



## **BOARD OF DIRECTORS MEETING**

August 12, 2025

4:00 P.M.

Fieldstone Golf Club Board Room • 1984 Taylor Road, Auburn Hills, MI  
Minutes of the TIFA Board Meeting will be on file in the City Clerk's Office • 248-370-9402

### **MEETING CALLED TO ORDER**

#### **1) ROLL CALL**

#### **2) PERSONS WISHING TO BE HEARD**

#### **3) APPROVAL OF MINUTES**

- a) TIFA Regular Meeting Minutes – July 8, 2025

#### **4) CONSENT AGENDA**

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

- a) FY 2025 Adopted Budget and YTD Summary – July 31, 2025

#### **5) UNFINISHED BUSINESS**

#### **6) NEW BUSINESS**

- a) Purchase of Digital Radar Speed Signs – Budget Amendment
- b) Community Center Retractable Wall Replacement
- c) Public Square Construction – Budget Amendment
- d) The DEN Rehabilitation – Budget Amendment

#### **7) CORRESPONDENCE & PRESENTATIONS**

- a) 2026 – 2030 Budget Presentation

#### **8) EXECUTIVE DIRECTOR REPORT**

#### **9) BOARD MEMBER COMMENTS**

#### **10) ADJOURNMENT**

**Next Meeting is Scheduled for September 9, 2025 at 4:00 p.m.**



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: AUGUST 4, 2025

AGENDA ITEM NO \_\_\_\_\_

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



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

FROM: Andrew Hagge, Assistant to the City Manager, TIFA Executive Director;

DATE: August 4, 2025

SUBJECT: FY 2025 Adopted Budget and YTD Summary – July 31, 2025

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#### **STATEMENT OF NET POSITION**

##### **TIF-A**

- \$2.2 million cash
- \$1.3 million invested
  - \$313,894 – Cutwater
  - \$609,369 – MiClass
  - \$468,703 – MiClass Edge

##### **TIF-B**

- \$5.3 million cash
- \$12.1 million invested
  - \$8.7 million – Cutwater
  - \$3.4 million – MiClass Edge
  - \$80 - MiClass

##### **TIF-D**

- \$3.7 million cash
- \$1.5 million invested
  - \$1.5 million – Cutwater
  - \$576 – MiClass

#### **TIFA 85-A STATEMENT OF REVENUES AND EXPENDITURES**

- Approximately 62% of budgeted revenues have been received for TIF-A in fiscal year 2025.

Property Taxes:	\$759,613
Building Rental:	\$47,558
Interest:	\$65,067
EV Charging Fees:	\$2,252
Contributions/Donations	\$100
	<hr/>
	<b>\$874,590</b>
- Approximately 54% of budgeted expenditures have been utilized for fiscal year 2025.

#### **TIFA 85-B STATEMENT OF REVENUES AND EXPENDITURES**

- Approximately 63% of budgeted revenues have been received for TIF-B in fiscal year 2025.

Property Taxes:	\$1,095,387
Interest:	\$399,449
	<hr/>
	<b>\$1,494,836</b>
- Approximately 9% of budgeted expenditures have been utilized for fiscal year 2025.

#### **TIFA 86-D STATEMENT OF REVENUES AND EXPENDITURES**

- Approximately 41% of budgeted revenues have been received for TIF-D in fiscal year 2025.

Property Taxes:	\$345,207
Interest:	\$94,817
EV Charging Fees:	\$1,052
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	<b>\$441,077</b>
- Approximately 18% of budgeted expenditures have been utilized for fiscal year 2025.

**An appropriate motion is:**

**Move to receive and file the TIFA Financial Report for period ending July 31, 2025.**

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 07/31/2025

GL Number	Description	YTD Balance 07/31/2025
<b>Fund: 251 TIFA A</b>		
<b>*** Assets ***</b>		
251-000-001.000	CASH	2,205,440.11
251-000-017.002	INVESTMENT MANAGER - CUTWATER	313,893.52
251-000-017.004	CASH - MICLASS	609,369.21
251-000-017.005	CASH - MICLASS EDGE	468,703.49
251-000-019.000	TAXES RECEIVABLE	1,063,163.42
251-000-040.000	ACCOUNTS RECEIVABLE	0.80
251-000-062.000	Lease Receivable	85,269.00
251-000-084.703	DUE FROM TRUST AND AGENCY	365.88
251-000-130.000	LAND	6,336,254.47
251-000-132.000	LAND IMPROVEMENTS	5,523,510.43
251-000-133.000	ACCUM DEPREC-LAND & IMPROV	(2,734,101.10)
251-000-136.000	BLDGS, BLDG ADDITIONS AND	6,409,122.17
251-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(1,807,960.75)
251-000-146.000	OFFICE EQUIPMENT AND FURN	164,753.78
251-000-147.000	ACC. DEPR. - OFFICE EQUIP	(164,754.07)
251-000-159.000	MACHINERY & EQUIPMENT	167,877.38
251-000-160.000	ACCUM DEPREC-MACH & EQUIP	(115,993.32)
251-000-163.000	ROADS & INFRASTRUCTURE	17,713,486.23
251-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(10,118,433.48)
<b>Total Assets</b>		<b>26,119,967.17</b>
<b>*** Liabilities ***</b>		
251-000-275.000	DUE TO TAXPAYERS	636.91
251-000-339.000	UNEARNED (DEFERRE) REVENUE	1,077,219.31
251-000-360.001	Deferred Inflow of Resources	85,269.00
<b>Total Liabilities</b>		<b>1,163,125.22</b>
<b>*** Fund Equity ***</b>		
251-000-390.000	FUND BALANCE	24,835,511.87
<b>Total Fund Equity</b>		<b>24,835,511.87</b>
<b>Total Fund 251:</b>		
<b>TOTAL ASSETS</b>		<b>26,119,967.17</b>
<b>BEG. FUND BALANCE</b>		<b>24,835,511.87</b>
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		<b>121,330.08</b>
<b>= ENDING FUND BALANCE</b>		<b>24,956,841.95</b>
<b>+ LIABILITIES</b>		<b>1,163,125.22</b>
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<b>26,119,967.17</b>

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 07/31/2025

GL Number	Description	YTD Balance 07/31/2025
<b>Fund: 252 TIFA B</b>		
<b>*** Assets ***</b>		
252-000-001.000	CASH	5,382,765.54
252-000-017.002	INVESTMENT MANAGER - CUTWATER	8,720,713.52
252-000-017.004	CASH - MICLASS	80.74
252-000-017.005	CASH - MICLASS EDGE	3,397,189.92
252-000-019.000	TAXES RECEIVABLE	1,603,969.97
252-000-084.703	DUE FROM TRUST AND AGENCY	24,872.13
252-000-132.000	LAND IMPROVEMENTS	1,415,205.92
252-000-133.000	ACCUM DEPREC-LAND & IMPROV	(1,129,076.26)
252-000-159.000	MACHINERY & EQUIPMENT	34,200.00
252-000-160.000	ACCUM DEPREC-MACH & EQUIP	(20,520.00)
252-000-163.000	ROADS & INFRASTRUCTURE	9,772,855.05
252-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(3,584,609.29)
<b>Total Assets</b>		<b>25,617,647.24</b>
<b>*** Liabilities ***</b>		
252-000-275.000	DUE TO TAXPAYERS	(44,206.64)
252-000-339.000	UNEARNED (DEFERRE) REVENUE	1,747,562.74
<b>Total Liabilities</b>		<b>1,703,356.10</b>
<b>*** Fund Equity ***</b>		
252-000-390.000	FUND BALANCE	22,957,845.15
<b>Total Fund Equity</b>		<b>22,957,845.15</b>
<b>Total Fund 252:</b>		
<b>TOTAL ASSETS</b>		<b>25,617,647.24</b>
<b>BEG. FUND BALANCE</b>		<b>22,957,845.15</b>
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		<b>956,445.99</b>
<b>= ENDING FUND BALANCE</b>		<b>23,914,291.14</b>
<b>+ LIABILITIES</b>		<b>1,703,356.10</b>
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<b>25,617,647.24</b>

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 07/31/2025

GL Number	Description	YTD Balance 07/31/2025
<b>Fund: 253 TIFA D</b>		
<b>*** Assets ***</b>		
253-000-001.000	CASH	3,719,352.54
253-000-017.002	INVESTMENT MANAGER - CUTWATER	1,504,375.83
253-000-017.004	CASH - MICLASS	575.59
253-000-019.000	TAXES RECEIVABLE	291,185.30
253-000-084.703	DUE FROM TRUST AND AGENCY	730.42
253-000-130.000	LAND	2,017,211.00
253-000-132.000	LAND IMPROVEMENTS	3,726,962.87
253-000-133.000	ACCUM DEPREC-LAND & IMPROV	(1,543,314.80)
253-000-136.000	BLDGS, BLDG ADDITIONS AND	20,940,615.53
253-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(10,497,535.98)
253-000-146.000	OFFICE EQUIPMENT AND FURN	25,794.03
253-000-147.000	ACC. DEPR. - OFFICE EQUIP	(15,475.74)
253-000-158.000	CONSTRUCTION-IN-PROGRESS	68,829.17
253-000-159.000	MACHINERY & EQUIPMENT	42,919.48
253-000-160.000	ACCUM DEPREC-MACH & EQUIP	(38,886.21)
253-000-163.000	ROADS & INFRASTRUCTURE	8,984,067.60
253-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(2,975,684.59)
<b>Total Assets</b>		<b>26,251,722.04</b>
<b>*** Liabilities ***</b>		
253-000-275.000	DUE TO TAXPAYERS	18,992.83
253-000-339.000	UNEARNED (DEFERRE) REVENUE	291,185.30
<b>Total Liabilities</b>		<b>310,178.13</b>
<b>*** Fund Equity ***</b>		
253-000-390.000	FUND BALANCE	25,791,591.90
<b>Total Fund Equity</b>		<b>25,791,591.90</b>
<b>Total Fund 253:</b>		
<b>TOTAL ASSETS</b>		<b>26,251,722.04</b>
<b>BEG. FUND BALANCE</b>		<b>25,791,591.90</b>
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		<b>149,952.01</b>
<b>= ENDING FUND BALANCE</b>		<b>25,941,543.91</b>
<b>+ LIABILITIES</b>		<b>310,178.13</b>
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<b>26,251,722.04</b>

# REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 07/31/2025

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

GL Number	Description	2025 Amended Budget	YTD Balance 07/31/2025	Activity For 07/31/2025	Available Balance 07/31/2025	% Bdg't Used
<b>Fund: 251 TIFA A</b>						
<b>Account Category: Revenues</b>						
<b>Department: 735 TIFA A</b>						
251-735-402.000	AD VALOREM	1,144,736.00	759,612.85	6,741.24	385,123.15	66.36
251-735-412.000	DELINQUENT PERSONAL PROPERTY	1,500.00	0.00	0.00	1,500.00	0.00
251-735-414.000	MTT YE ACCRUAL	(117,442.00)	0.00	0.00	(117,442.00)	0.00
251-735-573.000	LOCAL COMMUNITY STABILIZATION SHARE	213,706.00	0.00	0.00	213,706.00	0.00
251-735-651.400	U&A FEES - ELECTRIC VEHICLE CHARGING	300.00	2,252.10	357.72	(1,952.10)	750.70
251-735-665.000	INTEREST REVENUE	91,513.00	55,608.01	0.00	35,904.99	60.77
251-735-667.000-CHAMBER_3395	BUILDING RENTAL - EXTERNAL	21,912.00	10,776.00	0.00	11,136.00	49.18
251-735-667.000-PKSTRUC_3381	BUILDING RENTAL - EXTERNAL	36,409.00	36,782.40	18,580.80	(373.40)	101.03
251-735-669.001	INTEREST REV EXT MANAGERS	11,539.00	9,459.00	0.00	2,080.00	81.97
251-735-674.000-TREELIGHTING	CONTRIBUTIONS/DONATIONS	0.00	100.00	0.00	(100.00)	100.00
Total Dept 735 - TIFA A		1,404,173.00	874,590.36	25,679.76	529,582.64	62.29
Revenues		1,404,173.00	874,590.36	25,679.76	529,582.64	62.29
<b>Account Category: Expenditures</b>						
<b>Department: 735 TIFA A</b>						
251-735-722.000	WORKERS COMPENSATION	92.00	39.00	0.00	53.00	42.39
251-735-729.000	PRINTING	1,500.00	0.00	0.00	1,500.00	0.00
251-735-730.000	POSTAGE	250.00	180.85	0.00	69.15	72.34
251-735-732.000	SOFTWARE & LICENSES SUBSCRIPTIONS	8,850.00	8,850.00	8,850.00	0.00	100.00
251-735-799.000	EQUIPMENT UNDER \$5,000	4,766.00	10,670.00	0.00	(5,904.00)	223.88
251-735-800.199	LANDSCAPE/GEN MAINT	331,853.33	206,916.26	0.00	124,937.07	62.35
251-735-802.000-CHAMBER_3395	CONTRACTED SERVICES	5,000.00	100.00	0.00	4,900.00	2.00
251-735-802.000-THEDEN_3388	CONTRACTED SERVICES	5,000.00	380.00	0.00	4,620.00	7.60
251-735-810.000	INVESTMENT MANAGEMENT FEES	420.00	115.22	19.19	304.78	27.43
251-735-817.000	CONSULTANT SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
251-735-851.000-PKSTRUC_3381	TELEPHONE	1,207.00	375.01	0.00	831.99	31.07
251-735-851.000-THEDEN_3388	TELEPHONE	0.00	390.55	0.00	(390.55)	100.00
251-735-885.000	COMMUNITY RELATIONS	3,000.00	97.98	0.00	2,902.02	3.27
251-735-885.000-TREELIGHTING	COMMUNITY RELATIONS	15,000.00	0.00	0.00	15,000.00	0.00
251-735-921.000-CHAMBER_3395	ELECTRIC	2,214.00	1,130.67	190.15	1,083.33	51.07
251-735-921.000-PKSTRUC_3381	ELECTRIC	25,000.00	14,776.49	1,041.33	10,223.51	59.11
251-735-921.000-THEDEN_3388	ELECTRIC	2,460.00	519.31	179.62	1,940.69	21.11
251-735-922.000	STREET LIGHTING	48,000.00	35,924.61	3,666.50	12,075.39	74.84
251-735-922.000-RIVERSD_3311	STREET LIGHTING	8,000.00	5,249.40	1,038.84	2,750.60	65.62
251-735-922.000-SKATEPRK_202	STREET LIGHTING	300.00	148.82	24.17	151.18	49.61
251-735-923.000-CHAMBER_3395	HEAT	1,700.00	1,304.60	18.00	395.40	76.74
251-735-923.000-PKSTRUC_3381	HEAT	250.00	116.12	19.80	133.88	46.45
251-735-923.000-THEDEN_3388	HEAT	2,000.00	1,007.73	25.19	992.27	50.39
251-735-924.000-CHAMBER_3395	CABLE TV SERVICES	1,514.00	669.25	0.00	844.75	44.20
251-735-924.000-THEDEN_3388	CABLE TV SERVICES	2,225.00	1,304.16	0.00	920.84	58.61
251-735-927.000-CHAMBER_3395	WATER CONSUMPTION	1,000.00	43.64	10.91	956.36	4.36
251-735-927.000-FIREST1_3483	WATER CONSUMPTION	4,100.00	553.75	222.25	3,546.25	13.51
251-735-927.000-PKSTRUC_3381	WATER CONSUMPTION	710.00	55.80	9.30	654.20	7.86
251-735-927.000-RIVERSD_3311	WATER CONSUMPTION	27,800.00	7,599.37	6,724.89	20,200.63	27.34
251-735-927.000-RIVERWDS_300	WATER CONSUMPTION	1,200.00	200.71	82.90	999.29	16.73
251-735-927.000-THEDEN_3388	WATER CONSUMPTION	1,000.00	328.00	245.56	672.00	32.80
251-735-929.000	IRRIGATION WATER AND MAINT.	40,000.00	6,792.22	5,669.39	33,207.78	16.98

# REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 07/31/2025

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

GL Number	Description	2025 Amended Budget	YTD Balance 07/31/2025	Activity For 07/31/2025	Available Balance 07/31/2025	% Bdgt Used
<b>Fund: 251 TIFA A</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 735 TIFA A</b>						
251-735-929.000-SKATEPRK_202	IRRIGATION WATER AND MAINT.	0.00	1.32	0.73	(1.32)	100.00
251-735-931.000	BLDG. MAINTENANCE	60,000.00	190.00	0.00	59,810.00	0.32
251-735-931.000-CHAMBER_3395	BLDG. MAINTENANCE	6,253.00	4,736.87	110.00	1,516.13	75.75
251-735-931.000-PKSTRUC_3381	BLDG. MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
251-735-931.000-SUMMERFESTXX	BLDG. MAINTENANCE	0.00	34.16	0.00	(34.16)	100.00
251-735-931.000-THEDEN__3388	BLDG. MAINTENANCE	4,000.00	0.00	0.00	4,000.00	0.00
251-735-933.000-THEDEN__3388	EQUIPMENT MAINTENANCE	0.00	4,732.62	0.00	(4,732.62)	100.00
251-735-937.000	PARKING LOT MAINTENANCE	2,500.00	1,200.00	0.00	1,300.00	48.00
251-735-937.001	PATHWAY MAINTENANCE	10,000.00	0.00	0.00	10,000.00	0.00
251-735-937.003	SIDEWALK MAINTENANCE	10,000.00	0.00	0.00	10,000.00	0.00
251-735-957.000	MISC/CONTINGENCY	1,000.00	0.00	0.00	1,000.00	0.00
251-735-957.002	LIABILITY INSURANCE	6,715.00	7,953.00	0.00	(1,238.00)	118.44
251-735-959.000	PROPERTY TAXES	1,900.00	1,981.15	1,708.10	(81.15)	104.27
251-735-967.100	SITE IMPROVEMENT GRANTS	190,000.00	0.00	0.00	190,000.00	0.00
251-735-984.000	FURNITURE	73,965.64	73,965.64	0.00	0.00	100.00
251-735-995.004	ADMINISTRATIVE CHARGES	66,267.00	62,383.00	62,383.00	3,884.00	94.14
251-735-995.007	INTERFUND SERVICES	43,110.00	40,243.00	40,243.00	2,867.00	93.35
251-735-995.101	TRANSFER TO GENERAL FUND	120,000.00	0.00	0.00	120,000.00	0.00
251-735-995.203-BUTLERROADXX	TRANSFER TO LOCAL STREETS	250,000.00	250,000.00	0.00	0.00	100.00
Total Dept 735 - TIFA A		1,402,121.97	753,260.28	132,482.82	648,861.69	53.72
Expenditures		1,402,121.97	753,260.28	132,482.82	648,861.69	53.72
<b>Fund 251 - TIFA A:</b>						
TOTAL REVENUES		1,404,173.00	874,590.36	25,679.76	529,582.64	62.29
TOTAL EXPENDITURES		1,402,121.97	753,260.28	132,482.82	648,861.69	53.72
NET OF REVENUES & EXPENDITURES:		2,051.03	121,330.08	(106,803.06)	(119,279.05)	

# REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 07/31/2025

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

GL Number	Description	2025 Amended Budget	YTD Balance 07/31/2025	Activity For 07/31/2025	Available Balance 07/31/2025	% Bdg Used
<b>Fund: 252 TIFA B</b>						
<b>Account Category: Revenues</b>						
<b>Department: 736 TIFA B</b>						
252-736-402.000	AD VALOREM	1,730,315.00	1,095,157.99	18,477.44	635,157.01	63.29
252-736-412.000	DELINQUENT PERSONAL PROPERTY	1,500.00	229.36	229.36	1,270.64	15.29
252-736-414.000	MTT YE ACCRUAL	(7,112.00)	0.00	0.00	(7,112.00)	0.00
252-736-573.000	LOCAL COMMUNITY STABILIZATION SHARE	90,378.00	0.00	0.00	90,378.00	0.00
252-736-665.000	INTEREST REVENUE	224,339.00	136,225.06	0.00	88,113.94	60.72
252-736-669.001	INTEREST REV EXT MANAGERS	320,546.00	263,224.00	0.00	57,322.00	82.12
Total Dept 736 - TIFA B		2,359,966.00	1,494,836.41	18,706.80	865,129.59	63.34
Revenues		2,359,966.00	1,494,836.41	18,706.80	865,129.59	63.34
<b>Account Category: Expenditures</b>						
<b>Department: 736 TIFA B</b>						
252-736-732.000	SOFTWARE & LICENSES SUBSCRIPTIONS	30,000.00	0.00	0.00	30,000.00	0.00
252-736-800.199	LANDSCAPE/GEN MAINT	6,000.00	0.00	0.00	6,000.00	0.00
252-736-810.000	INVESTMENT MANAGEMENT FEES	6,600.00	2,922.97	529.69	3,677.03	44.29
252-736-885.000	COMMUNITY RELATIONS	16,000.00	5,000.00	0.00	11,000.00	31.25
252-736-901.000	ADVERTISING/MARKETING	1,000.00	0.00	0.00	1,000.00	0.00
252-736-922.000	STREET LIGHTING	11,000.00	6,271.13	683.26	4,728.87	57.01
252-736-929.000	IRRIGATION WATER AND MAINT.	40,000.00	4,787.27	4,521.52	35,212.73	11.97
252-736-957.000	MISC/CONTINGENCY	500.00	0.00	0.00	500.00	0.00
252-736-967.100	SITE IMPROVEMENT GRANTS	115,553.08	414,913.08	0.00	(299,360.00)	359.07
252-736-972.000	LAND AND IMPROVEMENTS	1,950,000.00	0.00	0.00	1,950,000.00	0.00
252-736-972.000-EXECUTIVESAD	LAND AND IMPROVEMENTS	506,476.00	0.00	0.00	506,476.00	0.00
252-736-973.005	NON MOTORIZED PATHWAYS	10,000.00	0.00	0.00	10,000.00	0.00
252-736-995.004	ADMINISTRATIVE CHARGES	35,150.00	28,929.00	28,929.00	6,221.00	82.30
252-736-995.007	INTERFUND SERVICES	30,207.00	36,471.00	36,471.00	(6,264.00)	120.74
252-736-995.101	TRANSFER TO GENERAL FUND	102,263.00	0.00	0.00	102,263.00	0.00
252-736-995.203-EXECUTIVESAD	TRANSFER TO LOCAL STREETS	2,570,000.00	0.00	0.00	2,570,000.00	0.00
252-736-995.301	TRANSFER TO PATROL DEPT	261,044.00	39,095.97	6,064.74	221,948.03	14.98
252-736-995.592	TRANSFER TO WATER & SEWER	280,643.50	0.00	0.00	280,643.50	0.00
Total Dept 736 - TIFA B		5,972,436.58	538,390.42	77,199.21	5,434,046.16	9.01
Expenditures		5,972,436.58	538,390.42	77,199.21	5,434,046.16	9.01
<b>Fund 252 - TIFA B:</b>						
TOTAL REVENUES		2,359,966.00	1,494,836.41	18,706.80	865,129.59	63.34
TOTAL EXPENDITURES		5,972,436.58	538,390.42	77,199.21	5,434,046.16	9.01
NET OF REVENUES & EXPENDITURES:		(3,612,470.58)	956,445.99	(58,492.41)	(4,568,916.57)	



# REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 07/31/2025

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

GL Number	Description	2025 Amended Budget	YTD Balance 07/31/2025	Activity For 07/31/2025	Available Balance 07/31/2025	% Bdg Used
<b>Fund: 253 TIFA D</b>						
<b>Account Category: Revenues</b>						
<b>Department: 737 TIFA D</b>						
253-737-402.000	AD VALOREM	385,204.00	344,899.44	5,162.85	40,304.56	89.54
253-737-412.000	DELINQUENT PERSONAL PROPERTY	1,000.00	308.38	3.03	691.62	30.84
253-737-414.000	MTT YE ACCRUAL	(80,596.00)	0.00	0.00	(80,596.00)	0.00
253-737-573.000	LOCAL COMMUNITY STABILIZATION SHARE	653,253.00	0.00	0.00	653,253.00	0.00
253-737-651.400	U&A FEES - ELECTRIC VEHICLE CHARGING	250.00	1,052.35	221.91	(802.35)	420.94
253-737-665.000	INTEREST REVENUE	68,149.00	49,370.40	0.00	18,778.60	72.44
253-737-669.001	INTEREST REV EXT MANAGERS	55,293.00	45,447.00	0.00	9,846.00	82.19
Total Dept 737 - TIFA D		1,082,553.00	441,077.57	5,387.79	641,475.43	40.74
Revenues		1,082,553.00	441,077.57	5,387.79	641,475.43	40.74
<b>Account Category: Expenditures</b>						
<b>Department: 737 TIFA D</b>						
253-737-703.000	WAGES - TEMPORARY & PART-TIME	24,000.00	0.00	0.00	24,000.00	0.00
253-737-715.000	SOCIAL SECURITY	1,836.00	0.00	0.00	1,836.00	0.00
253-737-800.199	LANDSCAPE/GEN MAINT	6,383.00	9,518.90	0.00	(3,135.90)	149.13
253-737-810.000	INVESTMENT MANAGEMENT FEES	1,400.00	528.81	91.55	871.19	37.77
253-737-885.000	COMMUNITY RELATIONS	1,750.00	0.00	0.00	1,750.00	0.00
253-737-922.000	STREET LIGHTING	65,000.00	44,001.16	5,172.41	20,998.84	67.69
253-737-927.000	WATER CONSUMPTION	100.00	0.00	0.00	100.00	0.00
253-737-927.000-2458ESEYBURN	WATER CONSUMPTION	0.00	16.58	2.18	(16.58)	100.00
253-737-927.000-ADMBLDG_1827	WATER CONSUMPTION	6,000.00	820.48	191.73	5,179.52	13.67
253-737-927.000-FIREADM_3410	WATER CONSUMPTION	0.00	159.03	19.31	(159.03)	100.00
253-737-927.000-LIBRARY_3400	WATER CONSUMPTION	4,000.00	961.76	232.65	3,038.24	24.04
253-737-927.000-SEYBURN MNSN	WATER CONSUMPTION	0.00	4,536.26	4,515.08	(4,536.26)	100.00
253-737-927.000-SPORTFD_1800	WATER CONSUMPTION	12,000.00	1,832.91	1,550.01	10,167.09	15.27
253-737-929.000	IRRIGATION WATER AND MAINT.	78,000.00	11,592.50	10,163.23	66,407.50	14.86
253-737-931.000	BLDG. MAINTENANCE	35,000.00	0.00	0.00	35,000.00	0.00
253-737-931.000-ADMBLDG_1827	BLDG. MAINTENANCE	216,666.84	177,784.67	0.00	38,882.17	82.05
253-737-931.000-COMMCTR_3350	BLDG. MAINTENANCE	40,000.00	0.00	0.00	40,000.00	0.00
253-737-937.003	SIDEWALK MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
253-737-957.000	MISC/CONTINGENCY	150.00	0.00	0.00	150.00	0.00
253-737-972.000	LAND AND IMPROVEMENTS	813,727.65	0.00	0.00	813,727.65	0.00
253-737-972.000-CAMPUSSIGNXX	LAND AND IMPROVEMENTS	150,000.00	0.00	0.00	150,000.00	0.00
253-737-975.000	BLDG. ADDITIONS & IMPROVEMENTS	51,180.00	0.00	0.00	51,180.00	0.00
253-737-975.000-FIRE2_1899	BLDG. ADDITIONS & IMPROVEMENTS	35,531.88	3,879.50	3,879.50	31,652.38	10.92
253-737-995.004	ADMINISTRATIVE CHARGES	29,764.00	25,077.00	25,077.00	4,687.00	84.25
253-737-995.007	INTERFUND SERVICES	14,667.00	10,416.00	10,416.00	4,251.00	71.02
Total Dept 737 - TIFA D		1,592,156.37	291,125.56	61,310.65	1,301,030.81	18.28
Expenditures		1,592,156.37	291,125.56	61,310.65	1,301,030.81	18.28
<b>Fund 253 - TIFA D:</b>						
TOTAL REVENUES		1,082,553.00	441,077.57	5,387.79	641,475.43	40.74
TOTAL EXPENDITURES		1,592,156.37	291,125.56	61,310.65	1,301,030.81	18.28
NET OF REVENUES & EXPENDITURES:		(509,603.37)	149,952.01	(55,922.86)	(659,555.38)	
<b>Report Totals:</b>						

# REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 07/31/2025

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

GL Number	Description	2025 Amended Budget	YTD Balance 07/31/2025	Activity For 07/31/2025	Available Balance 07/31/2025	% Bdgt Used
TOTAL REVENUES - ALL FUNDS		4,846,692.00	2,810,504.34	49,774.35	2,036,187.66	57.99
TOTAL EXPENDITURES - ALL FUNDS		8,966,714.92	1,582,776.26	270,992.68	7,383,938.66	17.65
NET OF REVENUES & EXPENDITURES:		(4,120,022.92)	1,227,728.08	(221,218.33)	(5,347,751.00)	



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

FROM: Andrew Hagge, Assistant to the City Manager, TIFA Executive Director; Ryan Gagnon, Chief of Police

DATE: August 5, 2025

SUBJECT: Purchase of Digital Radar Speed Signs (TIF District D)

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### **INTRODUCTION AND HISTORY**

Over the past few years, the Police Department has used several methods to control the speed of motorists in the downtown and neighborhood areas within the city. One of the methods used is with digital radar speed signs. Speed signs provide active feedback and give speed warning notifications to motorists. The police department has received positive responses from the public in places where the digital radar speed signs have been permanently installed. Traffic complaints in these areas of the speed signs have reduced significantly, just as the speed of motorists has reduced. Of the 10 digital radar speed signs deployed in various areas of the city, all but two are solar-powered. The signs that have been deployed thus far have had no maintenance issues and have worked properly even during the cold winter months. Lastly, the digital radar speed signs bring a good, positive look to the area and show that these areas are actively monitored by the community and the police department. On July 1, 2025, an invitation to bid was placed on BidNet Direct to purchase 5 new digital radar speed signs. The closing of the bid was August 1, 2025, at 1:00 p.m. at the City of Auburn Hills, City Clerk's office. Nine (9) vendors responded with sealed bids.

Vendor	Location	Total
Elite Textile Trading LLC	Irvine, CA	\$10,450.00
<b>Radarsign LLC</b>	<b>Marietta, GA</b>	<b>\$15,935.00</b>
Traffic Control Corporation	Woodridge, IL	\$17,250.00
All Traffic Solutions	Chantilly, VA	\$17,507.00
ALAMEX Inc.	Manteca, CA	\$19,725.00
Avenues International Inc.	Princeton Junction, NJ	\$20,081.25
Morgan Inghand LLC	Morgan Hill, CA	\$21,057.70
MEGA Wholesale LLC	Elizabeth, NJ	\$21,425.50
Applied Concepts, Inc.	Richardson, TX	\$23,275.00

The lowest bid was from Elite Textile Trading LLC. When looking closer at the bid documents submitted, they did not meet the bid requirements as the sign proposed was smaller (11") than what was specified in the bid specifications. In addition, Elite Textile is not the sign manufacturer, but rather, they are a distributor of the sign from a Chinese manufacturing company, and the quality of the product is therefore unknown. If problems arise with the product, contacting the manufacturer in China could become problematic.

The department's recommendation is to utilize Radarsign LLC as the vendor to supply the new digital radar signs. The signs are manufactured in the USA, and AHPD has done business with Radarsign previously. In fact, the 4 digital radar signs in the downtown area are from Radarsign LLC. Radarsign LLC has good customer service as they have been easy to contact and answer questions. Radarsign LLC met all of the bid requirements, which include:

- Radar speed signs meet the Manual on Uniform Traffic Control Devices standard requirements.
- Red, blue, and white strobe lights to alert speeding motorists.
- The signs are solar-powered with a battery backup.
- 13" LED display and comes with message alerts of slow down/too fast
- All of the mounting hardware is included
- Aluminum housing that is graffiti, vandalism, and shatter resistant.
- The radar signs have a two-year warranty as well.

Also of note, Avenues International Inc. and Morgan Inland LLC submitted bids using the Radarsign LLC TC-600 model that Radarsign LLC quoted AHPD in the bid.

The radar speed signs are planned to be installed at the following locations in TIF District D:

- Southbound Cross Creek Pkwy, north of High Meadow Cir.
- Westbound Cross Creek Pkwy, west of Valleyview Dr.
- Eastbound High Meadow Cir., west of HIROTEC America
- Northbound High Meadow Cir., near US Farathane
- Southbound Five Points Dr., near 3385 Five Points Dr.

#### **STAFF RECOMMENDATION**

The Police Department's recommendation is to utilize Radarsign LLC. for the purchase of 5 digital radar speed signs and further recommend a budget amendment to increase appropriations in the 2025 TIF-D budget in account number 253-737-799.000

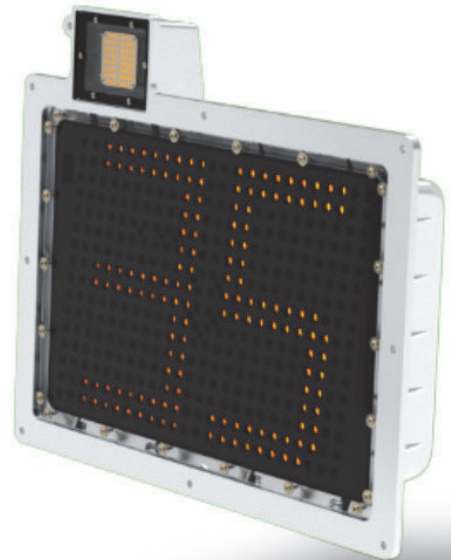
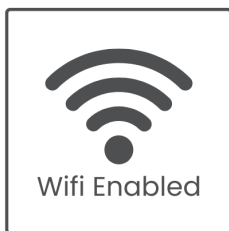
#### **MOTION**

**Move to approve the purchase of five radar speed signs from Radarsign LLC at a cost not to exceed \$15,935.00. Furthermore, authorize a budget amendment to the 2025 TIF-D budget increasing appropriations by \$15,935.00 in support of this purchase.**



# TC-600 RADAR SPEED SIGN

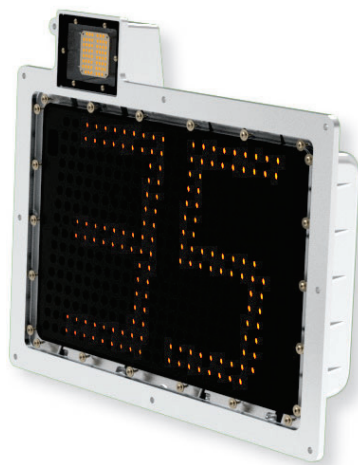
## SPECIFICATIONS



Engineered in the USA | MUTCD Compliant Radar Speed Signs | Certified Quality System ISO 9001:2015

# TC-600 RADAR SPEED SIGN

## SPECIFICATIONS



### RADAR SPEED SIGN

LED Display	13" Tall digits visible up to 600 feet ; Ideal for road speeds 5 mph – 60 mph. Super bright amber LEDs in full matrix LED design with adjustable brightness.
BeamTech Bashplate™	Heavy duty aluminum shield over LED display for the ultimate in vandal resistant protection. Design features integrated reflectors that increase pixel fill and amplify LED intensity.
Vandal Resistant Cover	1/4" thick polycarbonate panel over display area that is abrasion, graffiti, and shatter resistant
Blue Blinky™	Radarsign's proprietary blue LED in the center of display; blinks to show the sign is powered and active.
Radar – FCC pt. 15 Compliant; No license required.	K Band, Single Detection Doppler Radar Beam: Width: 12°; Height: 24° Vehicle Detection: Up to 1200 feet Speed Detection: 5 – 127 mph (accuracy +/- 1 mph)
Sign Housing – IP65, NEMA 4 Compliant	Dimensions: 18.5"H x 26.25"W x 5"D Material: Aluminum (0.1875" Thick) Construction: Non-sealed, ventilated
Mounting	Stainless steel mounting bracket and hardware included for poles up to 4.5" OD
WiFi Connectivity	The radar speed sign generates its own WiFi signal. This enables management of the sign via smartphone, tablet, or laptop. Software updates are delivered Over-the-Air (OTA) directly to the sign.
Operating Temp.	Minimum: -40°F; Maximum: 160°F
Standard Scheduler	Allows the user to program the radar sign to operate on a recurring weekly schedule. Equipped with 4 customizable, recurring weekly events. Includes a default setting to manage the sign's behavior when none of the 4 events are activated.
Warranty	Two years on parts and labor, one year on batteries. Does not cover malicious abuse, theft, or damage due to unauthorized modification.

### OPTIONAL ADD-ONS

Advanced Scheduler	Web based interface accessed via WiFi on a browser. Features multi-year programming scheduler. Controls radar speed sign and display content.
StreetSmart Data and Reporting – No Recurring Fees	One-time lifetime license fee per sign. Includes 35 customizable charts and graphs. Users can view and download radar-recorded traffic data.
Radarsign Cloud™ with Cellular Connectivity	Modem built into the sign enables cloud access for remote management. Available in 1 or 2 year agreements. Enables uploads of StreetSmart traffic data to cloud* *StreetSmart data license required

# TC-600 RADAR SPEED SIGN SPECIFICATIONS

## 'YOUR SPEED' FACEPLATE OPTIONS



**PLAQUE – 30" X 24"**  
MUTCD 11th Edition Compliant

Approved for Multi-Lane and Single-Lane usage when paired with a regulatory speed limit sign.



**SIGN – 30" X 36"**  
MUTCD 11th Edition Compliant

Approved for Multi-Lane and Single-Lane usage without regulatory speed limit sign.



**SIGN – 28" X 33"**

Great for residential and privately owned roads. Can be used with or without a regulatory speed limit sign.

## DISPLAY FEATURES

INCLUDED		OPTIONAL DISPLAY UPGRADES	
Stealth Mode	Sign display appears inactive to drivers while continuing to collect traffic data.	Custom Messaging Package	Create custom display messages Allows for 2 text lines, 7 characters each Includes all message alerts Managed with Radarsign's Advanced Scheduler ⚠️ Not compatible with cellular, WiFi-Only
Possum Switch™	Sign 'plays dead' for 30 minutes when sustaining force. Stops or reduces the length/severity of vandalism attempts.	Message Alerts - Included in the Custom Messaging Package. Available for individual purchase if the package is not selected.	SCHOOL ZONE SHARP CURVE Left Chevrons ( << ) Right Chevrons ( >> ) Smiley Face THANK YOU - ⚠️ WiFi-Only FINE \$XXX - ⚠️ WiFi-Only
Max Speed Cut Off	Reduces 'sign racing' by the speed display appearing inactive at user determined high speed.	Strobes - Available for individual purchase.	Simulated Camera Flash & White
Display Flash Rates	Default: 55 – 60 fpm; Slow: 90 fpm; Fast: 140 fpm		Police Flash (Alternating Red/Blue)
Message Alerts	SPEED, SLOW DOWN, TOO FAST, Enhanced Font (Bold)		Strobe Bundle (Police Flash and White Simulated Camera Flash)

## POWER OPTIONS

SOLAR		AC	
Solar Panel	Standard: 50w - Optional Upgrades: 80w, 100w, 120w	Power Supply	Hard wire to 100 VAC – 240 VAC
Backup Power Supply	Dual 12V 18 A/H AGM batteries support up to 12 days of backup.	Power Consumption	< 2.0 amps (24w) at maximum display intensity and < 0.5w in idle mode
Power Charge Log	Logs solar output and battery charge status Accessible via WiFi or cellular	Circuit Breaker	Multi-circuit; 10 amp fuse



1220 Kennestone Circle, Suite 130, Marietta, GA 30066

radarsign.com | info@radarsign.com | 678-965-4814





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

FROM: Andrew Hagge, Assistant to the City Manager, TIFA Executive Director; Karen Adcock, Director of Recreation and Senior Service

DATE: June 16, 2025

SUBJECT: Community Center Retractable Wall Replacement

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### **INTRODUCTION AND HISTORY**

At the February 11, 2025 TIFA Board meeting, staff brought forth a recommendation for the replacement of the retractable wall at the Community Center. The project was put out to bid via MITN (Michigan Inter-governmental Trade Network). In response to posting the project, the city received one qualified bidder, Urban's. The recommendation was to replace the wall with a manual retractable wall for \$34,500.

At that meeting there was discussion regarding replacing the wall with an electronic operated wall instead of the manual wall. The thought was that an electronic wall would be significantly easier for Community Center staff to operate and would be a more worthwhile investment. Direction from the TIFA Board was to investigate electronic wall options, since the February 11<sup>th</sup> TIFA Board meeting, staff investigated the electronic wall option and collected more information including the quote for the electric wall, with the specifications and warranty information to bring back to the TIFA Board.

Staff contacted both Avondale High School and Oakland University building maintenance staff to inquire about their building's room dividers and how they handle maintenance issues or repairs. Both schools indicated they manage the maintenance and repairs internally. Both Oakland University and Avondale High School have manual and electric wall dividers depending on the size of the space.

Staff reached back to Urban's for an updated quote and warranty information. The quote for the electronic wall came in at \$61,400, compared to the \$34,500 cost associated with the manual wall. However, the \$61,400 quote does not include the electrical upgrade, the structural engineering inspection and verification that the electric wall can be structurally supported by the framing in our building, and the necessary demolition (and rebuilding) of the current wall pocket to accommodate the new wall. With the electronic wall option, the construction and installation period will be longer depending on coordination of the different trades and materials which affects the operations of the Community Center. The installation period would be approximately three weeks, depending on all the moving parts. Additionally, potential ongoing maintenance will be more simply managed with the manual wall option. Maintenance for the manual option can be handled in-house by city staff, while the electronic option is more likely to require vendor support. Although the electronic wall will be easier for staff to operate, the proposed manual option, which is significantly lighter than the existing manual wall, will still be manageable for city staff to maneuver.

The timeline to install the manual wall is 7-9 weeks for materials and installation is expected to take 5-7 days. In addition, the quote provided in February remains the same, as well as the warranty on installation and material.

Based on this information, the additional expenses and the expected interruption of Community Center operations, the electrical wall is not recommended by staff. Staff still believe replacing the banquet room wall divider with another manual retractable wall is the best option. This project is budgeted within the 2025 TIFA budget in the amount of \$40,000.

**STAFF RECOMMENDATION**

Staff recommend approval of Urban's proposal for \$34,500 for the removal of existing retractable wall and installation of the new retractable wall. This project is budgeted within the 2025 TIFA budget.

**MOTION:**

**Move to award the RFP for the removal of the current retractable wall and installation of the new retractable wall at the Community Center to Urban's, 19430 Gerald Ave., Northville, MI in an amount not to exceed \$34,500.**



19430 Gerald Ave. P.O. Box 5289 Northville, MI 48167  
TEL: (248) 348-1180 FAX: (248) 348-7858

**PROPOSAL SUBMITTED TO:**

City of Auburn Hills

**STREET:**

1827 N. Squirrel Rd.

**CITY, STATE, AND ZIP CODE:**

Auburn Hills, MI 48326

**PHONE:**

**FAX:**

**JOB NAME:**

Auburn Hills Community Center

**JOB LOCATION:**

Auburn Hills, MI

**DATE:**

February 20, 2024

We shall and will furnish, construct, set in place, finish and deliver to the owner, free from all claims, liens and charges, and in a good, substantial, thorough and workmanlike manner perform and, in every respect, complete the following work:

- One (1) Moderco Signature 843-E paired panel wall system, with protective trim 37'-3" x 9'-10 15/16"
  - STC 52
  - 10 panels
  - Finish: STD vinyl on steel
  - Closure: Lever closure panel, bulb
  - Seals: Top (1") fixed and bottom (2") Automatic
  - Pocket Door: PA-83-E
  - Demo existing panels and pocket door
  - Note that 843-E wall systems take 12-14 weeks to manufacture and ship.

**Total, as outlined above.....\$61,400.00**

• **Excludes**

- Pass Doors
- Marker/Tack boards
- Structural Steel and holes in structural steel
- Retractable Bottom Seals
- Trimless
- Electrical
- Making the pocket bigger.

**\*\*\*Due to current market conditions all jobs could be subject to material price increase at time of fabrication\*\*\***

We propose hereby to furnish material and labor, complete in accordance with above specifications, for the sum of:

**Sixty-One Thousand and Four Hundred dollars.....\$61,400.00**

Payment to be made as follows: **INVOICE NET 10**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature:

Larry Urban

Larry@urbansgc.com

Note: This proposal may be withdrawn by us if not accepted within 30 days

*Acceptance of Proposal* - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

**Adcock, Karen**

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**From:** Kirk Robinson <kirk@urbansgc.com>  
**Sent:** Friday, June 27, 2025 11:54 AM  
**To:** Adcock, Karen  
**Subject:** (EXTERNAL)RE: (EXTERNAL)RE: (EXTERNAL)RE: (EXTERNAL)RE: (EXTERNAL)RE:  
(EXTERNAL)RE: (EXTERNAL)RE: (EXTERNAL)Folding Panel Partition Replacement

It's quite alright that's what I'm here for. So, it looks like you're referring to the exclusions on the proposal.

Pass doors- these are options that can be added to the wall systems allowing passage through via a door when the wall is completely expanded. It's an add on so if you want this it would change the price.

Marker/Tack boards- Another add on that would change the price, if added the manufacturer will install markerboards to the however many panels you want.

Structural steel- So for this we aren't structural engineers so you would have to make sure whatever structural we're attaching the panels track too is structurally sound to support the new wall.

Retractable bottom seals/trimless panels- These are not available on electric walls. Instead of retractable bottom seals we substituted with automatic bottom seals meaning the seals activate as the wall is expanded. A panel not allowing for trimless simply means each panel will have trim.

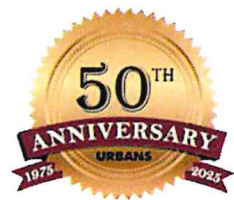
Electrical- Correct the panel would have to be installed by the city.

Making the pocket bigger- In order to go with a electric wall the pocket where the panels are stacked has a minimum size requirement. So, the pocket would have to be rebuilt.

If there's any other questions let me know.

Thank you,

Kirk Robinson



OFFICE: 248-348-1180  
FAX: 248-348-7858  
EMAIL: [KirkR@UrbansGC.Com](mailto:KirkR@UrbansGC.Com)  
W-Site: [www.UrbansGC.Com](http://www.UrbansGC.Com)





19430 Gerald Ave. P.O. Box 5289 Northville, MI 48167

TEL: (248) 348-1180 FAX: (248) 348-7858

**PROPOSAL SUBMITTED TO:**

City of Auburn Hills

**STREET:**

1827 N. Squirrel Rd.

**CITY, STATE, AND ZIP CODE:**

Auburn Hills, MI 48326

**PHONE:**

**FAX:**

**JOB NAME:**

Auburn Hills Community Center

**JOB LOCATION:**

Auburn Hills, MI

**DATE:**

February 3, 2024

We shall and will furnish, construct, set in place, finish and deliver to the owner, free from all claims, liens and charges, and in a good, substantial, thorough and workmanlike manner perform and, in every respect, complete the following work:

- One (1) Moderco Signature 842 paired panel wall system, with protective trim 37'-3" x 9'-10 15/16"
  - STC 52
  - 10 panels
  - Finish: STD vinyl on steel
  - Closure: Lever closure panel, bulb
  - Seals: Top (1") fixed and bottom (2") retractable
  - Pocket Door: PA-82
  - Demo existing panels and pocket door

**Total, as outlined above.....\$34,500.00**

• **Excludes**

- Pass Doors
- Marker/Tack boards
- Structural Steel and holes in structural steel

**\*\*\*Due to current market conditions all jobs could be subject to material price increase at time of fabrication\*\*\***

We propose hereby to furnish material and labor, complete in accordance with above specifications, for the sum of:

**Thirty-Four Thousand Five-hundred Dollars and 00/100.....\$34,500.00**

Payment to be made as follows: **INVOICE NET 10**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature:

Larry Urban

Larry@urbansgc.com

Note: This proposal may be withdrawn by us if not accepted within 30 days

*Acceptance of Proposal* - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

## Adcock, Karen

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**From:** nickr urbansgc.com <nickr@urbansgc.com>  
**Sent:** Thursday, February 13, 2025 2:12 PM  
**To:** Adcock, Karen  
**Cc:** jeffc urbansgc.com; larry urbansgc.com; Kirk Robinson  
**Subject:** (EXTERNAL)RE: (EXTERNAL)RE: (EXTERNAL)RE: (EXTERNAL)RE: (EXTERNAL)RE:  
(EXTERNAL)RE: (EXTERNAL)RE: (EXTERNAL)RE: Folding Panel Partition Replacement

Karen,

Please see below answers to your questions.

Warranty – Standard 2-Year Manufacture warranty on panels  
Standard 5-year manufacture warranty on trolleys and track

Maintenance Schedule/recommendations = The minimum we would recommend is a yearly preventative maintenance. We generally recommend maintenance based on how much you use the wall. If you open and close the wall (1-2 times daily) we would recommend getting the wall serviced every 6-months instead.

Expected life of the wall = In our experience the better the walls are cared for the longer they will last. We have seen some walls that have been around for 20-30 years and because they were well maintained, operated in a proper manner and serviced regularly they lasted longer than other walls.

As for quoting the electric wall I am going to leave that to Kirk as my last day with Urban's is tomorrow. I took a job closer to my house to leave you in the capable hands of Kirk and Urban's staff. It has been a pleasure working with you to service this wall and to replace it and hope that it will move forward this year with Urban's.

Thank you,

Nick Rowland  
Project Manager



OFFICE: 248-348-1180  
FAX: 248-348-7858  
CELL : 586-879-9188  
EMAIL: [nickr@urbansgc.com](mailto:nickr@urbansgc.com)  
W-Site: [www.UrbansGC.Com](http://www.UrbansGC.Com)


*"The bitterness of poor quality remains long after the sweetness of low price is forgotten" – Benjamin Franklin*

**From:** Adcock, Karen <kadcock@auburnhills.org>  
**Sent:** Wednesday, February 12, 2025 12:45 PM  
**To:** nickr urbansgc.com <nickr@urbansgc.com>  
**Cc:** jeffc urbansgc.com <jeffc@urbansgc.com>; larry urbansgc.com <larry@urbansgc.com>

BID ITEM: Retractable Partition Wall Replacement at Community Center  
 BID OPENING DATE: February 3, 2025  
 BID OPENING TIME: 10:00 AM  
 ATTENDED BY: Lopez, Klassen



COMPANY NAME	ADDRESS	Removal and disposal of existing walls and components.	Supply and Installation of Replacement Wall	Miscellaneous -List out	total
Urban's	19430 Gerald Ave., Northville, MI 48167	included	included	n/a	\$34,500.00

 Mailboxes have been checked for bids that may have been mailed in

N/A Were electronic bids allowed. If so, was BidNet checked for received bids

also send results to:



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

FROM: Andrew Hagge, Assistant to the City Manager, TIFA Executive Director; Tim Wissner, Manager of Municipal Properties

DATE: August 6, 2025

SUBJECT: Approval of Additional Funding for the Public Square Construction

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### **INTRODUCTION AND HISTORY**

The Public Square construction project in downtown Auburn Hills was successfully completed in June 2025. Project funding was approved by the TIFA Board in April 2024 with a total contribution of \$381,651. The completed project has become a vibrant community gathering space that is achieving the intended goals of supporting downtown revitalization and providing recreational opportunities for residents and visitors. The project scope included removal of existing asphalt pavement and curb, removal of the existing MOMs Memorial, base improvements for artificial turf, installation of an underdrain system for drainage, construction of a stage and pergola structures, installation of seat walls/planter beds, landscaping, and site lighting. Warren Contractors & Development, Inc. served as the primary contractor with an original contract amount of \$970,151.

While the project has been completed successfully, unforeseen conditions and necessary modifications resulted in cost overruns that exceeded the original approved budget of \$1,081,651. The final project cost has totaled \$1,160,839.33, creating a funding shortfall of \$79,188.33 that requires TIFA Board consideration. Four change orders were executed during construction to address unforeseen conditions and necessary project modifications totaling \$13,835.31. These change orders were necessary to resolve underground utility conflicts, improve system efficiency, enhance aesthetic continuity with adjacent properties, and ensure structural integrity and public safety.

Beyond the formal change orders, the project experienced overages totaling \$65,353.02 over the original bid. These overages resulted from necessary modifications driven by field conditions that could not be anticipated during the design phase, including additional concrete removal and replacement on the east side of the square, sidewalk expansion from the primary road to accommodate ADA-compliant parking spaces, plan modifications due to unknown underground utilities, structural changes to planter box footings for improved stability, and additional landscaping materials and installation to complete the design intent. These adjustments were required to ensure ADA compliance, structural integrity, and completion of the design intent.

Change Order 1	\$ 3,700.00
Change Order 2	\$ 4,213.00
Change Order 3	\$ 3,458.95
Change Order 4	\$ 2,463.36
Quantity Overruns	\$ 65,353.02
	<b>\$ 79,188.33</b>



**Approval of a Budget Amendment for the Construction of the Public Square**

The original funding breakdown for the project included \$381,651.00 from the Auburn Hills Tax Increment Finance Authority, \$250,000.00 from the Auburn Hills Community Foundation, and \$450,000.00 from the Michigan Economic Development Corporation Grant, totaling \$1,081,651.00. With the total project cost overrun of \$79,188.33 (change orders of \$13,835.31 plus project overages of \$65,353.02), the revised funding requirement is \$1,160,839.33. Staff recommend that TIFA cover this additional cost, bringing the total TIFA contribution to \$460,839.33. This represents a 7.3% increase over the original budget. While higher than initially anticipated, these costs were necessary to address unforeseen field conditions and ensure the project met all safety, accessibility, and design standards. The project has successfully achieved its objectives of creating a central community gathering space and supporting downtown economic development initiatives.

<b>FUNDING ENTITY</b>	<b>AMOUNT</b>
Auburn Hills Tax Increment Finance Authority	\$460,839.33
Auburn Hills Community Foundation	\$250,000.00
Michigan Economic Development Corporation Grant	\$450,000.00
<b>FUNDING TOTAL</b>	<b>\$1,160,839.33</b>

**STAFF RECOMMENDATION**

Staff recommends the approval of a budget amendment to increase appropriations in the 2025 TIF-A budget in account number 251-735-995.101-PUBLICSSQUARE in support of the construction of the Public Square in downtown Auburn Hills.

**MOTION:**

**Move to authorize a budget amendment to the 2025 TIF-A budget increasing appropriations by \$79,188.33 in support of the construction of the Public Square.**

Item No.	Description	Estimated Quantity	Amount	Qty 6/18	Total Qty	Contract Qty <Total Qty>	Cost Difference
1)	Mobilization, Max	1.00 LSUM	\$50,000.00	0	1.00	0.00	\$0.00
2)	Tree, Rem, 6 inch to 18 inch	4.00 Ea	\$2,200.00	0	6.00	2.00	\$1,100.00 REMOVED ADD'L TREE PER REQUEST
3)	Curb and Gutter, Rem	507.00 Ft	\$10,140.00	0	534.00	27.00	\$540.00 17' ADDED FOR P. LOT CARRIAGE WALK & 10' AT P. LOT BULLNOSE
4)	Sidewalk, Rem	142.00 Syd	\$3,976.00	0	266.90	124.90	\$3,497.20 ADD'L REMOVAL AT THE DEN, 3400 AUBURN AND P. LOT SW
5)	Pavt Rem, Modified	683.00 Syd	\$11,611.00	0	711.60	28.60	\$486.20 ADD'L AT P. LOT BULLNOSE, EXTENDED P LOT REMOVAL, CHG TO CARRAGE WALK
6)	Remove and Salvage Pavers	50.00 Syd	\$1,350.00	0	51.00	1.00	\$27.00
7)	Flagpole, Rem & Salvage	3.00 Ea	\$4,050.00	0	3.00	0.00	\$0.00
8)	Light Pole and Foundation, Rem	2.00 Ea	\$1,000.00	0	2.00	0.00	\$0.00
9)	Sign and Post, Rem	7.00 Ea	\$1,190.00	0	7.00	0.00	\$0.00
10)	Up-lights, Rem	6.00 Ea	\$168.00	0	6.00	0.00	\$0.00
11)	Landscape, Rem	1.00 LSUM	\$2,000.00	0	1.00	0.00	\$0.00
12)	Remove Monument and Foundation	1.00 LSUM	\$100,000.00	0	1.00	0.00	\$0.00
13)	Remove Conduit & Conductor for EV Charger	1.00 LSUM	\$165.00	0	1.00	0.00	\$0.00
14)	Subgrade Undercutting, Type II	30.00 Cyd	\$3,090.00	0	7.33	-22.67	(\$2,335.01)
15)	Project Cleanup	1.00 LSUM	\$4,000.00	1	1.00	0.00	\$0.00
16)	Aggregate Base, 21AA, 4 inch	28.00 Syd	\$420.00	0	182.26	154.26	\$2,313.90 ADD'L SW ADDED
17)	Aggregate Base, 21AA, 6 inch	168.00 Syd	\$3,864.00	58.04	67.76	-100.24	(\$2,305.52)
18)	Aggregate Base, 21AA, 8 inch	500.00 Syd	\$13,000.00	0	499.22	-0.78	(\$20.28)
19)	HP Storm, 12 inch	40.00 Ft	\$6,600.00	0	63.50	23.50	\$3,877.50 CHANGED LOCATION OF STRUCTURES DUE TO EXISTING UTILITIES AND RAN UNDER THE STAGE RAMP
20)	Dr Structure, 24 inch dia	2.00 Ea	\$8,200.00	0	2.00	0.00	\$0.00
21)	Dr Structure, 48 inch dia	1.00 Ea	\$6,500.00	0	1.00	0.00	\$0.00
22)	Replace Frame and Cover	2.00 Ea	\$1,780.00	1	1.00	-1.00	(\$890.00)
23)	Structure, Adjust	4.00 Ea	\$2,400.00	2	6.00	2.00	\$1,200.00 BURIED DTE & EX CB NOW IN STAGE PLANTER BED
24)	Underdrain, Subgrade, Open-Graded, 6 inch	255.00 Ft	\$9,690.00	16	338.00	83.00	\$3,154.00 ADD'L QUANTITIES NEEDED
25)	HMA, 4 inch	35.00 Syd	\$3,850.00	0	57.50	22.50	\$2,475.00 EXTENDED REMOVAL & P. LOT CARRIAGE WALK REMOVAL
26)	Accent Wall	15.00 Ft	\$17,250.00	15	15.00	0.00	\$0.00
27)	Stage Back Wall	13.00 Ft	\$16,250.00	14	14.00	1.00	\$1,250.00 PERGOLA BUILT BIGGER THAN PLAN
28)	Accent Wall Column	2.00 Ea	\$9,400.00	2	2.00	0.00	\$0.00
29)	Seat Wall	206.00 Ft	\$52,000.00	162	245.00	37.00	\$9,250.00 SEAT WALLS BUILT TO WORK WITH EXISTING SITE CONDITIONS
30)	Stage Awning	1.00 LSUM	\$40,000.00	0	1.00	0.00	\$0.00
34)	Stage-Awning Cover	1.00 LSUM	\$0.00	0	0.00	-1.00	\$0.00
32)	Awning Support Column	2.00 Ea	\$15,600.00	0	2.00	0.00	\$0.00
33)	Concrete Stage	1.00 LSUM	\$35,000.00	0	1.00	0.00	\$0.00
34)	Historical Marker	1.00 LSUM	\$9,000.00	1	1.00	0.00	\$0.00
35)	Curb and Gutter, Conc, Det F2	74.00 Ft	\$6,660.00	0	193.50	119.50	\$10,755.00 P. LOT NOT INCL'D AND P. LOT ADD'L REMOVALS
36)	Concrete Header	360.00 Ft	\$11,160.00	0	244.00	-116.00	(\$3,596.00)
37)	Detectable Warning Surface	16.00 Ft	\$880.00	0	27.40	11.40	\$627.00 P LOT DROP ADDED & PAID FOR CHANGING DOME LOCATION AFTER BEING CUT
38)	Sidewalk, Conc, 4 inch	860.00 Sft	\$10,578.00	0	2259.76	1399.76	\$17,217.05 ADD'L SW REMOVED AT THE DEN AND AT 3400 AUBURN RD
39)	Sidewalk, Conc, 6 inch	120.00 Sft	\$2,640.00	0	462.00	342.00	\$7,524.00 PAID SW CURB AT P. LOT CARRIAGE AS 6" CONC - CHANGED SIDEWALK LAYOUT AND ADA DROPS AFTER THE FACT
40)	Decorative Conc, 6 inch	217.00 Sft	\$8,680.00	225	225.00	8.00	\$320.00
41)	Install Salvaged Brick Pavers	246.00 Sft	\$5,412.00	738	738.00	492.00	\$10,824.00 TOOK OUT ADDITIONAL PAVERS TO LESSEN SLOPE OF PAVERS AROUND THE NEW STAGE PLANTER BED PAVER CONCRETE HEADER
42)	Sidewalk Conc, 4 inch, Paver Base	28.00 Syd	\$2,940.00	0	11.54	-16.46	(\$1,728.30)
43)	Buxus microphylla 'Green Gem', #3 cont.	26.00 Ea	\$2,288.00	26.00	26.00	0.00	\$0.00
44)	Spiraea x bumalda 'Goldflame', #3 cont.	9.00 Ea	\$648.00	15.00	15.00	6.00	\$432.00 ADDED PER CITY REQUEST TO HELP HIDE THE LARGE AT&T PEDISTALS

45)	Planting Mix, 18 inch	190.00	Syd	\$6,840.00	145	145.00	-45.00	(\$1,620.00)			
46)	Planting Mix, Planters	26.00	Cyd	\$1,872.00	48	48.00	22.00	\$1,584.00	SEAT WALLS DEEPER THAN PLAN QTY		
47)	Shredded Hardwood Bark Mulch, 4 inch	28.00	Cyd	\$2,324.00	19.66	19.66	-8.34	(\$692.22)			
48)	Acer Rubrum 'Bowhall' 3" CAL	3.00	Ea	\$1,815.00	3.00	3.00	0.00	\$0.00			
49)	Geranium 'Max Frel', 1 gal	379.00	Ea	\$8,338.00	305.00	305.00	-74.00	(\$1,628.00)			
50)	Hemerocallis 'Strawberry Candy', 1 gal	48.00	Ea	\$1,056.00	48.00	48.00	0.00	\$0.00			
51)	Hydrangea macrophylla 'Endless Summer' #5 Cont.	40.00	Ea	\$3,320.00	40.00	40.00	0.00	\$0.00			
52)	Liquidambar styraciflua 'Slender Silhouette' 3 inch	8.00	Ea	\$5,280.00	8.00	8.00	0.00	\$0.00			
53)	Pennisetum alopecuroides, 1 gal	42.00	Ea	\$1,386.00	42.00	42.00	0.00	\$0.00			
54)	Syringa reticulata 'Ivory Silk' 12 foot height	3.00	Ea	\$1,980.00	3.00	3.00	0.00	\$0.00			
55)	Taxus x media 'Wardii' #3 Cont.	34.00	Ea	\$3,570.00	34.00	34.00	0.00	\$0.00			
56)	Removable Bollard	7.00	Ea	\$14,000.00	7	7.00	0.00	\$0.00			
57)	Pergola	2.00	Ea	\$130,000.00	0	2.00	0.00	\$0.00			
58)	Pergola Stone Column	16.00	Ea	\$84,960.00	4	16.00	0.00	\$0.00			
59)	Pole Luminaire	16.00	Ea	\$46,400.00	0	16.00	0.00	\$0.00			
60)	Support Pole & Foundation	4.00	Ea	\$11,000.00	0	4.00	0.00	\$0.00			
61)	Artificial Turf	4500.00	Sft	\$72,000.00	0	4493.00	-7.00	(\$112.00)			
62)	Electrical, Wiring & Conduits	1.00	LSUM	\$30,000.00	0	1.00	0.00	\$0.00			
63)	Wiring Devices	1.00	LSUM	\$11,000.00	0	1.00	0.00	\$0.00			
64)	Lighting Control Devices	1.00	LSUM	\$11,000.00	0	1.00	0.00	\$0.00			
65)	Lighting Control Conduit and Conductors	1.00	LSUM	\$11,000.00	0	1.00	0.00	\$0.00			
66)	Handholes	8.00	Ft	\$8,000.00	4	9.00	1.00	\$1,000.00	PD ADD'L 5 FOR STORAGE FEE		
67)	Automatic Irrigation System	1.00	Ft	\$7,100.00	0.5	1.00	0.00	\$0.00			
68)	Conduit, Sch 40 PVC, 4 inch	220.00	Ea	\$7,260.00	0	126.50	-93.50	(\$3,085.50)			
69)	Conduit, Sch 40 PVC, 2 inch	110.00	LSUM	\$2,420.00	0	106.00	-4.00	(\$88.00)			
70)	Quick Coupling Valve	4.00	Each	\$600.00	4	4.00	0.00	\$0.00			
71)	Contracting Staking	1.00	LSUM	\$8,000.00	0	1.00	0.00	\$0.00			
72)	Crew Days	780.00	Cday	\$0.00		60.75	-719.25	\$0.00			
73)	Drainage Structure Remove	1.00	Ea	\$500.00	0	1.00	0.00	\$0.00			
74)	Exploratory Excavation	1.00	LSUM	\$2,800.00	0	1.00	0.00	\$0.00			
75)	Remove Bollard	2.00	Ea	\$400.00	0	2.00	0.00	\$0.00			
76)	Additional Electrical	1.00	LSUM	\$4,213.00	0	1.00	0.00	\$0.00			
77)	Additional Irrigation	1.00	LSUM	\$3,458.95	0	1.00	0.00	\$0.00			
78)	T&M Conc Sidewalk Removal	2.00	LSUM	\$	1	1.00	-1.00	(\$2,464.00)			
				\$		2,464.00		\$58,889.02			
				<b>Total Bid Amount (Items 1-71):</b>		<b>\$983,986.95</b>					

**Alternates:**

73)	Landscape Planter Concrete Header	250.00	Ft	\$17,500.00
74)	Watering and Cultivating, First Season, Min	1.00	LSUM	\$5,000.00
75)	Watering and Cultivating, 2nd Season, Min	1.00	LSUM	\$5,000.00
76)	Statue Foundation	1.00	Each	
77)	General Conditions			

**CORRECTIONS**

- Contractors Multiplication Error Corrected
- Total Adjusted Due to Contractors Mathematical Error  
No Submission Given by Contractor

https://ohmadvisors-my.sharepoint.com/personal/jenni\_lawrence\_ohm-advisors\_com/Documents/Desktop/Public Square [Quantities.xlsx]Bid Tab

# CHANGE ORDER



**Project:** City of Auburn Hills - 2024 Public Square

**Job Number:** 0120-23-0360

**Owner:** City of Auburn Hills  
1827 N. Squirrel Road  
Auburn Hills, MI 48326

**Change Order Number:** 1

**Date:** 9/9/2024

**Print Date:** 6/19/2025

**Contractor:** Warren Contracting Inc.  
Warren , MI  
(586) 549-0293

**Note:**

TO THE CONTRACTOR:

You are hereby directed to comply with the changes to the contract documents. This change order reflects work completed or anticipated.

OHM Advisors  
2365 Pontiac Road  
Auburn Hills, MI 48326  
(734) 522-6711

CURRENT PROJECT PLANS AND SPECIFICATIONS WILL BE ADHERED TO UNLESS SPECIFICALLY CHANGED BY THIS CHANGE ORDER DOCUMENT.

---

THE CONTRACT AMOUNT WILL BE CHANGED BY THE SUM OF:	\$3,700.00
Original Contract Amount:	\$970,151.00
Contract Amount Including Previous Change Orders:	\$970,151.00
Amount of this Change Order:	<u>\$3,700.00</u>
REVISED CONTRACT AMOUNT:	\$973,851.00

---

**Accepted By**

Warren Contractors & Development, Inc. \_\_\_\_\_ Date \_\_\_\_\_

**Approved By**

Stephen Baldante - Director of Public Works - City of Auburn Hills \_\_\_\_\_ Date \_\_\_\_\_

**Prepared By**

Jerry Ashburn, Client Representative \_\_\_\_\_ Date \_\_\_\_\_

**Recommended By**

Ben Weaver, RLA, ASLA, Senior Landscape Architect \_\_\_\_\_ Date \_\_\_\_\_

Items

Item No.	Description	Previous Authorized Quantity	Quantity Change	New Authorize d Quantity	Unit Price	Total Increase
THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT						
Division: A						
72	Crew Days For Extra Work	90.00 Cday	1.50	91.50	\$0.00	\$0.00
Additional Items to the Contract:						
73	Drainage Structure Remove	0.00 Ea	1.00	1.00	\$500.00	\$500.00
74	Exploratory Excavation	0.00 Ls	1.00	1.00	\$2,800.00	\$2,800.00
75	Remove Bollard	0.00 Ea	2.00	2.00	\$200.00	\$400.00
SUB-TOTAL INCREASES DIVISION A:						\$3,700.00

# CHANGE ORDER



**Project:** City of Auburn Hills - 2024 Public Square

**Job Number:** 0120-23-0360

**Owner:** City of Auburn Hills  
1827 N. Squirrel Road  
Auburn Hills, MI 48326

**Change Order Number:** 2

**Date:** 9/18/2024

**Print Date:** 6/19/2025

**Contractor:** Warren Contracting Inc.  
Warren , MI  
(586) 549-0293

**Note:**

TO THE CONTRACTOR:

You are hereby directed to comply with the changes to the contract documents. This change order reflects work completed or anticipated.

OHM Advisors  
2365 Pontiac Road  
Auburn Hills, MI 48326  
(734) 522-6711

CURRENT PROJECT PLANS AND SPECIFICATIONS WILL BE ADHERED TO UNLESS SPECIFICALLY CHANGED BY THIS CHANGE ORDER DOCUMENT.

---

THE CONTRACT AMOUNT WILL BE CHANGED BY THE SUM OF:	\$4,213.00
Original Contract Amount:	\$970,151.00
Contract Amount Including Previous Change Orders:	\$973,851.00
Amount of this Change Order:	<u>\$4,213.00</u>
REVISED CONTRACT AMOUNT:	\$978,064.00

---

**Accepted By**

Warren Contractors & Development, Inc. \_\_\_\_\_ Date \_\_\_\_\_

**Approved By**

Stephen Baldante - Director of Public Works - City of Auburn Hills \_\_\_\_\_ Date \_\_\_\_\_

**Prepared By**

Jerry Ashburn, Client Representative \_\_\_\_\_ Date \_\_\_\_\_

**Recommended By**

Ben Weaver, RLA, ASLA, Senior Landscape Architect \_\_\_\_\_ Date \_\_\_\_\_

Items

Item No.	Description	Previous Authorized Quantity	Quantity Change	New Authorize d Quantity	Unit Price	Total Increase
THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT						
Division: A						
Additional Items to the Contract:						
76	Additional Electrical	0.00 Ls	1.00	1.00	\$4,213.00	\$4,213.00
SUB-TOTAL INCREASES DIVISION A:						\$4,213.00

# CHANGE ORDER



**Project:** City of Auburn Hills - 2024 Public Square

**Job Number:** 0120-23-0360

**Owner:** City of Auburn Hills  
1827 N. Squirrel Road  
Auburn Hills, MI 48326

**Change Order Number:** 3

**Date:** 10/9/2024

**Print Date:** 6/19/2025

**Contractor:** Warren Contracting Inc.  
Warren , MI  
(586) 549-0293

**Note:**

TO THE CONTRACTOR:

You are hereby directed to comply with the changes to the contract documents. This change order reflects work completed or anticipated.

OHM Advisors  
2365 Pontiac Road  
Auburn Hills, MI 48326  
(734) 522-6711

CURRENT PROJECT PLANS AND SPECIFICATIONS WILL BE ADHERED TO UNLESS SPECIFICALLY CHANGED BY THIS CHANGE ORDER DOCUMENT.

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THE CONTRACT AMOUNT WILL BE CHANGED BY THE SUM OF:	\$3,458.95
Original Contract Amount:	\$970,151.00
Contract Amount Including Previous Change Orders:	\$978,064.00
Amount of this Change Order:	<u>\$3,458.95</u>
REVISED CONTRACT AMOUNT:	\$981,522.95

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**Accepted By**

Warren Contractors & Development, Inc. \_\_\_\_\_ Date \_\_\_\_\_

**Approved By**

Stephen Baldante - Director of Public Works - City of Auburn Hills \_\_\_\_\_ Date \_\_\_\_\_

**Prepared By**

Jerry Ashburn, Client Representative \_\_\_\_\_ Date \_\_\_\_\_

**Recommended By**

Ben Weaver, RLA, ASLA, Senior Landscape Architect \_\_\_\_\_ Date \_\_\_\_\_



Items

Item No.	Description	Previous Authorized Quantity	Quantity Change	New Authorize d Quantity	Unit Price	Total Increase
THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT						
Division: A						
72	Crew Days Additional Days for extra irrigation	91.50 Cday	2.00	93.50	\$0.00	\$0.00
Additional Items to the Contract:						
77	Additional Irrigation	0.00 Ls	1.00	1.00	\$3,458.95	\$3,458.95
SUB-TOTAL INCREASES DIVISION A:						\$3,458.95

# CHANGE ORDER



**Project:** City of Auburn Hills - 2024 Public Square

**Job Number:** 0120-23-0360

**Owner:** City of Auburn Hills  
1827 N. Squirrel Road  
Auburn Hills, MI 48326

**Change Order Number:** 4

**Date:** 6/9/2025

**Print Date:** 6/19/2025

**Contractor:** Warren Contracting Inc.  
Warren , MI  
(586) 549-0293

**Note:**

TO THE CONTRACTOR:

You are hereby directed to comply with the changes to the contract documents. This change order reflects work completed or anticipated.

OHM Advisors  
2365 Pontiac Road  
Auburn Hills, MI 48326  
(734) 522-6711

CURRENT PROJECT PLANS AND SPECIFICATIONS WILL BE ADHERED TO UNLESS SPECIFICALLY CHANGED BY THIS CHANGE ORDER DOCUMENT.

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THE CONTRACT AMOUNT WILL BE CHANGED BY THE SUM OF:	\$2,463.36
Original Contract Amount:	\$970,151.00
Contract Amount Including Previous Change Orders:	\$981,522.95
Amount of this Change Order:	<u>\$2,463.36</u>
REVISED CONTRACT AMOUNT:	\$983,986.31

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**Accepted By**

Warren Contractors & Development, Inc. \_\_\_\_\_ Date \_\_\_\_\_

**Approved By**

Stephen Baldante - Director of Public Works - City of Auburn Hills \_\_\_\_\_ Date \_\_\_\_\_

**Prepared By**

Jerry Ashburn, Client Representative \_\_\_\_\_ Date \_\_\_\_\_

**Recommended By**

Ben Weaver, RLA, ASLA, Senior Landscape Architect \_\_\_\_\_ Date \_\_\_\_\_

Items

Item No.	Description	Previous Authorized Quantity	Quantity Change	New Authorize d Quantity	Unit Price	Total Increase
THE FOLLOWING ITEMS AND OR CONTRACT UNIT PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT						
Division: A						
Additional Items to the Contract:						
78	T&M Performed 04-08-2025, 04-09-2025, and 04/10/2025 For additional work due to concrete changes	0.00 Ls	1.00	1.00	\$2,463.36	\$2,463.36
SUB-TOTAL INCREASES DIVISION A:						\$2,463.36



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

FROM: Andrew Hagge, Assistant to the City Manager, TIFA Executive Director; Tim Wissner, Manager of Municipal Properties

DATE: August 6, 2025

SUBJECT: Budget Amendment for The DEN Rehabilitation Project - Design and Engineering Services

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### **INTRODUCTION AND HISTORY**

The DEN, located at 3388 Auburn Road, represents a significant piece of Auburn Hills' heritage and serves as a vital component of our downtown infrastructure. Originally constructed in 1836 as the Nusbaumer Homestead Log Cabin, this historic 1,500 square foot structure was relocated from near the Joslyn and I-75 interchange to downtown Auburn Hills in 1986. The building underwent comprehensive renovation in 2012, earning its current designation as "The DEN" (Downtown Educational Nook), while retaining many of its original structural beams that showcase 19th-century craftsmanship.

As downtown Auburn Hills has continually evolved, city staff have adapted The DEN to meet the community's changing needs. Initially serving as an educational and remote workspace, the facility has transformed into a multi-purpose hub that houses critical IT infrastructure, electrical services, and irrigation systems for our downtown. The DEN now serves as the operational center for signature downtown events including Spook-tacular, Bunny Bash, and the holiday tree lighting ceremony, while also providing logistical support for off-site community events such as Summerfest and our annual beer festival (formerly known as SeptemBEERfest).

With the completion of Auburn Hills Public Square in 2025, which sits adjacent to The DEN, this facility's role as a community gathering place has become even more prominent. However, to fully support these expanded uses and accommodate the increased foot traffic from Public Square events, The DEN requires both accessibility improvements and structural rehabilitation to address deficiencies identified in recent engineering assessments.

Staff identified multiple structural deficiencies with the building, prompting DPW to commission a structural assessment by Wiss, Janney, Elstner Associates (WJE) in March 2025. The assessment revealed several critical issues including wall stability problems, damaged support beams, floor framing deficiencies, and deterioration of original structural elements that require immediate attention for safe operation.

To address these structural concerns while enhancing The DEN's functionality for community events, staff recommend engaging OHM Advisors to provide design and engineering services for a comprehensive rehabilitation project. The project will include accessibility improvements with two additional ADA-compliant restrooms accessible from the exterior, structural repairs to stabilize walls and replace deteriorated components, and infrastructure upgrades to water, sewer, electrical, and heating systems.

OHM Advisors, in partnership with Wiss, Janney, Elstner Associates (WJE), has prepared a comprehensive proposal to provide the necessary architectural and engineering services for this project. The scope includes the specialized expertise required for both historic preservation and modern accessibility improvements. OHM Advisors will provide primary architectural and engineering services including measured drawings, programming and interior design, mechanical/electrical/plumbing design, and construction administration, while WJE will provide specialized structural engineering services focused on the historic log construction elements, including detailed structural

**The DEN Rehabilitation**

assessments, repair design, and construction oversight. Bidding could occur in late 2025 with construction commencing in early 2026.

Construction costs have been budgeted for 2026. The TIFA has budgeted \$200,000 and the DDA has budgeted \$100,000 to bring total, budgeted construction costs to \$300,000 for The DEN Rehabilitation Project. The design and engineering costs associated with the project have not yet been budgeted. This item requires a budget amendment for the design and engineering costs.

Company	Scope of Work	Cost
OHM Advisors	Architectural and Engineering Services	\$39,000
WJE	Structural Engineering Services	\$30,000
	<b>TOTAL COST</b>	<b>\$69,000</b>

**STAFF RECOMMENDATION**

Staff recommend the approval of a budget amendment to increase appropriations in the 2025 TIF-A budget in account number 251-735-975.000-THE DEN\_3388 in support of The DEN Rehabilitation Project design and engineering services. This funding will cover professional services from OHM Advisors at \$39,000 and Wiss, Janney, Elstner Associates at \$30,000 for the comprehensive design and engineering work necessary to preserve this historic structure.

**MOTION:**

**Move to authorize a budget amendment to the 2025 TIF-A budget increasing appropriations by \$69,000 for The DEN Rehabilitation Project Design Services. Furthermore, authorize the execution of professional services agreements with OHM Advisors in the amount of \$39,000 and Wiss, Janney, Elstner Associates in the amount of \$30,000.**

## The DEN

Auburn Hills, Michigan

### Structure:

Original Cabin constructed in 1836.

Addition constructed circa 1960's with other additions of unknown date.

### WJE Scope:

Limited assessment to identify imminent structural concerns, if present.

Conference call with the City to discuss our initial findings. Refer to the WJE proposal dated 2025-02-21 for additional information.

This PDF graphically represents conditions observed during WJE's limited assessment efforts, used for the conference call between Stephen Baldante and Tim Wisser of Auburn Hills and Justin Barden and Nick Said of WJE, on March 19, 2025. The observations in this PDF do not qualify as imminent, assuming the building will be lightly used, but additional investigation and analysis is required to better understand the extent and severity of the conditions observed. The conceptual repair options presented are conceptual by nature; repairs should be designed by a professional engineer with experience in timber/log and wood-framed construction.

### Summary of observed conditions, in order of estimated severity, based on limited visual assessment:

1. Out of plumb/unframed openings in walls
2. Split joist and header below post
3. Misc floor framing conditions
4. Log decay





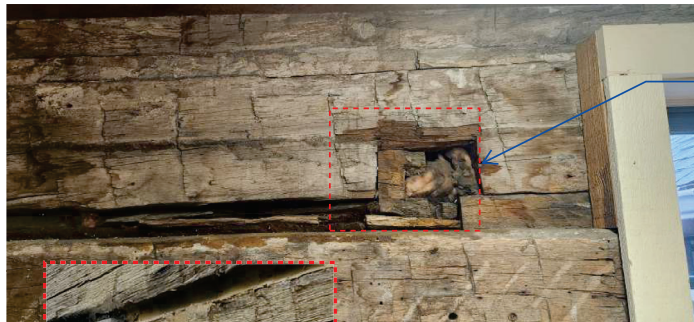
## Summary of Interior Log Conditions



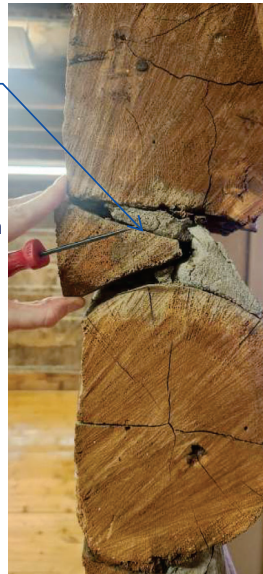
Missing chinking

Loose pieces of chinking

Gap in chinking with outside light visible

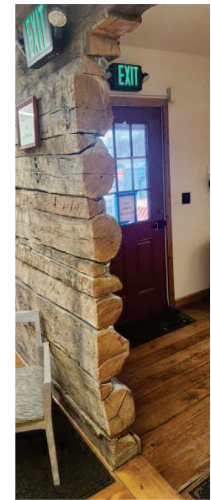
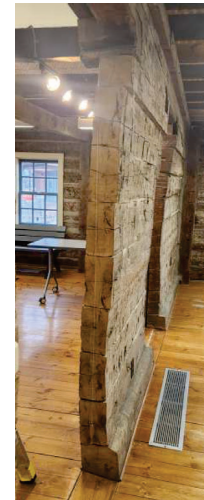


Gap in wall with outside light visible, exposed insulation



### Conceptual Repair Options:

Remove and replace loose/deteriorated chinking/filler.  
Install chinking where missing.



Walls out of plumb, no jack/trimmer studs at openings in logs.



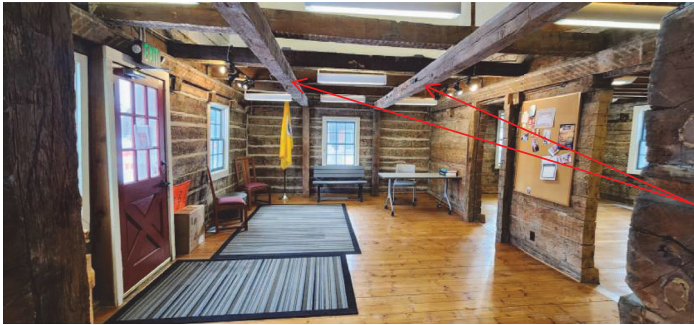
### Conceptual Repair Options:

Stabilize walls with new fasteners and new members at each side of openings.

## Summary of Interior Log Conditions



Timber beams are supported by beams in opposite direction with through bolt connections



AH personnel expressed concern with scarf joint at midspan, but scarf joint is not taking any load (see above)



Limited fasteners at ledger and at end of timber beams supported by ledger.

**Conceptual Repair Options:**  
Systematically install fasteners where missing.



- Perform chinking repairs where missing/deteriorated.
- Consider sealer, but considerations (decay extent and locations, exposure to moisture/wicking, type of sealer, etc) needs to be considered.
- Perform dutchman style repairs at log ends or other areas of localized decay.
- Replace logs with significant decay (e.g., sill logs), working with experienced contractor familiar with historic log construction.
- Consider moisture management improvements (e.g., drip edges) when performing repairs.

## Summary of Floor Framing Conditions



Split in header below  
post at notched bearing

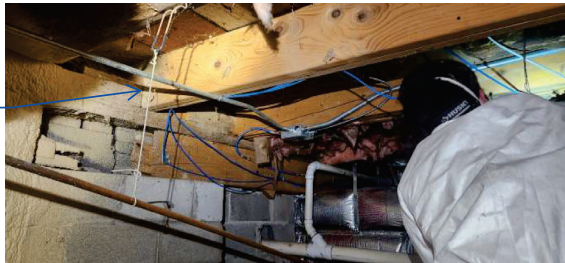
Split in joist below post  
at notched bearing

### Conceptual Repair Options:

Temp Repair: wood glue in split, clamp down, then install screws in bottom face of lumber, bridging the split.

Repair: Sister split joist and repair split header (e.g., sister, post, other).

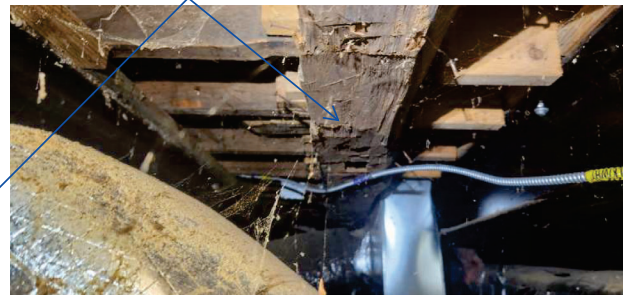
Notched floor joists at  
bearing points



Wood decking  
spanning ~24"  
between floor logs



Timber floor beam, with adjacent  
various framing conditions and deep  
notches, supporting above wall



### Conceptual Repair Options:

Engineer to perform further review of framing and structural analysis. Reinforce/repair as required.



Summary of Misc Conditions



Water leakage into basement after rain event



Grade slopes towards The DEN



Standing water and ice



Open mortar joint



Notched joists above kitchen area. Attic space is currently unused. If planning to use, evaluate reinforcing notched ends



July 28, 2025

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

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

Regarding: **DEN Renovations and Restrooms**  
Scope of Professional Services

Dear Mr. Baldante:

Thank you for this opportunity to provide professional architectural and engineering services for the above-referenced project. We have prepared the following project understanding and scope of services to be provided by the OHM Advisors team. The team will be comprised of OHM and Wiss, Janney, Elstner Associates (WJE). This scope is based on our previous discussions, WJE report dated March 3, 2025, and walk-through with the City Team on June 6<sup>th</sup>.

## **PROJECT UNDERSTANDING**

The project consists of renovation at the DEN log cabin at 3388 Auburn Road. The goal of the project is to provide restrooms that will support the recently completed Public Square adjacent to the building, as well as provide repair work to the timber structure identified in the WJE report. It is our understanding that the City desires to utilize the DEN as a support facility for public events within the Downtown.

The scope of the renovation work is to provide two new accessible family restrooms that will be accessed from outside. Modifications to the current deck at the entrance as well as a new entrance door to these bathrooms are planned. The building currently has a small water tank and forced air system, which will be evaluated during the initial scoping phase to determine required modifications to support the new spaces. Modifications to the existing floor joists as well as repair/support for out-of-plumb timber walls and repairs to exterior wall logs and framing members will also be completed as part of the project.

## **SCOPE OF SERVICES**

The scope of services that will be provided by the OHM team includes the tasks required to complete the design of the project. The specific disciplines will have the overall project scope as follows, aligned with the level of detail and deliverables described in the work plan.

### **Architectural**

- Measured drawings of existing building to create base drawings.
- Programming and Interior Plan design.
- Basic Interior Finishes
- Architectural Site Plan with modifications to entrance required to accommodate new work.



#### Electrical Engineering

- Interior Lighting
- Interior Power needs

#### Mechanical Engineering

- Heating, ventilation, and cooling (HVAC) design
- Potable water connection, distribution, and fixtures
- Waste water collection and transmission to public sewer
- Spatial requirements and clearances for equipment and distribution; chases

#### Structural Services by WJE

- Structural repair work and modifications to existing structure to accommodate new layout, including:
  - Repair/support Out of plumb/unframed wall opening.
  - Addressing decaying Exterior wall logs.
  - Repairs to split framing members
  - Modifications to floor joists w/ deep notches.

### WORK PLAN

OHM will perform the above design services in the stages described below, to the level of detail appropriate and required by each stage and deliverable.

#### Task 1 – Schematic Design

The goal of this task will be to define the scope of work for the project and include the following:

1. Perform a more detailed, two-person, one-day structural assessment of The DEN to visually assess and document conditions to aid in the repair design and document development process. Limited structural analysis will also be performed as required to develop repair designs and details.
2. Attendance by design team members for kick off meeting with the Owner to review project goals and review initial layout. Review structural scope of work from report.
3. Following the meeting, walk through of the building by design team and Owner to review existing conditions, take field measurements, and discuss further specific project program requirements.
4. With information from site walkthrough and Kickoff meeting, OHM will develop a concept scoping package and opinion of probable cost. The Concept scoping package will include demolition and proposed work floor plans with descriptors of required work to be implemented. Perform load calculations for HVAC and electrical. Initial sizing of mechanical, electrical, and plumbing will be preliminary.
5. OHM will conduct 1 design review meetings to discuss scope development and validate scope and budget for approval to next phase.

#### Deliverables

- Preparation of scaled base drawings in electronic format for use by the design team.
- Conceptual Architectural Demolition and Proposed Floor Plan, noting basic finishes and level of detail to provide opinion of cost criteria.
- Conceptual Mechanical Demolition and Proposed Floor Plan
- Conceptual Electrical Demolition and Proposed Floor Plan
- Conceptual Structural Repairs Package
- Opinion of Probable Construction Cost



## Task 2 – Construction Documents

Upon written approval by the City of the conceptual drawings and opinion of cost, the goal of this task will be to finalize sizing of equipment, further develop and finalize drawings to complete construction documents suitable for submission for bidding and permit submission:

1. Develop final sizing of mechanical, electrical and plumbing equipment.
2. Prepare final architectural and engineering drawings including mechanical, architectural, structural, plumbing, and electrical drawings.
3. Meet with the owner to select materials and colors from samples and submit color board and color schedule for review. Once the owner approves the color schedule, the approved selections will be specified.
4. OHM will conduct 1 progress review meetings led by architectural team members.
5. Provide a building permit submission package for submittal to City for plan review.

### Deliverables

- ▶ Construction Drawings
- ▶ Technical Specifications

## Task 3 – Bid Assistance

Format final architectural and engineering drawings for bidding.,

- ▶ Lead a pre-bid meeting on site to discuss scope and conduct a walkthrough with the bidding contractors
- ▶ Manage RFI's and any necessary Addenda development during bidding.
- ▶ Respond to contractor questions in writing during the bidding process.
- ▶ Attend the bid opening and prepare/evaluate a project bid tab. The bid tab shall include bidding contractors' total project bid and unit price breakdown.
- ▶ Check references for the three lowest bidding contractors and provide a recommendation of award.
- ▶ OHM will assist in executing the Contract books including the following
  - i. Create and mail out a Notice of Award letter to the awarded Contractor.
  - ii. Coordinate the execution of six (6) copies of contract book.
  - iii. Produce two (2) executed copies of contract documents for the City. One copy will be delivered to the City Clerk and one copy will be delivered to the DPW.
- ▶ If the City Council does not award the contract, then OHM will communicate that information to the appropriate Contractors.

## SCHEDULE

The project will commence upon authorization to proceed. It is our understanding that the City desires the project to be constructed in 2026. We anticipate that Task 1 schematic design work would occur within 4 weeks of authorization and construction documents would be complete within 10 weeks of authorization. Bidding could occur for the project late this year with construction commencing in early 2026.

## COMPENSATION

The services outlined above will be performed on an hourly basis for the not-to-exceed amount of sixty-nine thousand dollars (\$69,000.00). This amount is based on the assumptions listed below. The City will be invoiced for services on a monthly basis. The estimated budget breakdown is as follows:

	OHM	WJE	Total
Task 1 – Schematic Design	\$ 13,500	\$ 19,300	\$ 32,800
Task 2 – Construction Documents	\$ 22,000	\$ 10,000	\$ 32,000
Task 3 – Bidding Assistance	<u>\$ 3,500</u>	<u>\$ 700</u>	<u>\$ 4,200</u>
<b>Total</b>	<b>\$ 39,000</b>	<b>\$ 30,000</b>	<b>\$ 69,000</b>



## FURTHER CLARIFICATIONS AND ASSUMPTIONS

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

- Presentations to the Planning Commission and City Council will not be required.
- Preparation of a site plan package for approval is not required for this project.
- The City has no historical commission, and the project will be designed utilizing the Michigan Rehabilitation Code, with intent to maintain the original character and feel of the building.
- The existing electrical service is adequate for new use.
- OHM will be pleased to provide any additional services for this project on an hourly basis. Services not included in this proposal:
  - a. Construction phase services such as, but not limited to, construction management, construction engineering, construction administration, construction observation, and construction layout.
  - b. Relocation design services for public utilities, if required.
  - c. Interior/exterior 3-dimensional renderings.
  - d. Interior design and furnishings beyond basic architectural finishes.

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

Sincerely,

**OHM Advisors**

Timothy J. Juidici, PE  
Principal-in-Charge

cc: Tim Wisser, Manager of Municipal Properties  
Brandon Skopek, Assistant City Manager  
Chris Ozog, Senior Project Manager, OHM  
File

### City of Auburn Hills DEN Renovations and Restrooms

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

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

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

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



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

FROM: Andrew Hagge, Assistant to the City Manager, TIFA Executive Director

DATE: August 5, 2025

SUBJECT: 2026 – 2030 Budget Presentation

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#### **INTRODUCTION AND HISTORY**

The August meeting will provide the Board with the opportunity to review the proposed 2026 Budgets for TIF Districts A, B and D.

The Board should note that during the budget season, this continues to be a moving target as projects are added, deleted and modified as we make our way through the remainder of the budget process. While staff does not expect significant changes, the Board will have an opportunity to review any changes at the September TIFA Board meeting. The presentation includes the budget line-item details for 2024-2030. Staff will be presenting the budget and other pertinent information during the workshop to cover each item in necessary detail.

**An appropriate motion is:**

**No motion required.**