at least three (3) weeks through BidNet, MITA & CAM.
- Prepare schedule for proposed work, including construction start, substantial completion, and final completion dates.
- Produce two (2) copies of contract documents for the DPW, if requested.
- Attend and plan one (1) meeting with the City to review contract documents prior to distribution for bid, if requested.
- Attend the bid opening.
- Prepare and evaluate a project bid tab. The bid tab shall include bidding contractors' total project bid and unit price breakdown.
- Check references for the three lowest bidding contractors.
- Provide a recommendation of award.
- 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 anticipated that the field work for the design would take place in the fall of 2023, with design, permitting and bidding following. We anticipate that the project could be bid for a presentation to City Council in spring of 2024. If the project is approved, construction could commence in May/June of 2024. This schedule is based upon an authorization to proceed given by November 6, 2023 and successful completion of required special assessment milestones.

## COMPENSATION

The services outlined above will be performed on an hourly basis for the not-to-exceed amount of one hundred thirty-five thousand dollars (\$135,000.00). 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:

Perry Walton Subdivision	\$ 35,000
Hunt Club Subdivision	\$ 55,000
Superior Court	<u>\$ 45,000</u>
Total	\$135,000
Geotechnical Services Estimate – Road Portion (G2)	\$ 15,000

## 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 be provided by G2 under a separate contract and are not included in this scope of services. The estimated amount for this service is indicated above.
- 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. Relocation design services for water main and/or sanitary sewer, if required.
  - c. Wetland delineation and survey, mitigation, and permitting.
  - d. Environmental assessments or reports, drainage studies, or other environmental evaluations associated with potential contaminated soils.
  - e. Traffic signalization design.
  - f. Preparation of plans for landscaping and ornamental features.
  - g. Location of private utilities, other than requesting as-built information from private utility owners.

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  
File

**City of Auburn Hills  
2024 Asphalt Road Program**

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

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

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

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

## OCC and UDM announce transfer agreement



Oakland Community College has announced an agreement with UD-Mercy for pre-engineering graduates. Stephen Frye / MediaNews Group

By **MATTHEW FAHR** | [mfahr@medianewsgroup.com](mailto:mfahr@medianewsgroup.com) | The Oakland Press  
PUBLISHED: November 7, 2023 at 6:00 a.m. | UPDATED: November 7, 2023 at 6:00 a.m.

Oakland Community College and the University of Detroit Mercy have announced a partnership that makes it easier for pre-engineering graduates to complete a bachelor's degree in various engineering disciplines.

The agreement enables students who have earned an Associate in Applied Science in Pre-Engineering from OCC and have achieved the minimum requirements to transfer all OCC credits to UDM.

Normally, OCC students could transfer up to 63 credits towards an engineering degree at UDM. The new agreement enables students to transfer between 72 to 86 credits. Course grades must be 2.0 or better in order to transfer.

"This articulation agreement with Oakland Community College reflects a shared commitment to make educational opportunities available to all people," said UDM President Donald B. Taylor. "This partnership represents a great opportunity for students in metro Detroit to fill the many high-paying engineering positions that are available now and will be in the future."