



## AUBURN HILLS MEETING SCHEDULE

248-370-9402 | WWW.AUBURNHILLS.ORG

### AUGUST 2025

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	Election Commission	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
6	Planning Commission	6:30 PM	Council Chamber 1827 N. Squirrel Road
11	Library Board	7:00 PM	Auburn Hills Public Library 3400 Seyburn Drive
12	Tax Increment Finance Authority	4:00 PM	Fieldstone Golf Course 1984 Taylor Rd.
14	<del>Zoning Board of Appeals</del>	<del>7:00 PM</del>	<b>CANCELLED</b>
18	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
19	Brownfield Redevelopment Authority	6:00 PM	Administrative Conference Room 1827 N. Squirrel Road
26	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

### SEPTEMBER 2025

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



**CITY OF AUBURN HILLS**  
**MONDAY, AUGUST 4, 2025**  
**Workshop Session ♦ 5:30 PM**

Admin Conference Room, 1827 N. Squirrel Road, Auburn Hills MI

**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)

Workshop Topic: Capital Improvement Plan Review

**1. MEETING CALLED TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL OF COUNCIL**

**4. APPROVAL OF MINUTES**

4a. City Council Regular Meeting Minutes, July 21, 2025

**5. APPOINTMENTS AND PRESENTATIONS**

5a. Motion – To confirm the appointment of Christopher A. Stepp to the position of Recreation Director, effective October 1, 2025, as recommended by the City Manager.

5b. Motion – To confirm the appointment of Jacqueline Monroy to the position of Senior Services Director, effective October 1, 2025, as recommended by the City Manager.

**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. Tax Increment Finance Authority, July 8, 2025

7a2. Elected Officials Compensation Commission, July 28, 2025

7b. Motion – To approve a five-year extension to the Independent Contractor Agreement with Assessment Administration Services, L.L.C. for Assessing Services.

7c. Motion – To receive and file the Mariner Consulting 2<sup>nd</sup> quarter Cash Management Investment Performance Review.

7d. Motion – To adopt the Abandoned Property for Accelerated Forfeiture Act Public Act 132 of 1999.

7e. Motion – To receive and file the Salary and Benefits Resolution recommended by the Elected Officials Compensation Commission.

7f. Motion – To designate Andrew Hagge, Assistant to the City Manager, as the official representative for the City of Auburn Hills to cast the vote at the annual meeting of the Michigan Municipal League on September 17, 2025.

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

9a. Motion – To change the dates of the November and December City Council meetings.

**10. COMMENTS AND MOTIONS FROM COUNCIL**

**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: AUGUST 4, 2025

AGENDA ITEM NO 4A

CITY COUNCIL



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

JULY 21, 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, and Verbeke

Absent: Council Member McDaniel

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

13 Guests

**4. APPROVAL OF MINUTES**

**4a.** City Council Regular Meeting Minutes, July 7, 2025

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

**RESOLVED:** To approve the City Council Regular Meeting Minutes of July 7, 2025.

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

No: None

**Resolution No. 25.07.113**

**Motion Carried (6 - 0)**

**5. APPOINTMENTS AND PRESENTATIONS**

**5a.** Motion – To confirm the appointment of Sonya Thomas to the Elected Officials Compensation Commission.

Dr. Thomas commented that she is honored to be appointed to this position.

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

**RESOLVED:** To confirm the appointment of Dr. Sonya Thomas to the Elected Officials Compensation Commission for a term ending on July 31, 2031.

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

No: None

**Resolution No. 25.07.114**

**Motion Carried (6 - 0)**

5b. Motion – To confirm the appointment of Tamara Walker to the Election Commission.

Mrs. Walker shared her excitement to serve on this commission.

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

**RESOLVED:** To confirm the appointment of Tamara Walker to the Election Commission for a term ending December 31, 2027.

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

No: None

**Resolution No. 25.07.115**

**Motion Carried (6 - 0)**

5c. Motion - To confirm the appointment of Itanya Montgomery to the Zoning Board of Appeals.

Ms. Montgomery stated she is here to serve the community and is pleased to be appointed to this board.

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

**RESOLVED:** To confirm the appointment of Itanya Montgomery to the Zoning Board of Appeals to fulfill the remainder of a vacated three-year term, ending on July 31, 2027.

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

No: None

**Resolution No. 25.07.116**

**Motion Carried (6 - 0)**

5d. Motion - To confirm the appointment of Jordan Vankuren to the Zoning Board of Appeals.

Mr. Vankuren commented that he has enjoyed watching Auburn Hills grow over the years and is happy to serve on this board.

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

**RESOLVED:** To confirm the appointment of Jordan Vankuren to the Zoning Board of Appeals ending on July 31, 2028.

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

No: None

**Resolution No. 25.07.117**

**Motion Carried (6 - 0)**

5e. Motion – To confirm the reappointment of Jay Boelter to the Zoning Board of Appeals.

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

**RESOLVED:** To confirm the reappointment of Jay Boelter to the Zoning Board of Appeals for an additional three-year term ending on July 31, 2028.

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

No: None

**Resolution No. 25.07.118**

**Motion Carried (6 - 0)**

**6. PUBLIC COMMENT**

There was no public comment.

**7. CONSENT AGENDA**

7a. Motion – To authorize a change order to the contract with Rich & Associates for professional services for architectural and engineering design.

**RESOLVED: To authorize change order number five to the contract for professional services for architectural and engineering design with Rich & Associates in the amount of \$18,735. Furthermore, amend the 2025 General Fund Capital Improvements Department budget to increase appropriations by \$18,735 in support of this change order.**

7b. Motion - To authorize the installation of the City Hall Counter Barrier Project.

**RESOLVED: To authorize the installation of the City Hall Counter Barrier Project.**

7c. Motion – To adopt the Resolution Designating July as Park and Recreation Month.

**RESOLVED: To adopt the Resolution Designating July as Park and Recreation Month. (Attachment A)**

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

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

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

**No: None**

**Resolution No. 25.07.119**

**Motion Carried (6 - 0)**

## **8. UNFINISHED BUSINESS**

## **9. NEW BUSINESS**

9a. Motion – Approval of a One-Year Extension of the Special Land Use Permit, Site Plan, and Tree Removal Permit / The Learning Experience.

Mr. Cohen presented the request from the Five Points Community Church for a one-year extension for a 10,000-foot childcare facility that was previously approved.

Mr. Martoia, representing the church shared that they have found a new developer to help them in this process. He explained that the last developer pulled out of the project. He is confident that the new developer will work with them on all the details.

**Moved by Fletcher, Seconded by Hawkins.**

**RESOLVED: To approve a one-year extension of the Special Land Use Permit, Site Plan, and Tree Removal Permit for The Learning Experience. The approval shall expire on July 15, 2026.**

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

**No: None**

**Resolution No. 25.07.120**

**Motion Carried (6 - 0)**

## **10. COMMENTS AND MOTIONS FROM COUNCIL**

Mr. Knight asked about the durability of the patching of Squirrel Road. Mr. Baldante commented that currently the maintenance is on certain panels. In 2035, Squirrel Road will receive improvements. Mr. Knight also asked about the timeframe of the Webster Apartment building. Mr. Lang stated they are approximately a month behind schedule but are on track to being enclosed by winter.

Mr. Hawkins shared that the city website has been updated.

Mayor Marzolf shared his concerns regarding the pedestrian crossing between the Webster and Johnny Black. The walkway is inaccessible, and people have to walk into the street.

City Council commented on their appreciation for the hard work that went into the Public Square and the lovely ribbon cutting.

**11. CITY ATTORNEY REPORT**

**12. CITY MANAGER REPORT**

Mr. Tanghe shared that the Public Square funds were gathered by public grants, donations and TIFA and that no tax dollars were used. He also commented on the ribbon cutting that took place on July 15 for the updates to the disc golf course at Civic Center Park. It was noted that this course is one of the first 10 in the state of Michigan.

**13. ADJOURNMENT**

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

**RESOLVED: To adjourn the meeting.**

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

**No: None**

**Resolution No. 25.07.121**

**Motion Carried (6 - 0)**

The meeting was adjourned at 7:34 PM.

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Brian W. Marzolf, Mayor

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Laura M. Pierce, City Clerk

## **ATTACHMENT A**

### **RESOLUTION DESIGNATING JULY AS PARK AND RECREATION MONTH**

At a regular meeting of the City Council of the City of Auburn Hills, Oakland County, Michigan, held in City Council Chambers at 1827 N. Squirrel Road, Auburn Hills, MI 48326 at 7:00 p.m., on the 21<sup>st</sup> day of July, 2025.

The following resolution was offered by Council Member Verbeke and seconded by Council Member Fletcher:

WHEREAS parks and recreation is an integral part of the communities throughout this country, including the City of Auburn Hills; and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's, and

WHEREAS parks and recreation encourage physical activities by providing space for popular sports and hiking trails. Swimming pools, and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation is a leading provider of healthy meals, nutrition services, and education; and

WHEREAS park and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development and

WHEREAS parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS park and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and



WHEREAS the U.S. House of Representatives has designed July as Parks and Recreation Month;  
and

WHEREAS the City of Auburn Hills recognizes the benefits of parks and recreation resources.

NOW THEREFORE, BE IT RESOLVED BY the City of Auburn Hills that July is recognized as Parks and Recreation Month in the City of Auburn Hills.

AYES: 6 (Ferguson, Fletcher, Hawkins, Knight, Marzolf, Verbeke)

NAYES: None

ABSENT: 1 (McDaniel)

ABSTENTIONS: None

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 21<sup>st</sup> day of July, 2025.

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

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Laura M. Pierce, City Clerk



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: AUGUST 4, 2025

AGENDA ITEM NO 5A  
CITY MANAGER'S OFFICE

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Brandon Skopek, Assistant City Manager  
**Submitted:** July 21, 2025  
**Subject:** Motion – to Confirm the Appointment of Christopher Stepp to the Position of Recreation Director

## INTRODUCTION AND HISTORY

Staff have completed the process of recruiting a new Recreation Director as a result of the impending retirement of our current Director, Karen Adcock. Christopher Stepp has completed all the pre-employment requirements for this role and his appointment is subject to confirmation by the City Council. As you will see from his resume (attached), Mr. Stepp has all the requisite education and experience to lead a municipal Recreation Department. You will note that he brings with him a great deal of experience in both recreation planning and recreation operations from much larger organizations. For Chris, this appointment is the next logical step in his career, to obtain a director's position.

## STAFF RECOMMENDATION

Staff recommend the appointment of Christopher Stepp to the position of Recreation Director, effective October 1, 2025. He will begin his tenure with the city on Wednesday, September 17, which will give him the opportunity to work alongside our current director for a period of two weeks.

Mr. Stepp's wages and benefits are appropriately budgeted.

## MOTION

Move to confirm the appointment of Christopher A. Stepp to the position of Recreation Director, with a start date of September 17, 2025, and an effective date for the role of Recreation Director of October 1, 2025.

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER

# Christopher A. Stepp

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## Education:

<b>Wayne State University</b> Master of Arts Sports Administration Concentration: Community Recreation	Detroit, MI	May 2009
<b>Central Michigan University</b> Bachelor of Science Major: Physical Education Minor: Earth Science	Mt. Pleasant, MI	Aug 2005

## Experience:

<b>Oakland County Parks</b> <b>Park Operations Coordinator</b>	Waterford, MI	May 2024-Present
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- Responsible for the hiring, training, and scheduling of park staff and volunteers.
- Provide leadership and oversight of park staff and the assignment of work and responsibilities.
- Oversee the daily opening, operation and closing of park facilities.
- Enforce rules, policies and regulations, while ensuring a safe and secure park for patrons.
- Provide direct oversight of programs, special events, and rentals within all park facilities.
- Responsible for resolving customer and park patron issues, complaints, and concerns in a timely and acceptable manner.
- Assist the maintenance division by providing input regarding the improvement, and repair of park facilities, grounds, buildings, and equipment.
- Responsible for ensuring staff are prepared for emergency response efforts and overseeing the implementation of EAP's as needed.
- In collaboration with the marketing and communications department, produces print and digital marketing pieces that advertise the parks amenities, programs, and user fees.
- Assist with annual budget oversight and development, along with revenues and expenditures.

- Effectively collaborates with outside user groups and community organizations relative to their requests and usage of all park amenities.
- Solicits and hires vendors and contractors as needed for the park.
- Handles numerous administrative tasks such as bank deposits, financial reporting, staff weekly payroll submission, along with the ordering of equipment, merchandise, and food & beverage items.
- Handles the development and execution of golf outing and golf league contracts.
- Develops and builds out the front and back of RecTrac software pertaining to the goods and services offered at the park.

**Macomb Township Parks & Recreation  
Recreation Supervisor**

Macomb, MI

Nov 2012-May 2024

- Oversaw and scheduled all sports and recreation activities at Macomb Corners Park for 6 lighted ball diamonds, 8 soccer fields, 2 lacrosse fields, and 5 football fields.
- Coordinated the maintenance and care of athletic fields to meet the specified requirements of all programs and user groups utilizing facilities.
- Responsible for the back end set up and utilization of recreation software pertaining to facilities, programs, leagues, trips and point of sale transactions.
- Developed reports to assist with the evaluation of program, facility, and departmental budgets.
- Completed staff schedules and assigned duties for part-time/seasonal staff.
- Proposed, planned, and launched the Macomb Township Parks and Recreation Website.
- Responsible for departmental website updates.
- Solicited, hired, and evaluated independent contractor instructors based on programming needs and objectives.
- Developed, organized, and implemented community programs, events, and activities in support of the Parks and Recreation Department.
- Developed and distributed publicity/marketing materials such as pamphlets, flyers, brochures, newsletters, and media releases to promote community programs, events, and activities for the department.
- Coordinated sponsorships with businesses to donate money, goods, and services to the Township's Community programs, events, and activities.
- Performed various office duties, including but not limited to, maintaining records, processing program registrations, collecting fees, issuing receipts, reconciling funds, preparing purchase requisitions.
- developed, produced, and distributed manuals, rules, announcements, and schedules for staff, volunteers and participants related to community programs, events, and activities.
- Served as the main point of contact for several community user groups, organizations, and volunteers associated with the Parks and Recreation Department.
- Provided direct oversight of all community programs, events, activities.
- Developed, managed, and controlled budgets, revenues, and expenditures for community programs, events, and activities.

- Handled facility reservations, revenue processing, and preparations pertaining to the administration of community programs, events, and activities.
- Coordinates with maintenance staff any repairs, projects, or special requests to meet the needs of community programs, events, and activities.
- Solicited collaborative opportunities with community organizations and businesses where appropriate to bring awareness, engagement, and participation to community programs, events, and activities.
- Responsible for the purchasing organization, management, care and inventory of Parks and Recreation equipment, materials, and other supplies pertaining to program administration and departmental needs.

**New Albany-Floyd County Parks & Rec.**      New Albany, IN      Mar 2011-Nov 2012  
**Athletics Director**

- Developed and administered youth and adult sports programs, events, clinics, and camps.
- Scheduled and processed payroll for staff regarding programming and other activities.
- Coordinated maintenance of department athletic facilities.
- Supervised seasonal workers and volunteers.
- Oversaw the scheduling of activities and other facility reservation requests within the department's parks and facilities.
- Maintained proper levels of athletic department inventory regarding equipment, supplies and other materials.
- Managed athletics program budget and control department expenditures.
- Developed and evaluated athletic program records for annual reports.
- Oversaw daily concession operations and vending within parks and facilities.
- Developed policies, procedures and marketing materials for programs and events.
- Responsible for the set up and utilization of RecTrac pertaining to facilities, programs, leagues, trips and point of sale transactions.
- Responsible for departmental social media correspondence and website updates.

**Louisville Metro Parks**      Louisville, KY      Oct 2009-Mar 2011  
**Recreation Supervisor**

- Responsible for the supervision of 1 full time staff member and 30 part time/seasonal employees.
- Coordinated the maintenance and care of athletic fields to meet the specified requirements of all programs and user groups utilizing fields.
- Managed and maintained a vehicle fleet of 7 passenger vans and 1 car.
- Oversaw and processed athletic field rental reservation requests.
- Administered youth and adult sports programming and special events.
- Assisted with the coordination of a partnership with Jefferson County Public Schools to offer sports programming for elementary schools.
- Hired part-time/seasonal staff and recruited volunteers.

- Coordinated the scheduling of umpires, officials, and part time staff for over 60 youth and adult sports leagues, activities, clinics, and events.
- Maintained Louisville Metro Parks athletic equipment, supplies and materials.
- Processed bi-weekly payroll for athletic department staff.
- Managed athletic department operating budget.
- Maintained accurate financial records, controlled revenues and expenditures, and made recommendations for future budget appropriations.
- Developed and evaluated reports documenting program budget, objectives, execution, outcomes, and staff performance.

**Oakland University Athletics**

Rochester, MI

Aug 2008-Jul 2009

**Athletic Facility Operations, Game & Event Management Graduate Intern**

- Trained and supervised athletic event and facility rental staff.
- Developed facility and event staff schedules pertaining to the use of athletic facilities and scheduled athletic events.
- Assisted with the coordination of facility reservations and team practice schedules.
- Conducted facility and equipment inspections and scheduled maintenance and repairs.
- Assisted with risk management analysis pertaining to athletic facilities.
- Supervised the setup, break down and provided management of all NCAA Division 1 athletic and special events.
- Provided oversight of contractor work and sponsorship fulfillment relative to facilities.
- Ensured fulfillment of intercollegiate game contracts as it pertained to the agreed upon facility usage and accommodations for visiting teams.
- Developed marketing materials used for marketing the rental of Oakland Universities athletic facilities.
- Responsible for the care and inventory of athletic facility equipment and materials.
- Oversaw and maintained Oakland University student athlete weight room facility.
- Assisted with the development and execution of event plans for the Summit League Men's Soccer Championships, Men's and Women's Swimming and Diving Championships, and the first round of the NCAA Men's Soccer Championships.
- Coordinated athletic facility preparation and set up of the MHSAA Division 3 Men's and Women's Swimming and Diving State Championships.
- Processed athletics and special event part-time staff payroll.

**Bloomfield Hills Schools**

Bloomfield Hills, MI

Oct 2005-Jun 2008

## Physical Education Paraeducator

- Assisted lead teacher with daily classroom instruction.
- Set up and broke down gymnasium according to daily lesson plans.
- Supervised students within class, hall and lunchroom settings daily.
- Assisted with the care and inventory of physical education equipment and facilities.
- Worked after school functions and athletic events.

## Fieldstone Golf Club

Auburn Hills, MI

Feb 2005-Oct 2005

**Golf Shop Operations**

- Handled customer correspondence and point of sale transactions for the golf club.
- Processed sales reports and cash deposits for the pro shop.
- Trained the outside golf services staff.
- Assisted with golf outing administration.
- Assisted with the ordering, shipping/receiving, inventory, and display of pro shop merchandise.
- Responsible for the opening and closing of the golf club.

**Oakland Hills Country Club**

Bloomfield Hills, MI

Mar 1997-Aug 2001

**Membership Golf Services**

- Responsible for the opening and closing of the country club golf facilities.
- Processed member transactions pertaining to their daily use of the golf facilities.
- Provided customer service regarding the booking of tee times and other requests from members.
- Supervised and developed schedules for the country club practice facility, golf cart and bag room staff.
- Oversaw the maintenance and daily operation of the country club golf practice facility.
- Assisted country club golf professionals regarding the execution of club invitational tournaments and club championships.

**Professional Memberships:**

-mParks (Michigan Recreation and Park Association)

**Certifications:**

-Health & Safety Institute Adult & Child CPR/AED/Stop the Bleed  
-ServeSafe Alcohol Server Certificate



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: AUGUST 4, 2025

AGENDA ITEM NO 5B

CITY MANAGER'S OFFICE

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Brandon Skopek, Assistant City Manager  
**Submitted:** July 23, 2025  
**Subject:** Motion – to Confirm the Appointment of Jacqueline Monroy to the Position of Senior Services Director

### INTRODUCTION AND HISTORY

The city prides itself on recruiting from within whenever possible. Individuals who are promoted from within have institutional knowledge not available to an external candidate, they understand the workforce culture of the organization and are a known quantity that can be relied upon to continue to deliver at the gold standard in public service for which Auburn Hills is known. Succession planning is engrained in our organization, and we work diligently to provide the necessary training, education, and coaching that provides continuity for years to come. An opportunity has availed itself to promote from within in our Senior Services Department. Jackie Monroy joined the city staff nearly three years ago as a Senior Services Program Coordinator in the Senior Services Department at our community center. Recognizing her dedication, drive, and professionalism, the city has invested not only in her continuing graduate education, but also in her being coached and developed by our leadership development consultant, CH Training and Coaching. Identified as a high potential employee, we were hopeful that one day she could rise to a leadership position within our Team, but little did we know that that opportunity would avail itself sooner than later. At the urging of our current director, Karen Adcock, and as identified by HR and the City Manager's office as "the future of the Senior Services Department," we are pleased to present City Council with the selection of Ms. Monroy as our next Senior Services Director. In addition to the experience she has gained in her current role, and the Bachelor of Science in Health Science that she has already attained, she is also currently enrolled in a Master of Public Health program at Oakland University which she expects to complete in 2026. There is no doubt that Jackie's early career success will lead her to a director position, and we couldn't be happier that we are able to make it happen here.

### STAFF RECOMMENDATION

Staff recommend the appointment of Jackie Monroy to the position of Senior Services Director, effective October 1, 2025. Although Ms. Adcock is retiring on October 1, she has agreed to remain in a part-time consultant role to assist with the transition and to provide Jackie with training in the remaining aspects of the position for which she has not yet had experience. This ongoing coaching and training will continue for three to six months.

Ms. Monroy's wages and benefits are appropriately budgeted.

### MOTION

Move to confirm the appointment of Jacqueline Monroy to the position of Senior Services Director, effective October 1, 2025.

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER



# JACQUELINE MONROY KRIEG |

## CERTIFICATIONS & SKILLS

- Fluent in Spanish
- Chauffeur's License

## EXPERIENCE

**Senior Program Coordinator, City of Auburn Hills**  
*Auburn Hills, MI*

**November 2022 – Present**

- Developed new programs and maintained existing senior programs, including new intergenerational initiatives and kitchen-based classes, and previous monthly social events and exercise classes.
- Led Cross Departmental teams through successful community events from planning to execution, ensuring proper communication, and all event milestones were met within budget and on schedule.
- Provided guidance and training to programmers, offering advice and support to ensure successful program execution and team development.
- Established mutually beneficial partnerships with organizations, businesses, and institutions to create classes, provide resources for seniors, and secure program sponsorships.

**Assistant Supervisor, American House Elmwood**  
*Auburn Hills, MI*

**June 2016 – February 2022**

- Supervised a team of 6+, ensuring proper coordination to meet daily goals and service standards.
- Developed and managed monthly budgets, ensuring efficient resource allocation for meals and events, identifying areas for cost reduction while maintaining quality.
- Led training programs for new hires and safety training programs for staff to ensure consistent working practices and compliance with policies and safety regulations.

## EDUCATION

**Oakland University – BS Health Science 2020**

**Oakland University- Masters Public Health 2026**

## HONORS AND AWARDS

- New Professional Award- MASC 2024

## REFERENCES

**Carmella Hepworth**

Activities Director- Courtyard of Auburn Hills

**Michelle Fairchild**

Supervisor of Nutrition- American House Elmwood

**DonEarl Johnson**

Lead Pastor- Life Church Auburn Hills



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

**MEETING DATE: AUGUST 4, 2025**

**AGENDA ITEM NO 7A1**

**TAX INCREMENT FINANCE AUTHORITY**

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

**July 8, 2025**

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

**ROLL CALL:** Present: Kneffel, Goodhall, Ferro, Barash, Gudmundsen, Moniz, Fletcher, Eldredge  
Absent: None  
Also Present: Brandon Skopek, Assistant City Manager/Executive Director; Andrew Hagge,  
Assistant to the City Manager  
Guests: None

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

**PERSONS WISHING TO BE HEARD**

None

**APPROVAL OF MINUTES**

**A. TIFA Regular Meeting Minutes – June 10, 2025**

There was no discussion on the approval of the minutes.

**Moved by Mr. Goodhall to approve the TIFA Board of Directors Regular Meeting Minutes from June 10, 2025, as presented.**

**Seconded by Mr. Barash**

**Yes: Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher, Eldredge, Ferro, Barash**  
**No: none**

**Motion Carried**

**CORRESPONDENCE AND PRESENTATIONS**

None

**CONSENT AGENDA**

**A. FY 2025 Adopted Budget and YTD Summary – June 30, 2025**

There was no discussion of the Consent Agenda.

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

**Seconded by Dr. Fletcher**

Yes: Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher, Eldredge, Ferro, Barash  
 No: None

**Motion Carried**

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

#### **A. Appointment of Andrew Hagge as Executive Director of the Tax Increment Finance Authority**

Mr. Skopek presented the agenda item regarding his resignation and Mr. Hagge's appointment. Mr. Skopek mentioned that this move is a part of a years-long succession planning effort. Additionally, Mr. Skopek noted that he will remain in his role in the organization as Assistant City Manager. The Board did not have any further discussion.

**Moved by Dr. Fletcher to accept the resignation of Brandon Skopek as Executive Director of the Auburn Hills Tax Increment Finance Authority effective 11:59 p.m. on July 8, 2025, and appoint Andrew Hagge as the Executive Director of the Auburn Hills Tax Increment Finance Authority effective July 9, 2025.**

**Seconded by Mr. Moniz**

Yes: Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher, Eldredge, Ferro, Barash  
 No: None

**Motion Carried**

#### **B. City Hall Counter Barrier Project**

Mr. Hagge presented the agenda item regarding the City Hall Counter Barrier Project. Mr. Hagge explained the lengthy RFP and bid process that this project underwent. Additionally, Mr. Hagge explained that the project calls for the installation of a bulletproof protective barrier along the City Hall service counters that include the Assessing, City Clerk, Finance & Treasury departments, as well as the reinforcement of the wall below the counter. Once approved, the Auburn Hills DPW would work closely with the vendor during installation to ensure that there are no disruptions to the service delivery of the affected departments. Project installation is estimated to take between 1-2 days. The full counter barrier project is expected to be fully installed by mid-September. The Board inquired about additional security improvements throughout city facilities, and Mr. Hagge explained that more security-based projects will continue to come before the Board for approval.

**Moved by Dr. Eldredge to award a contract to Total Security Solutions for the installation of a protective barrier in City Hall in an amount not to exceed \$51,180. Furthermore, authorize a budget amendment to increase appropriations by \$51,180 in the 2025 TIF-D budget to provide funding support for the installation of the Counter Barrier Project. Approval shall be contingent upon the City Council's authorization to conduct this work.**

**Seconded by Dr. Fletcher**

Yes: Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher, Eldredge, Ferro, Barash  
 No: None

**Motion Carried**

#### **C. Auburn Hills Chamber of Commerce Lease Agreement Renewal**

Mr. Skopek presented the agenda item regarding the lease renewal agreement between the Auburn Hills Chamber of Commerce and the Tax Increment Finance Authority. Mr. Skopek explained that the proposed lease renewal is for 41 months, which would align the lease expiration with the end of the calendar year. Additionally, the lease agreement proposal contains

an annual increase of 4%. Finally, Mr. Skopek acknowledged that the lease rate is much lower than the market rate for the downtown Auburn Hills area, however the TIFA is not losing money on the agreement between itself and the Chamber of Commerce. The rental rates cover all expenses that the TIFA is responsible for.

**Moved by Mr. Moniz to adopt the attached resolution renewing the lease agreement between the Auburn Hills Tax Increment Finance Authority and the Auburn Hills Chamber of Commerce for a period of 41 months.**

**Seconded by Mr. Gudmundsen**

**Yes: Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher, Eldredge, Ferro, Barash**  
**No: None**

**Motion Carried**

#### **D. ChargePoint Service Plan Renewals**

Mr. Skopek presented the agenda item regarding the renewal of the ChargePoint Service Plan. Mr. Skopek explained to the Board that he recommended a one-year renewal to give staff the opportunity to research other vendors that offer the same service. This would give the TIFA Board the opportunity to go with a better vendor, without being locked in long-term with ChargePoint, if a better vendor were to arise. The TIFA Board inquired about the locations of all the charging stations, and Mr. Skopek explained that some are not being used due to the ongoing construction in the downtown area from The Webster project and then from the Parking Structure Addition project.

**Moved by Mr. Barash to approve a one-year renewal of the ChargePoint Cloud Plan and the ChargePoint Assure Maintenance and Management Plan in an amount not to exceed \$8,850. Furthermore, approve a budget amendment to increase appropriations by \$8,850 in account number 251-735-732.000 in support of this purchase.**

**Seconded by Mr. Moniz**

**Yes: Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher, Eldredge, Ferro, Barash**  
**No: None**

**Motion Carried**

#### **EXECUTIVE DIRECTOR REPORT**

Mr. Hagge let the TIFA Board know that Mr. Waltenspiel has resigned from the TIFA Board. The resignation went into effect during the week of Monday, June 30<sup>th</sup>. Mr. Waltenspiel is moving and has additional commitments that made serving on the TIFA Board impossible.

#### **BOARD MEMBER COMMENTS**

The TIFA Board inquired about the Community Center partition wall project. This project was brought before the TIFA Board earlier in 2025. The TIFA Board did not take action on the project at the time, requesting additional information. Mr. Skopek let the TIFA Board know that the project will be back before the Board on August 12<sup>th</sup>.

#### **ANNOUNCEMENT OF NEXT MEETING**

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, August 12, 2025, at 4:00 p.m. at Fieldstone Golf Club located at, 1984 Taylor Road, Auburn Hills, Michigan 48326.

#### **ADJOURNMENT**

**Moved by Mr. Moniz to adjourn the TIFA Board meeting.**

**Seconded by Dr. Fletcher**

**Yes:** Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher, Eldredge, Ferro, Barash  
**No:** None

**Motion carried**

**The TIFA Board of Directors meeting adjourned at 4:52 p.m.**

Steve Goodhall  
Secretary of the Board

Andrew Hagge  
Assistant to the City Manager



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: AUGUST 4, 2025

AGENDA ITEM NO 7A2

## ELECTED OFFICIALS COMPENSATION COMMISSION



### ELECTED OFFICIALS COMPENSATION COMMISSION MEETING

July 28, 2025, 6:00 PM

Council Conference Room,  
1827 N. Squirrel Road, Auburn Hills MI 48326

## MINUTES

### 1. Call to Order

The Clerk called the meeting to order at 6:00 PM.

### 2. Roll Call

Present: Mr. Casey, Dr. Klemanski, Dr. Thomas, Mr. Walker

Absent: Mr. Moniz, Mr. Westover

Staff Present: Assistant City Manager Skopek, City Clerk Pierce, Management Assistant Hagge

### 3. Election of Chairperson

#### a. Open the Call for Nominations

Mr. Casey nominated Dr. Klemanski.

#### b. Close the Call for Nominations

Nominations were closed.

#### c. Call for Vote

**Vote on Nomination of Dr. Klemanski:**

**VOTE: Yes: Casey, Klemanski, Thomas, Walker**

**No: None**

**MOTION CARRIED (4 – 0)**

#### d. Declaration of Election

Dr. Klemanski was elected as Chairperson. Clerk Pierce turned the meeting over to Chairperson Klemanski.

### 4. Approval of Minutes

MOTION: To approve the Elected Officials Compensation Commission meeting minutes of August 15, 2023 as submitted.

**Moved by Walker, seconded by Casey.**

**RESOLVED: To approve the Elected Officials Compensation Commission meeting minutes of August 15, 2023 as submitted.**

**VOTE: Yes: Casey, Klemanski, Thomas, Walker**  
**No: None**

**MOTION CARRIED (4 – 0)**

## **5. Review of Statutory Role and Responsibility of Commission**

### Review of Home Rule City Act and City Ordinance

Ms. Pierce explained that the duty of the Elected Officials Compensation Commission (EOCC) is to set the salary and benefits of City Council members. The Michigan Home Rule City Act and the City Ordinance are the governing documents.

She explained that once the EOCC has made its determination, staff will present it to City Council. Once received by Council, the determination will be effective 30 days after filing with the Clerk. If Council rejects it, the existing salary and benefits prevail.

## **6. Informational Material from City Manager**

### a. Memo on Elected Official Wages

Mr. Hagge presented the wage study with comparable communities in Oakland County for both the Mayor and City Councilmember positions. He explained that several sets of data are available for the EOCC's consideration. The data includes communities with a Council/Manager form of government; communities with a strong mayor form of government, and the average wage adjustment of the City's labor groups.

## **7. Discussion on Next Steps**

Discussion ensued regarding the existing benefits. Staff recommended no changes to the benefits resolution.

**Moved by Walker, seconded by Thomas.**

**RESOLVED: To adopt the 2025 Benefits Resolution. (Attachment A).**

**VOTE: Yes: Casey, Klemanski, Thomas, Walker**  
**No: None**

**MOTION CARRIED (4 – 0)**

The EOCC discussed the information presented and the various factors and variables that are considered when setting the wage adjustments. It was recognized that the Council and Mayor put in a lot of hours and are compensated well given the market comparables.

The EOCC requested that future meetings include a chart with the trend of increases for the previous five years from other communities.

**Moved by Casey, seconded by Walker.**

**RESOLVED: To adopt the 2025 Salary Resolution with no change to the City Council and the Mayor's salary. (Attachment B).**

**VOTE: Yes: Casey, Klemanski, Thomas, Walker**  
**No: None**

**MOTION CARRIED (4 – 0)**

**8. Adjournment**

**Moved by Walker, seconded by Casey.**

**RESOLVED: To adjourn the meeting.**

**VOTE: Yes: Casey, Klemanski, Thomas, Walker**

**No: None**

**MOTION CARRIED (4 – 0)**

The meeting was adjourned at 6:58 PM.

Laura M. Pierce, City Clerk



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## ATTACHMENT A

### **2025 BENEFITS RESOLUTION FOR ELECTED OFFICIALS Auburn Hills Elected Officials Compensation Commission**

At a duly called meeting of the Elected Officials Compensation Commission of the City of Auburn Hills, Oakland County, Michigan, held in the Administrative Conference Room at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 on July 28, 2025 at 6:00 PM, the Auburn Hills Elected Officials Compensation Commission reviewed the benefits of the Mayor, Mayor Pro Tem and the City Council Members of the City of Auburn Hills.

The following resolution was offered by Commission Member Walker and seconded by Commission Member Thomas:

**WHEREAS**, the Auburn Hills Elected Officials Compensation Commission has discussed the existing benefits of the Elected Officials of Auburn Hills, and upon completion of such discussion, the Commission has hereby determined that benefits of prior elected officials, officials elected, re-elected or continuing to serve in office following the November, 2025 Election shall continue to be modified per the resolution in July, 2015.

- Effective November 3, 2015, for Officials elected on or after November 2, 1999 and who elect to purchase health care, such benefits shall be equal to those levels of the Non-Union employees of the City and shall be modified at the same time as they are modified for Non-Union employees without action by the Compensation Commission.
- Effective November 3, 2015, any current serving Official not receiving medical benefits for which they are eligible and who wishes to elect them may do so at current benefit levels of the Non-Union employees and shall continue to receive them equal to those levels of the Non-Union employees of the City and shall be modified at the same time as they are modified for Non-Union employees without action by the Compensation Commission.
- Effective November 3, 2015, retired Officials elected prior to November 2, 1999 and receiving medical benefits for which they are eligible, shall continue to receive them equal to those levels of the Non-Union employees of the City and shall be modified at the same time as they are modified for Non-Union employees without action by the Compensation Commission.
- Effective November 5, 2019, Elected Officials elected prior to November 3, 2015 and who continue to serve and are eligible for the employee 401K contribution, may elect to have that contribution redirected to a 457 deferred compensation plan.

**THEREFORE, IT IS HEREBY RESOLVED**, that the Commission's determination of benefits for Elected Officials of the City of Auburn Hills shall be as stated above.

AYES: 4 ( Casey, Klemanski, Thomas, Walker)  
NAYES: None  
ABSENT: 2 (Moniz, Westover)

## ATTACHMENT B

### 2025 SALARY RESOLUTION FOR ELECTED OFFICIALS Auburn Hills Elected Officials Compensation Commission

At a duly called meeting of the Elected Officials Compensation Commission of the City of Auburn Hills, Oakland County, Michigan, held in the Administrative Conference Room at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 on July 28, 2025 at 6:00 PM,

The following resolution was offered by Commission Member Casey and seconded by Commission Member Walker:

**WHEREAS**, the Auburn Hills Elected Officials Compensation Commission has reviewed the salary of the Mayor, the Mayor Pro Tem and the City Council Members of the City of Auburn Hills as established by this Commission in 2005 and continued in 2007, 2009, 2011, 2013, 2015, 2017, 2019, 2021 and 2023;

**WHEREAS**, upon said review of the existing salaries and comparable data for local elected officials in Oakland County, the Auburn Hills Elected Officials Compensation Commission hereby determines that the salaries of officials elected to, re-elected to or continuing to serve in office following the November 2025 Election, shall be unchanged, effective following that date:

**THEREFORE, IT IS HEREBY RESOLVED, that:**

- The Mayor of the City of Auburn Hills, so sworn following the November 2025 Election, shall receive an annual salary of \$10,800.
- The Mayor Pro Tem and City Council Members of the City of Auburn Hills, so sworn following the November 2025 Election, shall receive an annual salary of \$8,105.

The Commission's determination of salary for Elected Officials of the City of Auburn Hills shall be effective as stated herein, unless rejected by a two-thirds vote of City Council within thirty (30) days from the date this resolution is filed with the City Clerk.

**THEREFORE, IT IS HEREBY RESOLVED**, that the Commission's determination of salary for Elected Officials of the City of Auburn Hills shall be as stated above.

AYES: 4 ( Casey, Klemanski, Thomas, Walker)

NAYES: None

ABSENT: 2 (Moniz, Westover)



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: AUGUST 4, 2025

AGENDA ITEM NO 7B

CITY MANAGER'S OFFICE

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Brandon Skopek, Assistant City Manager  
**Submitted:** July 21, 2025  
**Subject:** Motion – to Approve a Five-Year Extension to the Independent Contractor Agreement with Assessment Administration Services, L.L.C. for Assessing Services

### INTRODUCTION AND HISTORY

Nearly five years ago, the City made a decision to contract out its Assessing function to Assessment Administration Services, L.L.C. (AAS). Since that time the city has been provided with the staff and expertise to conduct all its assessing office-related functions, including those that are statutorily required. The current annual amount paid to AAS is approximately \$382,000. As a result of an in-depth discussion with AAS owners Bill and Lisa Griffin, we will be able to retain a very similar staffing model that we have had for the last five years, including always having an MMAO (Level 4) Assessor on-site. That level is required by statute. Additional support staff is included and the details of that and other modifications made to the existing contract can be found in the attached resolution. Also attached herein is the original Agreement by which you can compare the contract modifications contained within the Resolution with the original Agreement. The Resolution essentially summarizes the changes.

### STAFF RECOMMENDATION

Staff recommend approval of the five-year extension with AAS at a starting annual rate on October 1, 2025 of \$340,000 (specific monthly invoice amounts are contained within the Resolution). Each year thereafter, on October 1, the contract amount will increase by 3.00%.

### MOTION

Move to adopt the attached resolution summarizing the modifications to the current Agreement and authorize the Mayor and City Clerk to sign the resolution on behalf of the City. Furthermore, AAS shall be required to provide to the City a signed Hold Harmless Agreement and an ACORD certificate meeting the city's insurance requirements prior to the start of the extension beginning on October 1.

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER



**RESOLUTION EXTENDING THE AGREEMENT BY AND BETWEEN THE  
CITY OF AUBURN HILLS & ASSESSMENT ADMINISTRATION SERVICES, L.L.C.**

**WHEREAS**, an Agreement exists between the City of Auburn Hills and Assessment Administration Service, L.L.C. (AAS) dated September 28, 2020, which provides for staff and service level requirements provided by AAS to the City, and

**WHEREAS**, the parties to this Agreement wish to extend it for an additional five (5) years with modifications as spelled out below, and

**WHEREAS**, these modifications to the existing Agreement are as follows:

- Section 1. Effective Date. The effective date of the extended Agreement shall be October 1, 2025.
- Section 2. Term. The term shall be five years, with an expiration of 11:59 p.m. on September 30, 2030.
- Section 3. Retention of Contractor.
  - (a) – (i) *no change*
  - (j) shall be modified to five days per week, with one or a combination of two MMAO (Level 4) Assessors
  - (k) shall be modified to require one MAAO (Level 3) Assessor and one MCAT (Level 1) staff member or above
  - (l) – (r) *no change*
- Section 4. Independent Contractor. no change
- Section 5. Contractor's Compensation.
  - (a) October 1, 2025 – September 30, 2026 (\$28,333.00/month)
  - (b) 3.00% annual increase. October 1, 2026 (\$29,183.00/month), October 1, 2027 (\$30,058/month), October 1, 2028 (\$30,960.00/month), and October 1, 2029 (\$31,889.00/month)
  - (c) *no change*
- Section 6. Proprietary Information. no change
- Section 7. Termination.
  - (a) *no change*
  - (b) *no change*
  - (c) shall be modified as follows: Notwithstanding . . . shall remain at all times during the term of this extension. The language from “subject to and conditioned upon .... caused by any such outcome” shall be deleted.
- Section 8. Indemnity and Insurance. *no change*
- Section 9. Arbitration and Limitation of Actions. *no change*

- Section 10. Entire Agreement. *no change*
- Section 11. Counterparts. *no change*
- Section 12. Miscellaneous Representations. *no change*
- Signature Page: Brian Marzolf, Mayor. Remaining signatures – *no change*.

**NOW, THEREFORE BE IT RESOLVED**, that the foregoing modifications are made to the existing Agreement expiring on September 30, 2025, and such modifications shall be in full force and effect for the duration of the extension covering the period October 1, 2025, to 11:59 p.m. on September 30, 2030.

**BE IT FURTHER RESOLVED** that all other provisions contained within the existing Agreement that are not modified as indicated in this Resolution, shall remain unchanged.

Signed on this, the 4<sup>th</sup> day of August, 2025.

---

Brian Marzolf  
Mayor

---

Laura Pierce  
City Clerk

## INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement ("Agreement") is made between The City of Auburn Hills ("The City") and Assessment Administration Services, L.L.C. ("Contractor"), as follows:

1. Effective Date. This Agreement shall be effective as of October 1, 2020.
2. Term. This Agreement shall remain in effect for a term of five years from the effective date, then proceeds on to month to month basis (the "Term"), unless earlier terminated or extended as provided herein.
3. Retention of Contractor. The City hereby retains Contractor to perform independent contracting services to provide those assessment functions and services which may be performed by an independent contractor consistent with Michigan law (the "Services"). Contractor accepts such assignment, subject to the terms and conditions set forth in this Agreement. The Services shall include:
  - (a) Preparation, maintenance, and supervision of the Assessment Roll for Real and Personal Property (including any special acts), as well as special assessments, as outlined by State Tax Commission rules and regulations;
  - (b) Normal record card maintenance recommended by the State Tax Commission;
  - (c) Preparation for and representation of the City at Michigan Tax Tribunal hearings including the preparation of valuation disclosures and testifying if necessary, as well as assisting the City Attorney in the defense of the City's Michigan Tax Tribunal cases;
  - (d) Conduct the March, July, and December Boards of Review along with the processing of all paperwork, reports and forms;
  - (e) Preparation of reports and forms as required by the County and State;
  - (f) Creation of land value and economic condition factor analysis and maps; review sales study;
  - (g) Maintain Compliance with the State Tax Commission's Audit of Minimum Assessing Requirements (A.M.A.R. formerly 14 Point Review), and assisting the City in responding to said audits and/or similar audits;

- (h) Completion of field visits annually including permits for building permits, new construction and demolition;
- (i) Process all land divisions and lot splits and combinations in the City within the specified contractual time frame;
- (j) Provide a Michigan Master Assessing Officer (MMAO) or higher to certify the assessment roll. The MMAO must be on-site at City Hall a minimum of three days per week, from 8:00 a.m. to 5:00 p.m. The three days of the week shall be negotiable between the parties;
- (k) Provide office hours and availability of Assessing Staff and/or Assessor five days per week except for vacations, holidays or sick days. A minimum staff of two full time personnel, in addition to the MMAO, shall be available at all times during the city's regular business hours. At no time shall the office at City Hall be unattended. At all times the office will have coverage to answer Assessing phone inquiries and to serve customers at the service counter;
- (l) Provide knowledgeable customer service to the constituents of the City of Auburn Hills;
- (m) All performed duties of the Assessor of record;
- (n) Any as needed consultations;
- (o) Attend any necessary work sessions and City Board meetings, including City Council meetings as necessary;
- (p) Process all personal property statements including maintaining and creating new parcels for personal property;
- (q) Process and prepare reports to the City Council for all tax incentives/abatements requested, including but not limited to requests for Industrial Facilities Exemption Certificates;
- (r) Assist in preparation of the City's budget.

4. Independent Contractor. Contractor's relationship with the City under this Agreement is that of independent contractor and not that of employee, partner, or joint venturer. Contractor shall be responsible for payment of its own federal, state, and local taxes. Contractor shall not participate in City's benefit plans or programs.

5. Contractor's Compensation. In consideration of Contractor's activities under Paragraph 3 of this Agreement, the City shall pay Contractor as follows:

- (a) \$360,000 a year for the first two years of the contract (October 1, 2020 through September 30, 2022) in monthly increments of \$30,000 due and payable on the first date of each month.
- (b) 2.00% increase thereafter for each year of the remaining three years of the Agreement, bringing the contract amount in year three to \$367,200 (October 21, 2022), year four to \$375,444 (October 1, 2023) and in year five, \$382,953 (October 1, 2024).
- (c) Notwithstanding any other provision of this Agreement, if this Agreement is terminated as provided herein prior to the end of the Term, Contractor shall only be entitled to pro-rated payment through the effective date of termination and shall have no right to payment thereafter.

6. Proprietary Information. Contractor acknowledges that through its activities under this Agreement, it may come into possession of confidential or proprietary information belonging to the City. Contractor agrees that it will not directly or indirectly disclose to any other person or entity, or make any use of, any of the City's confidential or proprietary information, whether or not such information was developed or obtained by Contractor, except as authorized by the City in connection with Contractor's activities under this Agreement and in furtherance of the City's best interests. Upon termination of this Agreement, Contractor shall return to the City all such confidential and proprietary information in its possession and control and shall not make or retain any copies or summaries.

7. Termination. This Agreement may be terminated as follows:

- (a) Either party may elect to terminate this Agreement for any reason whatsoever upon thirty (30) days written notice to the other party. Compensation to the Contractor shall be prorated through the last date of services provided by the Contractor. In no event shall the contractor be entitled to anticipated profits.
- (b) The City may immediately terminate this Agreement, in its sole discretion in the event of Contractor's wrongful intentional acts; gross negligence or gross dereliction of duties; the conviction of a crime by one of Contractor's principals; or other circumstances that defeat the purpose of this Agreement.
- (c) Notwithstanding anything else contained in this agreement, it is understood and agreed by both parties that the commencement date, continuation, scope, and range of services to be provided, including the number of personnel assigned to perform all or any part of the work called for in this agreement, is and shall remain at all times subject to and conditioned upon the outcome of two pending grievances, or any substitution(s) to them, or additional challenges



brought by the collective bargaining agent for city employees that are subject to the effect of subcontracting of assessing services under this agreement and this agreement shall be simultaneously amended to conform with any outcome affecting the services to be provided with a proportionate downward adjustment of the cost to the city caused by any such outcome.

8. Indemnity and Insurance. The Contractor shall be liable to the City, and hereby agrees to indemnify and hold the City, its Officers, employees, and agents harmless, against all claims arising out of the performance of the services rendered hereunder caused by any negligent conduct, intentional conduct, or act or omissions of the Contractor or any of its employees in the performance of this contract.

The Contractor will carry insurance coverage at all times during this Agreement as set forth in the attachment and will execute the City's Hold Harmless Agreement which shall remain in full force and effect.

9. Arbitration and Limitation of Actions. Contractor and City understand and agree that they shall bring any dispute arising under this Agreement solely in binding arbitration conducted in accordance with commercial arbitration rules of the American Arbitration Association then applicable. Said arbitration shall be time-barred after 90 days from the date that a party becomes aware of the incident giving rise to the loss for which that party seeks recovery. Arbitration shall occur in a mutually agreeable location within Oakland County.

10. Entire Agreement. This Agreement contains the entire understanding of the parties related to the subject matter hereof and supersedes all previous verbal and written agreements, representations, or warranties.

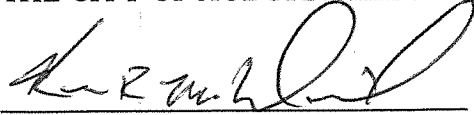
11. Counterparts. This Agreement may be executed in separate counterparts. A copy of this Agreement is effective as an original.

12. Miscellaneous Representations. Each party has consulted or has had the opportunity to consult with its own attorney prior to execution of this Agreement. Each party has read this Agreement in its entirety before signing and understands its terms. Each party signs as its free act. There shall be no presumption or construction of this Agreement in favor of any party based on draftsmanship.

**SIGNATURE PAGE TO FOLLOW**

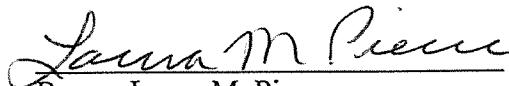
IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date written above.

THE CITY OF AUBURN HILLS



By: Kevin R. McDaniel  
Its: Mayor

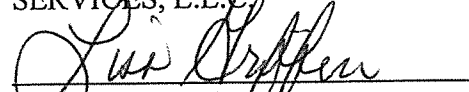
Today's Date: 9/28/20



By: Laura M. Pierce  
Its: City Clerk

Today's Date: 9-16-20

ASSESSMENT ADMINISTRATION  
SERVICES, L.L.C.



By: Lisa Griffin  
Its: Member

Today's Date: 9/28/20



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

**MEETING DATE: AUGUST 4, 2025**

**AGENDA ITEM NO 7C**

**FINANCE/TREASURER**

**To: Mayor and City Council**  
**From: Thomas A. Tanghe, City Manager; Mallory Jones, Deputy Treasurer**  
**Submitted: July 28, 2025**  
**Subject: Motion – To receive and file the Mariner Consulting 2nd quarter Cash Management Investment Performance Review**

### **INTRODUCTION AND HISTORY**

Public Act 213 of 2007 requires local governments to prepare periodic investment reports for presentation to the governing body. The investment of the City's working capital or surplus monies is governed by the City's Investment Policy document which incorporates both state (Public Act 20 of 1943 as amended) and local statutes.

In January of 2011, the City engaged the services of a third-party consultant to provide a level of due diligence beyond internal staff review, perform quarterly reviews of the performance of the City's investment portfolio, and to ensure the City's investment portfolio remains in compliance with Public Act 20. Currently, the City's investment consultant is Brian Green of Mariner Consulting, and Mary Donovan of Insight Investment serves as the City's investment manager.

Attached is the 2nd quarter 2025 investment performance review condensed report prepared by Mariner Consulting. The select pages include both a Summary and Executive report. These pages provide a summary of the City's asset allocation of investments, past and current performance, market values, and an evaluation. The complete 17-page quarterly report is filed with the City Clerk and available for review at any time.

As has been the practice, Mariner Consulting's report includes only managed cash invested through Insight Investment, the Local Government Investment Pool, and Michigan CLASS. Cash held by the city for operational needs are not reported. As of June 30, 2025 (unaudited), there was approximately \$53M available for City operations in the City's operational checking account and allocated as follows:

\$26.3M Governmental Funds  
\$9.1M Enterprise Funds  
\$3.5M Internal Service Funds  
\$13.8M Component Unit Funds

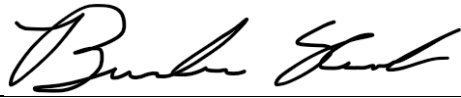
### **STAFF RECOMMENDATION**

Staff recommend the acceptance of the 2025 2nd quarter ending June 30, 2025, Cash Management Investment Performance review as attached and submitted by Mariner Consulting.

### **MOTION**

**Move to receive and file the Mariner Consulting 2nd quarter Cash Management Investment Performance Review.**

I CONCUR:

A handwritten signature in black ink, appearing to read "Brandon Skopek", written in a cursive style.

---

BRANDON SKOPEK, ASSISTANT CITY MANAGER

---

# City of Auburn Hills - Cash Management

Investment Performance Review  
Period Ending June 30, 2025

MARINER

1. Investment Results for the \$107.2 million portfolio managed by Insight Investment and the Finance Director/Treasurer were ahead of benchmark for the quarter and for the trailing year. The investment rate of return was +1.22% for the quarter and +5.6% for the past 12 months. These results compare to +1.04% return for T-Bills this quarter, and +4.68% for the past 12 months. Longer term results (trailing 3 year and 5 year) are well ahead of peers.

2. Investment Activity for the quarter:

	<u><b>Manager</b></u>	<u><b>Interest</b></u>	<u><b>\$ FMV Adjustment</b></u>	<u><b>Total</b></u>
1)	Insight Investment	\$646,485	\$316,084	\$962,569
3)	Comerica Cash	\$1,138	N/A	\$1,138
4)	Michigan CLASS	\$35,192	N/A	\$35,192
5)	Michigan CLASS EDGE	\$294,794	(\$97)	\$294,697
	<b>TOTAL</b>	<b>\$977,609</b>	<b>\$315,987</b>	<b>\$1,293,596</b>

3. Investment Activity for the trailing 12 months:

	<u><b>Manager</b></u>	<u><b>Interest</b></u>	<u><b>\$ FMV Adjustment</b></u>	<u><b>Total</b></u>
1)	Insight Investment	\$2,373,547	\$1,848,912	\$4,222,459
2)	Oakland County Invest Pool	\$17,628	(\$13,205)	\$4,423
3)	Comerica Cash	\$5,440	N/A	\$5,440
4)	Michigan CLASS	\$142,806	N/A	\$142,806
5)	Michigan CLASS EDGE	\$1,231,375	\$47,712	\$1,279,087
	<b>TOTAL</b>	<b>\$3,770,796</b>	<b>\$1,883,419</b>	<b>\$5,654,215</b>

4. The Average Credit Quality on the portfolio is AAA.

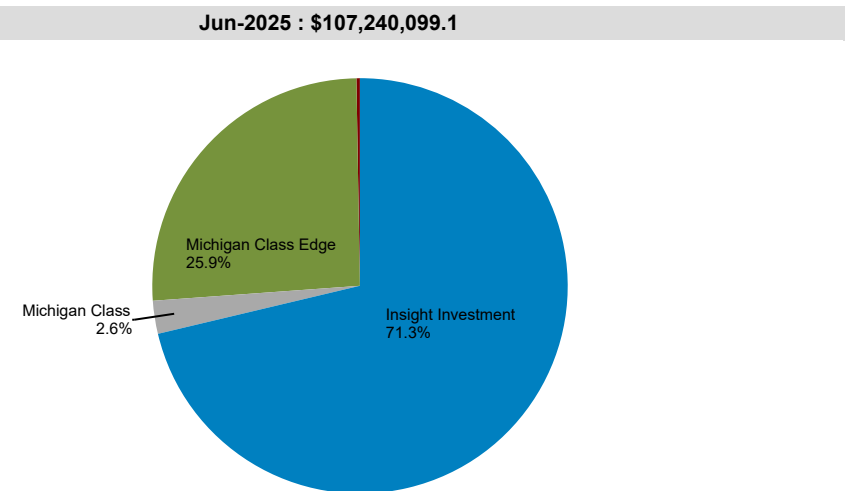
5. General investment guidelines and policies, as well as specific guidelines on safety and liquidity, are being followed.

6. Insight Investment and the Finance Director/Treasurer are earning competitive returns, net-of-fees. The active cash management program is both paying for itself and providing a significantly greater return on investment for the city after more than 15 years. Of note, the professional management of the Cash pools has added \$1,659,441 in additional return since January 2010.

**Summary Report**  
**City of Auburn Hills - Cash Management**  
As of June 30, 2025

	Allocation		Performance(%)									
	Market Value \$	%	QTR Ending Sep-2024	QTR Ending Dec-2024	QTR Ending Mar-2025	QTR Ending Jun-2025	1 YR	2 YR	3 YR	5 YR	Inception	Inception Date
<b>Aggregate Cash Management</b>	<b>107,240,099</b>	<b>100.0</b>	<b>2.57</b>	<b>0.07</b>	<b>1.63</b>	<b>1.22</b>	<b>5.60</b>	<b>5.17</b>	<b>4.07</b>	<b>2.17</b>	<b>1.55</b>	<b>01/01/2010</b>
90 Day U.S. Treasury Bill			1.37	1.17	1.02	1.04	4.68	5.04	4.56	2.76	1.29	
Insight Investment	76,448,826	71.3	3.02	-0.35	1.81	1.28	5.85	5.26	3.79	1.74	1.51	01/01/2010
90 Day U.S. Treasury Bill			1.37	1.17	1.02	1.04	4.68	5.04	4.56	2.76	1.29	
IM U.S. Cash Fixed Income (SA+CF) Median			1.74	1.20	1.21	1.20	5.46	5.65	4.89	2.97	1.75	
Michigan Class	2,757,212	2.6	1.35	1.23	1.13	1.10	4.89	5.21	4.83	2.94	2.50	05/01/2017
Michigan Class Edge	27,743,897	25.9	1.54	1.12	1.20	1.07	5.02	5.25	4.77		4.54	05/01/2022
Oakland County LGIP	-	0.0										
Comerica Govt Cash	290,164	0.3	1.30	1.16	1.09	1.05	4.67	4.72	4.29	2.58	1.96	03/01/2016

	Market Value 01/01/2025	Income	Net Investment Gain/Loss	Net Cash Flow	Market Value 06/30/2025
<b>Aggregate Cash Management</b>	<b>103,964,125</b>	<b>1,918,512</b>	<b>1,079,981</b>	<b>277,482</b>	<b>107,240,099</b>
Insight Investment	74,141,866	1,254,142	1,052,818	-	76,448,826
Michigan Class	2,688,232	68,980	-	-	2,757,212
Michigan Class Edge	27,123,398	593,341	27,158	-	27,743,897
Oakland County LGIP	2	-	5	-7	-
Certificates of Deposit	-	-	-	-	-
Comerica Govt Cash	10,627	2,049	-	277,488	290,164



**Comparative Performance Trailing Returns**  
**City of Auburn Hills - Cash Management**  
As of June 30, 2025

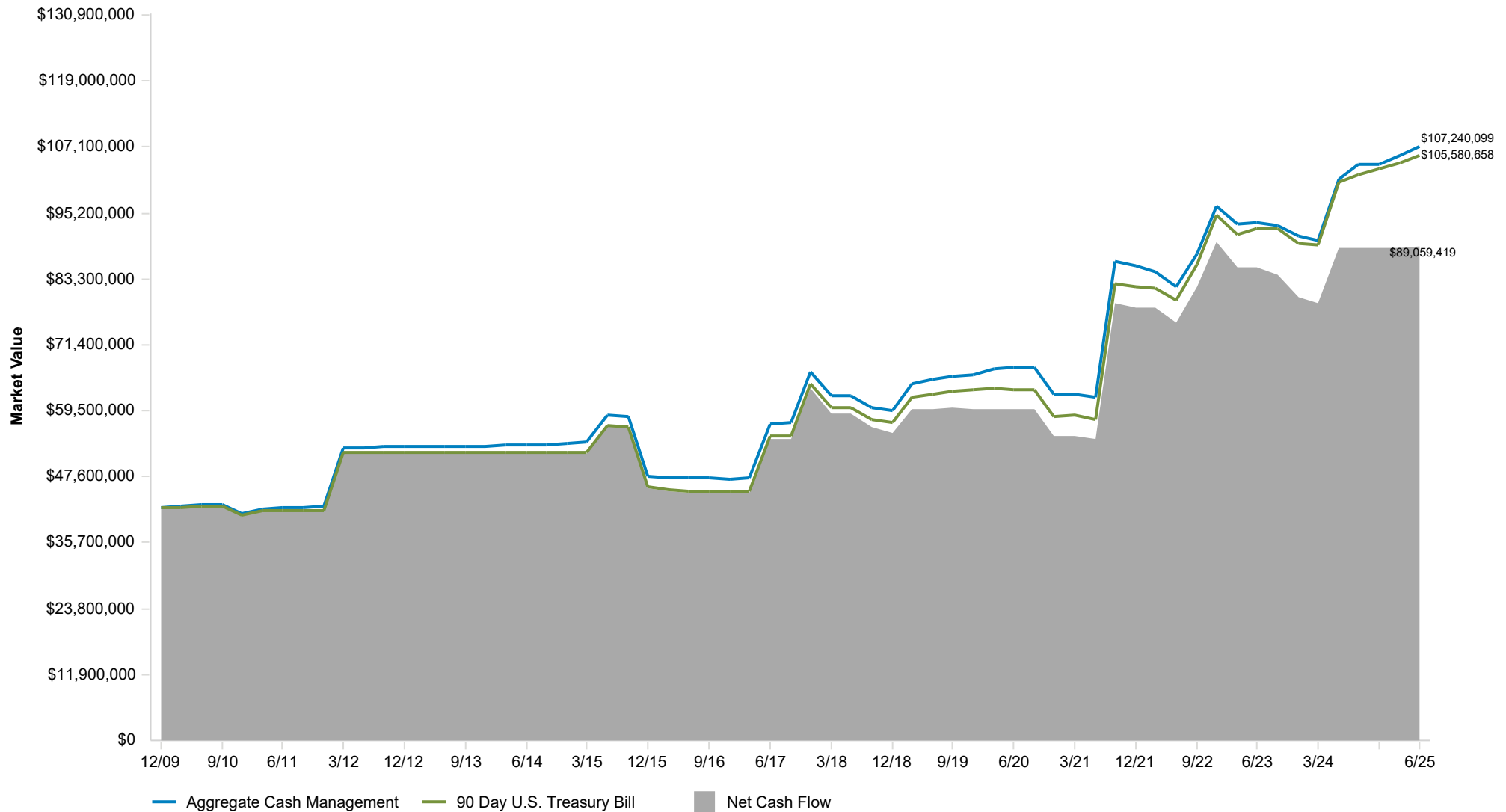
Comparative Performance															
	MTH		QTR		YTD		1 YR		3 YR		5 YR		Inception		Inception Date
<b>Aggregate Cash Management</b>	<b>0.54</b>	<b>(92)</b>	<b>1.22</b>	<b>(74)</b>	<b>2.87</b>	<b>(79)</b>	<b>5.60</b>	<b>(91)</b>	<b>4.07</b>	<b>(26)</b>	<b>2.17</b>	<b>(15)</b>	<b>1.55</b>	<b>(90)</b>	<b>01/01/2010</b>
90 Day U.S. Treasury Bill	0.33	(100)	1.04	(96)	2.07	(100)	4.68	(100)	4.56	(11)	2.76	(4)	1.29	(100)	
Short Government Median	0.72		1.34		3.31		6.16		3.53		1.51		1.96		
 Michigan Class	 0.36	 (98)	 1.10	 (90)	 2.24	 (96)	 4.89	 (99)	 4.83	 (4)	 2.94	 (1)	 2.50	 (11)	 05/01/2017
90 Day U.S. Treasury Bill	0.33	(100)	1.04	(96)	2.07	(100)	4.68	(100)	4.56	(11)	2.76	(4)	2.36	(22)	
Short Government Median	0.72		1.34		3.31		6.16		3.53		1.51		2.09		
 Michigan Class Edge	 0.35	 (99)	 1.07	 (93)	 2.29	 (96)	 5.02	 (99)	 4.77	 (4)	 N/A		 4.54	 (4)	 05/01/2022
90 Day U.S. Treasury Bill	0.33	(100)	1.04	(96)	2.07	(100)	4.68	(100)	4.56	(11)	2.76	(4)	4.34	(6)	
Short Government Median	0.72		1.34		3.31		6.16		3.53		1.51		3.27		
 Comerica Govt Cash	 0.34	 (100)	 1.05	 (95)	 2.15	 (97)	 4.67	 (100)	 4.29	 (12)	 2.58	 (8)	 1.96	 (43)	 03/01/2016
90 Day U.S. Treasury Bill	0.33	(100)	1.04	(96)	2.07	(100)	4.68	(100)	4.56	(11)	2.76	(4)	2.10	(25)	
Short Government Median	0.72		1.34		3.31		6.16		3.53		1.51		1.94		
 Insight Investment	 0.61	 (77)	 1.28	 (61)	 3.11	 (56)	 5.85	 (80)	 3.79	 (44)	 1.74	 (29)	 1.51	 (90)	 01/01/2010
90 Day U.S. Treasury Bill	0.33	(100)	1.04	(96)	2.07	(100)	4.68	(100)	4.56	(11)	2.76	(4)	1.29	(100)	
Short Government Median	0.72		1.34		3.31		6.16		3.53		1.51		1.96		
<b>Insight Investment (Net of Fees)</b>	<b>0.61</b>	<b>(77)</b>	<b>1.28</b>	<b>(61)</b>	<b>3.11</b>	<b>(56)</b>	<b>5.85</b>	<b>(80)</b>	<b>3.75</b>	<b>(44)</b>	<b>1.68</b>	<b>(34)</b>	<b>1.44</b>	<b>(94)</b>	

Returns for periods greater than one year are annualized.  
Returns are expressed as percentages.



**Schedule of Investable Assets**  
**City of Auburn Hills - Cash Management**  
 January 1, 2010 To June 30, 2025

**Schedule of Investable Assets**



**Schedule of Investable Assets**

Periods Ending	Beginning Market Value \$	Net Cash Flow \$	Gain/Loss \$	Ending Market Value \$	%Return
Jan-2010 To Jun-2025	42,139,379	46,920,040	18,180,680	107,240,099	1.55

Mariner Institutional compiled this report for the sole use of the client for which it was prepared. Mariner Institutional is responsible for evaluating the performance results of the Total Fund along with the investment advisors by comparing their performance with indices and other related peer universe data that is deemed appropriate. Mariner Institutional uses the results from this evaluation to make observations and recommendations to the client. Mariner Institutional uses time-weighted calculations which are founded on standards recommended by the CFA Institute. The calculations and values shown are based on information that is received from custodians. Mariner Institutional analyzes transactions as indicated on the custodian statements and reviews the custodial market values of the portfolio. As a result, this provides Mariner Institutional with a reasonable basis that the investment information presented is free from material misstatement. This methodology of evaluating and measuring performance provides Mariner Institutional with a practical foundation for our observations and recommendations. Nothing came to our attention that would cause Mariner Institutional to believe that the information presented is significantly misstated.

This performance report is based on data obtained by the client's custodian(s), investment fund administrator, or other sources believed to be reliable. While these sources are believed to be reliable, the data providers are responsible for the accuracy and completeness of their statements. Clients are encouraged to compare the records of their custodian(s) to ensure this report fairly and accurately reflects their various asset positions.

The strategies listed may not be suitable for all investors. We believe the information provided here is reliable, but do not warrant or guarantee its accuracy or completeness. Past performance is not an indication of future performance. Any information contained in this report is for informational purposes only and should not be construed to be an offer to buy or sell any securities or any investment advisory services.

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**\*IMPORTANT DISCLOSURE INFORMATION RE COALITION GREENWICH BEST INVESTMENT CONSULTANT AWARD (formerly known as the Greenwich Quality Leader Award):**

The awards are not indicative of any future performance. The awards or any other rankings and/or recognition by unaffiliated rating services and/or publications should not be construed as a guarantee that a client will experience a certain level of results or satisfaction, nor should it be construed as a current or past endorsement by any of our clients. No fee was paid to participate in this award survey.

The 2024-25 award was issued in February 2025, based on data from February to September of 2024. The 2023 award was issued in April 2024, based on data from Feb to November of 2023. The 2022 award was issued in April 2023, based on data from Feb to November of 2022. The 2021 award was issued in April of 2022, based on data from July to October 2021. Data was collected via interviews conducted by Coalition Greenwich. The 2024 and 2023 awards were issued to Mariner Institutional (formerly AndCo Consulting). The 2021 and 2022 awards were issued to AndCo, prior to becoming Mariner Institutional. The methodology: For the 2024-25 Coalition Greenwich Best Investment Consultant Award for Overall U.S. Investment Consulting – Midsize Consultants – Between February and September 2024, Crisil Coalition Greenwich conducted interviews with 699 individuals from 563 of the largest tax-exempt funds in the United States. For the 2023 Greenwich Best Investment Consultant Award for Overall U.S. Investment Consulting – Midsize Consultants – Between February and November 2023, Coalition Greenwich conducted interviews with 708 individuals from 575 of the largest tax-exempt funds in the United States. For the 2022 Greenwich Best Investment Consultant Award for Overall U.S. Investment Consulting – Midsize Consultants – Between February and November 2022, Coalition Greenwich conducted interviews with 727 individuals from 590 of the largest tax-exempt funds in the United States. For the 2021 Greenwich Best Investment Consultant Award – Overall U.S. Investment Consulting – Midsize Consultants – Between July and October 2021, Coalition Greenwich conducted interviews with 811 individuals from 661 of the largest tax-exempt funds in the United States. These U.S.-based institutional investors are corporate, public, union, and endowment and foundation funds with either pension or investment pool assets greater than \$150 million. Study participants were asked to provide quantitative and qualitative evaluations of their asset management and investment consulting providers, including qualitative assessments of those firms soliciting their business and detailed information on important market trends.



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: AUGUST 4, 2025

AGENDA ITEM NO 7D

FINANCE/TREASURER

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Mallory Jones, Deputy Treasurer  
**Submitted:** July 28, 2025  
**Subject:** Motion – To adopt the Abandoned Property for Accelerated Forfeiture Act Public Act 132 of 1999

### INTRODUCTION AND HISTORY

The annual Accelerated Tax Foreclosure Process allows for property with delinquent taxes and certified abandoned by the local governing body to enter an accelerated foreclosure process in which the Oakland County Treasurer's Office can foreclose on the property one year earlier than the three-year foreclosure process. Properties that are abandoned and neglected can become a liability of the community as they progress through the state-mandated three-year foreclosure process. The accelerated foreclosure process can only be initiated if the City of Auburn Hills adopts an annual resolution by October 1 of the current year. Adoption of a "declaration of accelerated forfeiture of abandoned property" resolution does not bind the City of Auburn Hills to any action; rather it simply reserves the right to pursue accelerated foreclosure on a property deemed abandoned if so chosen. The City Council previously adopted this resolution in August 2024.

### STAFF RECOMMENDATION

It is recommended that City Council approve the attached annual resolution allowing the City to participate in the Accelerated Tax Foreclosure Process to be able to have the option to deem a property abandoned and expedite the foreclosure process one year earlier. This will help to reduce the liability of abandoned homes and blight problems within the City.

### MOTION

**Move to adopt the attached resolution allowing the City to participate in the Accelerated Tax Foreclosure Process.**

I CONCUR:

BRANDON SKOPEK, ASSISTANT CITY MANAGER



**RESOLUTION  
FOR THE CERTIFICATION OF ABANDONED PROPERTY  
FOR ACCELERATED FORFEITURE ACT (PUBLIC ACT 132 OF 1999)**

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 4<sup>th</sup> day of August, 2025, the following resolution was offered by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_:

**WHEREAS,** the governing body City of Auburn Hills determines that parcels of abandoned tax delinquent property exists;

**WHEREAS,** abandoned tax delinquent property contributes to crime, blight, and decay within the City of Auburn Hills;

**WHEREAS,** the certification of tax delinquent abandoned property as Certified Abandoned Property will result in the accelerated forfeiture and foreclosure of certified property under the General Property Tax Act and return abandoned property to productive use more rapidly, thereby reducing crime, blight, and decay within the City of Auburn Hills.

**NOW, THEREFORE BE IT RESOLVED** that the Auburn Hills City Council hereby notifies residents and owners of property within the City of Auburn Hills that abandoned tax delinquent property will be identified and inspected and may be certified as Certified Abandoned Property under the certification of the Foreclosure under the General Property Tax Act.

AYES:

NAYES:

ABSENT:

ABSTENTIONS:

RESOLUTION \_\_\_\_\_

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 4<sup>th</sup> day of August, 2025.

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

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



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

**MEETING DATE: AUGUST 4, 2025**

**AGENDA ITEM NO 7E  
CITY MANAGER'S OFFICE**

**To: Mayor and City Council**  
**From: Thomas A. Tanghe, City Manager; Andrew Hagge, Assistant to the City Manager**  
**Submitted: July 29, 2025**  
**Subject: Motion – to receive and file the Salary Resolution and Benefits Resolution recommended by the Elected Officials Compensation Commission**

## **INTRODUCTION AND HISTORY**

The Elected Officials Compensation Commission (EOCC) meets every two years to set the salary and benefits for the Mayor and City Council Members, effective with the upcoming election in November.

Section 2-162 of the City Code states “The elected officials compensation commission shall determine the salary and benefits of each elected official. The determination shall be the salary and benefits unless the city council, by resolution adopted by two-thirds of the members elected to and serving on the city council, rejects it. The determination of the commission shall be effective 30 days following its filing with the city clerk unless rejected by the city council. If the determination is rejected, the existing salary and benefits shall prevail. The expense allowance or reimbursement paid to elected officials, in addition to salary and benefits, shall be for expenses incurred in the course of city business and accounted for to the city.”

After reviewing data from other municipalities in Oakland County, the EOCC determined that the salary for the years 2025 – 2027 would remain unchanged. The salary of the Mayor shall remain at \$10,800 and the salary of Councilmembers shall remain at \$8,105. Additionally, the EOCC determined that the benefit provisions should remain the same for those eligible to receive them.

If the City Council takes no action on the resolutions, they are approved going forward or you may do so with a motion to receive and file.

## **STAFF RECOMMENDATION**

The recommendation is to receive and file the Salary Resolution and the Benefits Resolution as passed by the Elected Officials Compensation Commission.

## **MOTION**

**Move to receive and file the Salary Resolution and Benefits Resolution as recommended by the Elected Officials Compensation Commission on July 28, 2025.**

**I CONCUR:**

**BRANDON SKOPEK, ASSISTANT CITY MANAGER**



## **ELECTED OFFICIALS COMPENSATION COMMISSION**

### **2025 BENEFITS RESOLUTION FOR ELECTED OFFICIALS Auburn Hills Elected Officials Compensation Commission**

At a duly called meeting of the Elected Officials Compensation Commission of the City of Auburn Hills, Oakland County, Michigan, held in the Administrative Conference Room at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 on July 28, 2025 at 6:00 PM, the Auburn Hills Elected Officials Compensation Commission reviewed the benefits of the Mayor, Mayor Pro Tem and the City Council Members of the City of Auburn Hills.

The following resolution was offered by Commission Member Walker and seconded by Commission Member Thomas:

**WHEREAS**, the Auburn Hills Elected Officials Compensation Commission has discussed the existing benefits of the Elected Officials of Auburn Hills, and upon completion of such discussion, the Commission has hereby determined that benefits of prior elected officials, officials elected, re-elected or continuing to serve in office following the November, 2025 Election shall continue to be modified per the resolution in July, 2015.

- Effective November 3, 2015, for Officials elected on or after November 2, 1999 and who elect to purchase health care, such benefits shall be equal to those levels of the Non-Union employees of the City and shall be modified at the same time as they are modified for Non-Union employees without action by the Compensation Commission.
- Effective November 3, 2015, any current serving Official not receiving medical benefits for which they are eligible and who wishes to elect them may do so at current benefit levels of the Non-Union employees and shall continue to receive them equal to those levels of the Non-Union employees of the City and shall be modified at the same time as they are modified for Non-Union employees without action by the Compensation Commission.
- Effective November 3, 2015, retired Officials elected prior to November 2, 1999 and receiving medical benefits for which they are eligible, shall continue to receive them equal to those levels of the Non-Union employees of the City and shall be modified at the same time as they are modified for Non-Union employees without action by the Compensation Commission.
- Effective November 5, 2019, Elected Officials elected prior to November 3, 2015 and who continue to serve and are eligible for the employee 401K contribution, may elect to have that contribution redirected to a 457 deferred compensation plan.






**THEREFORE, IT IS HEREBY RESOLVED**, that the Commission's determination of benefits for Elected Officials of the City of Auburn Hills shall be as stated above.

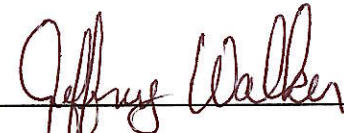
AYES: 4 ( Casey, Klemanski, Thomas, Walker)

NAYES: None

ABSENT: 2 (Moniz, Westover)

**COMPENSATION COMMISSION MEMBERS**

  
\_\_\_\_\_  
Patrick Casey

  
\_\_\_\_\_  
Jeffrey Walker

  
\_\_\_\_\_  
John Klemanski

\_\_\_\_\_  
ABSENT  
Ron Moniz

\_\_\_\_\_  
ABSENT  
Clinton Westover

  
\_\_\_\_\_  
Sonya Thomas



## **ELECTED OFFICIAL COMPENSATION COMMISSION**

### **2025 SALARY RESOLUTION FOR ELECTED OFFICIALS Auburn Hills Elected Officials Compensation Commission**

At a duly called meeting of the Elected Officials Compensation Commission of the City of Auburn Hills, Oakland County, Michigan, held in the Administrative Conference Room at 1827 North Squirrel Road, Auburn Hills, Michigan 48326 on July 28, 2025 at 6:00 PM,

The following resolution was offered by Commission Member Casey and seconded by Commission Member Walker:

**WHEREAS**, the Auburn Hills Elected Officials Compensation Commission has reviewed the salary of the Mayor, the Mayor Pro Tem and the City Council Members of the City of Auburn Hills as established by this Commission in 2005 and continued in 2007, 2009, 2011, 2013, 2015, 2017, 2019, 2021 and 2023;

**WHEREAS**, upon said review of the existing salaries and comparable data for local elected officials in Oakland County, the Auburn Hills Elected Officials Compensation Commission hereby determines that the salaries of officials elected to, re-elected to or continuing to serve in office following the November 2025 Election, shall be unchanged, effective following that date:

**THEREFORE, IT IS HEREBY RESOLVED, that:**

- The Mayor of the City of Auburn Hills, so sworn following the November 2025 Election, shall receive an annual salary of \$10,800.
- The Mayor Pro Tem and City Council Members of the City of Auburn Hills, so sworn following the November 2025 Election, shall receive an annual salary of \$8,105.

The Commission's determination of salary for Elected Officials of the City of Auburn Hills shall be effective as stated herein, unless rejected by a two-thirds vote of City Council within thirty (30) days from the date this resolution is filed with the City Clerk.

**THEREFORE, IT IS HEREBY RESOLVED**, that the Commission's determination of salary for Elected Officials of the City of Auburn Hills shall be as stated above.

AYES: 4 ( Casey, Klemanski, Thomas, Walker)

NAYES: None

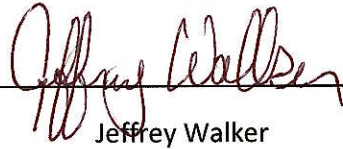
ABSENT: 2 (Moniz, Westover)



**COMPENSATION COMMISSION MEMBERS**



Patrick Casey



Jeffrey Walker



John Klemanski

ABSENT

Ron Moniz

ABSENT

Clinton Westover



Sonya Thomas



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: AUGUST 4, 2025

AGENDA ITEM NO 7F  
CITY MANAGER'S OFFICE

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Andrew Hagge, Assistant to the City Manager  
**Submitted:** July 29, 2025  
**Subject:** Motion – to Designate Andrew Hagge, Assistant to the City Manager, as the official representative for the City of Auburn Hills to cast the vote at the annual meeting of the Michigan Municipal League on September 17, 2025

## INTRODUCTION AND HISTORY

The Michigan Municipal League (MML) is the premier statewide association representing more than 500 full-service cities, villages, and townships (CVTs). Its services include professional development, executive recruitment, and risk mitigation. The MML also provides legislative advocacy for CVTs in Lansing and DC. The MML's Annual Meeting is scheduled for 4:30 PM on September 17<sup>th</sup>, which is when the Election of Trustees will take place. Meeting attendees will elect five members to the Board of Trustees for terms of four years each.

Additionally, MML requires that "by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting." Andrew Hagge has a history of working alongside MML, and will make for an appropriate representative to cast the vote on behalf of the City of Auburn Hills.

## STAFF RECOMMENDATION

City staff recommend Andrew Hagge to be designated as the official representative for the City of Auburn Hills at the MML Annual Meeting on September 17, 2025.

## MOTION

Move to designate Andrew Hagge, Assistant to the City Manager, as the official representative for the City of Auburn Hills to cast the vote at the Annual Meeting of the Michigan Municipal League on September 17, 2025.

I CONCUR:

BRANDON SKOPEK, ASSISTANT CITY MANAGER



# CITY OF AUBURN HILLS

## CITY COUNCIL AGENDA

MEETING DATE: JULY 25, 2025

AGENDA ITEM NO 9A

CITY CLERK'S OFFICE

**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Laura M. Pierce, City Clerk  
**Submitted:** July 25, 2025  
**Subject:** Motion – To change the dates of the November and December City Council meetings.

### INTRODUCTION AND HISTORY

City Council meetings are held on the first and third Monday of the month unless those dates conflict with a holiday or an election. When the 2025 City Council meeting schedule was approved, the November Council meetings were changed to the second and fourth Monday due to the City election.

The Charter states that “Each councilperson shall hold office for their elected term from the Monday of the next regular city council meeting following the city election at which they were elected, provided that under no circumstances shall any current councilperson’s term be shortened or lengthened.” With the current meeting schedule, this would make November 10<sup>th</sup> the day that the elected Council Members take office.

Unfortunately, there is a conflict with November 10<sup>th</sup> date. Due to changes in election law, City Clerks are required to accept military ballots six days after the election (as long as they are postmarked on or before election day). The County Canvassing Board cannot begin the canvass of the election until after this deadline, which is November 10<sup>th</sup>. If the Council meeting is held that day, the election results will not be certified. Therefore, the November 10<sup>th</sup> meeting needs to be changed to allow time for the Canvassing Board to certify the election before the elected City Council Members take office.

There is currently a bill that has been proposed to change the date when elected officials take office to December 1<sup>st</sup>. It seemed to be moving through the process earlier in the year, however Oakland County just informed staff that it is not likely to be passed before the election.

### STAFF RECOMMENDATION

Staff recommends moving the November 10<sup>th</sup> Council meeting to November 17<sup>th</sup>. Due to December having five Mondays, staff also recommends moving the December 1<sup>st</sup> meeting to December 8<sup>th</sup> to avoid holding three back-to-back meetings.

With this change, November 17<sup>th</sup> would be the new date that the elected Council Members would take office.

### MOTION

**Move to change the November 10<sup>th</sup> City Council meeting to November 17<sup>th</sup> and to change the December 1<sup>st</sup> City Council meeting to December 8<sup>th</sup>.**

I CONCUR:

BRANDON SKOPEK, ASSISTANT CITY MANAGER

WinCalendar						
November 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

WinCalendar						
December 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	City Council Meeting - Existing Meeting
	City Council Meeting - Proposed Meeting
	Election Day
	City Hall Closed

## Oakland University's hoops teams enjoying benefits of newly opened practice facility



Players casually shoot the ball after the completion of Thursday afternoon's practice at Oakland University's newly renovated practice facility on the school's West Campus in Auburn Hills. (BRYAN EVERSON – MediaNews Group)

By Bryan Everson | [beverson@medianewsgroup.com](mailto:beverson@medianewsgroup.com)

UPDATED: July 25, 2025 at 9:22 AM EDT

AUBURN HILLS – Oakland University's men's and women's basketball teams are finally enjoying the fruits of a practice facility that has been in the works for several years and now provides benefits that have been desired for far longer than that.

"Forty-two years without a film room," OU men's basketball head coach Greg Kampe said after the completion of Thursday morning's practice session with players. "That's like going to surgery without a scalpel.

"We don't have to look at iPads (for film) anymore."

The new film room, with enough comfortable seats to accommodate a full roster line, is located upstairs at the end of the hallway within the coaches' offices and easily accessible and interconnected to other parts of the facility. The players began breaking it in with the start of summer practices at the end of June.

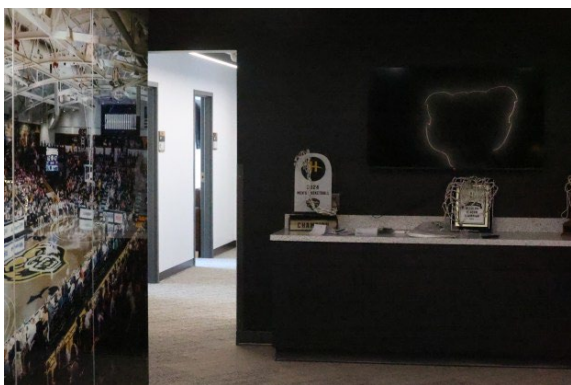
Plans to renovate the building on OU's West Campus were formally approved by the board of trustees and announced in Sept. 2023, with an estimated \$5 million funding for the project coming from existing university reserves.

At the time, OU athletic director Steve Waterfield cited in-state competitors like Central Michigan as institutions that had such spaces, and while NIL money has become the definitive hook for recruits, up-to-par facilities at Oakland in this regard have been sorely needed.

For example, there are several periods throughout the course of the year where the O'rena is simply inaccessible to teams, like the week of graduation. That means having to go to practice somewhere like Rochester High School or Rochester Christian University. There's another more extended period that has created the same issue in April and May.

"We never kept our players here in summer," Kampe said. "(Primarily) because we had nowhere to work out. Now, we can keep them here. There's two summer (class sessions) ... The more you can keep them under your arm, the better."

Although the completed sections of the renovation are now being used, there are some areas that are yet to be completed. The training room is fully functional, but the lifting and rehab areas have yet to be done. But Kampe remains amazed at how the improvements have turned out so far and said others have shared those sentiments, even if the roster turnover that has become a commonality in college hoops means few of the players on this year's roster probably have a reference point to the old digs, which now are freed up for other programs like volleyball.



The finishing touches of decoration are still being made within the coaches' offices at Oakland University's new basketball practice facility in Auburn Hills. (BRYAN EVERSON - MediaNews Group)

"I think there was a lot of skepticism because it's an old building that was going to be refinished, but if you walked through before it was, they'd say no was this was going to work," Kampe said. "And now, the actual playing court area here is as good as Michigan State or Michigan. I'd never have thought that would happen before they started the renovation. When they saw it, like me, it was like, 'holy crap.' It turned out good."

Kampe said the one downside to it is no longer having an office in the heart of main campus.

"I spent 42 years walking around seeing everyone. You walk over to the student union, and when you see people, it's not (talking to them) about sports or basketball, it's about Oakland, or life. Right now, we're here by ourselves. That I miss, the interaction. I've got to get used to that. But we've got (the players') attention here, we have a study room, we've got them under thumb."

Kampe said that during the season, he plans to remain practicing at least once a week at the O'rena. "When you've got a home-court advantage, you want to keep it. We'll see how that (frequency) plays out."

Originally Published: July 24, 2025 at 12:05 PM EDT

## Lions add Avondale grad, former Saginaw Valley State standout



Detroit Lions cornerbacks Terrion Arnold, right, and Nick Whiteside warm up during an NFL football practice Monday, July 28, 2025, in Allen Park, Mich. An Auburn Hills Avondale and Saginaw Valley State product, Whiteside signed with the Lions Monday. (RYAN SUN — AP Photo)

By Richard Silva | Detroit News

UPDATED: July 29, 2025 at 10:46 AM EDT

**ALLEN PARK** — The Detroit Lions are back to having a full roster.

Nick Whiteside, a cornerback out of Saginaw Valley State and Auburn Hills Avondale, has been signed, the team announced Monday. Whiteside fills the role previously held by Stantley Thomas-Oliver, who was waived Sunday with an injury waiver. Thomas-Oliver began training camp on the non-football injury list and was activated Thursday, but he left Saturday's practice with a hamstring injury.

Whiteside, 25, went undrafted after posting 131 tackles and 12 interceptions over four seasons at Saginaw Valley State, earning Division II All-American honors multiple times. He signed with the Washington Commanders in 2023 and spent most of the season on their practice squad, though he appeared in Weeks 17 and 18.

Whiteside was released by the Commanders in August 2024. He signed with the UFL's St. Louis Battlehawks in December and played in 10 games. He's credited with four pass breakups and a fumble recovery last season.

During a one-on-one drill in the red zone Monday, Whiteside logged an interception.

### Behind the scenes

The Lions have made a series of moves related to their player personnel and football operations staffs.

On the player personnel side, the following were tabbed in new roles: Don Corzine (director, scouting operations/special assistant to the general manager), Michael Pelfrey (manager of scouting advancement), Austin White (personnel assistant), Brianna Howard (personnel assistant), Brandon Crank (scouting assistant) and Evan Ford (Nunn Wooten Scouting Fellow).

For football operations, the changes were as follows: Jessica Gray (senior director of player engagement), Caio Brighenti (director, football information), Scott Nealon (director of performance nutrition), Paul Ibrahim (lead decision science analyst, football information), Haley English (lead advance scouting analyst, football information), Brandon Harlin (player engagement coordinator) and Lauren Crawford (team operations assistant).

Originally Published: July 28, 2025 at 10:25 PM EDT

# Man accused of groping woman on Auburn Hills trail charged



Ian M. Johnson (Auburn Hills Police Department)

By The Detroit News

UPDATED: July 20, 2025 at 9:29 AM EDT

By Charles E. Ramirez, The Detroit News

An Auburn Hills man accused of groping a woman on a hiking trail last month has been charged with criminal sexual conduct, officials said.

Ian Matthew Johnson, 20, was arraigned Thursday in 52-3 District Court in Auburn Hills, police said. He is charged with fourth-degree criminal sexual conduct.

A magistrate set Johnson's bond at \$7,500 and scheduled his next court hearing for July 31, according to authorities. The court also ordered Johnson to wear a GPS tether when released and banned him from the Clinton River Trail.

Fourth-degree criminal sexual conduct is a misdemeanor. If convicted, the defendant faces up to 2 years in jail, a fine up to \$500, and mandatory sex offender registration.

Court records did not list an attorney for Johnson on Friday.

Authorities allege Johnson groped a woman while walking on the Clinton River Trail east of Interstate 75 at about 4:15 p.m. on June 16. The victim called the police at about 5:45 p.m. to report the incident.

Auburn Hills police officers went to the area on the trail but were unable to locate anyone matching the suspect's description, investigators said.

Last week, a woman called police to report that a suspicious male had been following her on the trail near Avondale High School, officials said. Her description closely matched the suspect from the June 16 incident, detectives said.

Police searched the area and obtained security camera footage. Investigators used a partial license plate number of a distinctive vehicle captured by the cameras to track the car to an apartment complex south of the trail and develop a suspect.

They said detectives showed both female victims a photo array of potential suspects, and both identified the same one.

On Tuesday, the county prosecutor's office authorized an arrest warrant for the suspect. Detectives also obtained a search warrant for his home.

Police said they executed the warrants on Wednesday.

Anyone with information about the two incidents or the suspect should call the Auburn Hills Police Department at (248) 370-9460.

"Thanks to reports from the victims, police were able to identify this defendant and make sure he won't harass anyone else," Oakland County Prosecutor Karen McDonald said in a statement. "We suspect these weren't isolated incidents. If you think this person accosted you, contact your local police. Together, we can make our parks and trails safe for everyone."



This month, a man was accused of groping a minor on a flight to Detroit Metro Airport, according to federal court records.

Last month, a former Macomb County teacher pleaded no contest to sexually assaulting a 15-year-old girl last year. Federal investigators alleged he also groped the girl while teaching her how to fly a small airplane. He is scheduled to be sentenced on July 24.

In May, a man who groped a teen girl at the Lake St. Clair Metropark was charged in a Clinton Township district court. His next court hearing, a probable cause conference, is scheduled for Aug. 4.

Originally Published: July 20, 2025 at 9:21 AM EDT