



AUBURN HILLS MEETING SCHEDULE

248-370-9402 | WWW.AUBURNHILLS.ORG

NOVEMBER 2025

DAY	TITLE	TIME	LOCATION
10/31-11/2	Early Voting	8:30 AM – 4:30 PM	Public Safety Building 1899 N. Squirrel Road
4	Election Day	7:00 AM - 8:00 PM	All Polling Locations
10	Downtown Development Authority	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
10	City Council Workshop	5:30 PM	Rescheduled (originally rescheduled to Nov. 17 th , but since has been cancelled)
10	City Council Meeting	7:00 PM	Rescheduled
10	Library Board	7:00 PM	Auburn Hills Public Library 3400 Seyburn Drive
11	Tax Increment Finance Authority Informational Meeting & Business Meeting to follow immediately	4:00 PM	Administrative Conference Room 1827 N. Squirrel Road
12	Planning Commission	7:00 PM	CANCELLED
13	Zoning Board of Appeals	7:00 PM	CANCELLED
17	City Council Workshop	5:30 PM	CANCELLED
17	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
18	Brownfield Redevelopment Authority	6:00 PM	Administrative Conference Room 1827 N. Squirrel Road
24	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road

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



AUBURN HILLS MEETING SCHEDULE

248-370-9402 | WWW.AUBURNHILLS.ORG

DECEMBER 2025

DAY	TITLE	TIME	LOCATION
1	Downtown Development Authority	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
1	City Council Workshop	5:30 PM	Rescheduled
1	City Council Meeting	7:00 PM	Rescheduled
8	City Council Workshop	5:30 PM	Administrative Conference Room 1827 N. Squirrel Road
8	City Council Meeting	7:00 PM	Council Chamber 1827 N. Squirrel Road
8	Library Board	7:00 PM	Auburn Hills Public Library 3400 Seyburn Drive
9	Board of Review	11:00 AM	Administrative Conference Room 1827 N. Squirrel Road
9	Tax Increment Finance Authority Informational Meeting & Business Meeting to follow immediately	4:00 PM	Administrative Conference Room 1827 N. Squirrel Road
10	Pension Board	3:00 PM	Administrative Conference Room 1827 N. Squirrel Road
10	Retiree Health Care	Immediately following the Pension Board meeting	Administrative Conference Room 1827 N. Squirrel Road
10	Planning Commission/Recreation Department	6:00 PM (Potluck) 6:30 PM	Public Safety Building 1899 N. Squirrel Road
11	Zoning Board of Appeals	7:00 PM	Council Chamber 1827 N. Squirrel Road
16	Brownfield Redevelopment Authority	6:00 PM	Administrative Conference Room 1827 N. Squirrel Road

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



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

Council Chamber, 1827 N. Squirrel Road, Auburn Hills MI
248-370-9402 ♦ www.auburnhills.org

OATH OF OFFICE TO NEWLY ELECTED CITY COUNCIL MEMBERS

1. **MEETING CALLED TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF COUNCIL**
4. **TRIBUTE TO COUNCILMAN ELECT GREG OUELLETTE**
5. **ELECTION OF MAYOR**
6. **ELECTION OF MAYOR PRO TEM**

RECESS

7. **APPROVAL OF MINUTES**

7a. City Council Regular Meeting Minutes, October 20, 2025

8. **APPOINTMENTS AND PRESENTATIONS**

9. **PUBLIC COMMENT**

10. **CONSENT AGENDA**

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

10a. Board and Commission Minutes

9a1. Tax Increment Finance Authority, August 12, 2025

9a2. Tax Increment Finance Authority, September 9, 2025

9a3. Downtown Development Authority, October 13, 2025

10b. Motion - To receive and file the Mariner Consulting 3rd quarter Cash Management Investment Performance Review.

10c. Motion – To adopt the 2026 Benefits Resolution for Non-Union Personnel.

10d. Motion - To clarify the Local Road Budget Amendment for Birchfield Patrick Henry Project needed for the 2026 Budget.

10e. Motion - To amend the General Fund Assessing department budget increasing appropriations \$1,200.

10f. Motion – To amend appropriate Wage and Benefit lines within General Fund Departments and other Funds.

10g. Motion – To award a three-year professional services agreement for Household Hazardous Waste Collection and Disposal.

10h. Motion – To approve the Performance Resolution for Governmental Agencies Annual Permit for Work on State Highway Right-Of-Way Required by MDOT.

10i. Motion – To approve a budget amendment for the 2025 Fleet Fund.

11. **UNFINISHED BUSINESS**

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

12. NEW BUSINESS

12a. Public Hearing/Motion – To approve the Community Development Block Grant Funding Allocation for Program Year 2026.

12b. Motion – To declare a vacancy on City Council.

13. COMMENTS AND MOTIONS FROM COUNCIL

14. CITY ATTORNEY REPORT

15. CITY MANAGER REPORT

16. ADJOURNMENT



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 7A

CITY COUNCIL



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

OCTOBER 20, 2025

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

PLEDGE OF ALLEGIANCE:

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

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

Also Present: City Manager Tanghe, Asst City Manager Skopek, City Attorney Kelly, City Clerk Pierce, Police Chief Gagnon, Fire Chief Robinson, DPW Director Baldante, Mgr. of Public Utilities Deman, Community Development Director Cohen, Asst. Community Development Director Lang, Finance Director/Treasurer Schulz, Deputy Treasurer Jones, Accountant Moss, Senior Services Director Monroy, Recreation Director Stepp, Engineer Driesenga

5 Guests

4. APPROVAL OF MINUTES

4a. City Council Workshop Minutes, October 6, 2025

Moved by Knight, Seconded by Ferguson.

RESOLVED: To approve the City Council Workshop Minutes of October 6, 2025.

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

No: None

Resolution No. 25.10.153

Motion Carried (6 - 0)

4b. City Council Regular Meeting Minutes, October 6, 2025

Moved by Knight, Seconded by Ferguson.

RESOLVED: To approve the City Council Regular Meeting Minutes of October 6, 2025.

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

No: None

Resolution No. 25.10.154

Motion Carried (6 - 0)

5. APPOINTMENTS AND PRESENTATIONS

5a. Insight Investment Portfolio Review, presentation by Mary Donovan & Austin Perez

Ms. Donovan and Mr. Austin Perez from Insight Investments provided an update on the investment portfolio. Mr. Tanghe expressed his gratitude to Mary Donovan and the Insight Investment Portfolio Review that she provided.

6. PUBLIC COMMENT

There was no public comment.

7. CONSENT AGENDA

7a. Board and Commission Minutes

7a1. Election Commission, September 30, 2025

7a2. Planning Commission, October 8, 2025

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

7b. Motion – To approve the 2026 Fee Schedule.

RESOLVED: To adopt the 2026 City of Auburn Hills Fee Schedule as submitted.

7c. Motion – To update the City's Investment Policy as reviewed & approve as of October 20, 2025.

RESOLVED: To update the City's Investment Policy as reviewed and approved as of October 20, 2025.

7d. Motion – To approve list of authorized depositories.

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

7e. Motion – To approve the list of authorized brokers/dealers.

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

7f. Motion – To approve delinquent tax transfer to 2025 winter tax bills.

RESOLVED: To accept the transfer of the delinquent special assessments in the amount of \$433,822.20 for collection on the 2025 City of Auburn Hills Winter Tax Bills, in accordance with Ordinance #634 Resolution No. 74-108, 74-143, and MCL 211.44(3)(4) and (7).

7g. Motion – To approve an interlocal cooperation agreement for the construction of pathway along South Adams Road and Forester Boulevard.

RESOLVED: To execute an interlocal agreement between the City of Rochester Hills and the City of Auburn Hills for the construction of pathway along South Adams Road and Forester Boulevard.

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

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

7i. Motion – To adopt the Resolution to Reduce Employee Contribution Cost Share for Medical and Prescription Drug Plan Coverage for Calendar Year 2026.

RESOLVED: To adopt the attached resolution titled: Resolution to Reduce Employee Contribution Cost Share for Medical and Prescription Drug Plan Coverage for Calendar Year 2026. (Attachment D)

7j. Motion – To award the Sewer Lining Rehabilitation Work off Old Adams to SAK Construction.

RESOLVED: To award sewer line rehabilitation work off Old Adams Road to SAK Construction.

7k. Motion – To approve a change order for the Police Department Property Room Remodel.

RESOLVED: To approve Change Order 2 with Allied Building Services for the police evidence room reconstruction in the amount not to exceed \$24,100.00, bringing the total project cost to \$64,170.00.

7l. Motion – To approve the sale of 186 Hillfield Road to Oaktown, LLC.

RESOLVED: To approval the sale of 186 Hillfield Road to Oaktown, LLC, in the amount of \$55,000, under the terms and conditions contained in the attached purchase agreement and authorize the City Manager to execute the purchase agreement on behalf of the city, as well as all documents necessary up to an including those required at closing.

Moved by Verbeke, Seconded by Hawkins.

RESOLVED: To approve the Consent Agenda.

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

No: None

Resolution No. 25.10.155

Motion Carried (6 - 0)

8. UNFINISHED BUSINESS

9. NEW BUSINESS

9a. Public Hearing/Motion - To adopt the 2026 Budget and 2025 Millage Rates.

Ms. Schulz provided an overview of the proposed 2026 Budget and the 2025 Library and City Millage Rates. The rates support the 2026 property tax revenues as directed by the City Charter which promote accountability as well as financial stability.

Mayor Marzolf opened the Public Hearing at 7:40 PM.

The Mayor closed the Public Hearing at 7:41 PM.

Moved by Hawkins, Seconded by Ferguson.

RESOLVED: To accept and adopt the proposed 2026 budget for the City and to approve the proposed millage rates for the City and Library for the 2025 tax year.

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

No: None

Resolution No. 25.10.156

Motion Carried (6 - 0)

9b. Motion -To approve a Special Land Use Permit to construct an automatic changeable copy sign / Oakland Christian School.

Mr. Cohen shared the request to install an automatic changeable copy sign at Oakland Christian School. He shared the dimensions of the sign and stated that it will meet.

Ms. Verbeke shared that in the past she has been in opposition to changeable copy signs but because this one is not as large nor obtrusive, she will support it.

Moved by Hawkins, Seconded by Fletcher.

RESOLVED: To accept the Planning Commission's recommendation and approve the Special Land Use Permit for Oakland Christian School – Automatic Changeable Copy Sign subject to the conditions of the City's Administrative Review Team.

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

No: None

Resolution No. 25.10.157

Motion Carried (6 - 0)

9c. Motion - To approve an amendment to the wireless communication service lease agreement between the City of Auburn Hills and New Cingular Wireless PCS, LLC / City of Auburn Hills Civic Center Campus - 3303 Seyburn.

Mr. Cohen presented the request from New Cingular Wireless PCS, LLC, aka AT&T to amend and extend the existing lease that governs lease two on the monopole tower. The lease terms have been reviewed by the Kelly Firm and are competitive.

Moved by Hawkins, Seconded by Ferguson.

RESOLVED: To approve the first amendment to the lease agreement between the City of Auburn Hills and New Cingular Wireless PCS, LLC (AT&T), and authorize the execution by the Mayor and City Clerk of the extension of this lease associated with the wireless communication tower located at 3303 Seyburn on the City's Civic Center Campus.

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

Resolution No. 25.10.158

Motion Carried (6 - 0)

9d. Motion – To approve a text amendment to amend Article IX. B-2, General Business Districts of the Zoning Ordinance.

Mr. Cohen presented the proposed text amendment to Article IX.B-2, which would permit the outside sale of ice and propane tanks to 18 existing locations. No other outside sales would be allowed. When a new gas station is constructed, enclosures would be required for ice and propane tanks. Code Enforcement will follow up with gas stations that sell other items outside and have those items removed within a reasonable time.

Moved by Knight, Seconded by Ferguson.

RESOLVED: To accept the Planning Commission's recommendation and approve the enclosed Text Amendment to Article IX. B-2, General Business Districts of the Zoning Ordinance, to permit the outdoor storage of ice chests and propane tanks at gasoline service stations. It shall be referenced as Ordinance No. 25-947. (Attachment E)

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

Resolution No. 25.10.159

Motion Carried (6 - 0)

9e. Motion – To award Pamar Enterprises the construction contract for the Birchfield & Patrick Henry Utility and Road Improvements.

Mr. Deman shared that the award for the construction contract for the Birchfield & Patrick Henry Utility and Road Improvements was granted to Pamar Enterprises. The proposed improvements will provide a sewer line upgrade from 12" to 15". The project is being executed in conjunction with other projects. The project will begin late this Fall with the sewer installation and the projected completion will be the Summer of 2026.

Moved by Ferguson, Seconded by Fletcher.

RESOLVED: To award construction contract for the Birchfield & Patrick Henry Utility and Road Improvements to Pamar Enterprises, Construction Engineering Services to OHM Advisors, and Materials Testing to G2 Consulting for the total project cost of \$5,256,265; and the approval of the budget amendment in the amount of \$620,000 to the Road Improvement Division GL. The second

lowest bidder has been awarded due to their extensive experience with the size and complexity of the project.

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

Resolution No. 25.10.160

Motion Carried (6 - 0)

9f. Motion – To adopt the Honorary Street Naming Dedication Application & Policy.

Mr. Tanghe provided the purpose for adopting an Honorary Street Naming Policy. City staff will review the applications and be responsible for vetting the applicants per the policy.

Moved by Fletcher, Seconded by Ferguson.

RESOLVED: To adopt the Honorary Street Naming Dedication Application & Policy as attached. (Attachment F)

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

Resolution No. 25.10.161

Motion Carried (6 - 0)

10. COMMENTS AND MOTIONS FROM COUNCIL

Mr. Knight reminded everyone that Early Voting will start soon. He shared that he is thankful for the extension of the sidewalk at old Adams. He also reminded people of the upcoming Spooktacular event and that the seniors have a monthly party.

Mr. Ferguson thanked the Police Department for the speed traffic signs.

Mr. Hawkins reported that the basketball courts at Riverwoods Park are being refurbished.

Mayor Marzolf thanked the Finance Team for the hard work on the city budget. He also commented that the new budget will honor a discount for Veterans at the Fieldstone Golf Course.

11. CITY ATTORNEY REPORT

12. CITY MANAGER REPORT

13. CITY CLERK REPORT

Ms. Pierce provided the necessary information to voting residents regarding absentee voting, early in-person voting and election day voting.

14. CLOSED SESSION

14a. Motion – To meet in closed session for the City Manager’s Performance Evaluation pursuant to MCL 15.268(a) of the Open Meetings Act.

Moved by Hawkins, Seconded by Fletcher.

RESOLVED: To meet in closed session for the City Manager’s Performance Evaluation pursuant to MCL 15.268(a) of the Open Meetings Act.

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

Resolution No. 25.10.162

Motion Carried (6 - 0)

The meeting recessed to Closed Session at 8:17 PM.
The meeting reconvened in Open Session at 9:01 PM.

Moved by Verbeke, Seconded by Fletcher.

RESOLVED: To authorize a salary increase for the City Manager of 3.50% effective January 1, 2026 and a one-time bonus as contained in the memo.

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

No: None

Resolution No. 25.10.163

Motion Carried (6 - 0)

15. ADJOURNMENT

Moved by Hawkins, Seconded by Ferguson.

RESOLVED: To adjourn the meeting.

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

No: None

Resolution No. 25.10.164

Motion Carried (6 - 0)

The meeting was adjourned at 9:02 PM.

Brian W. Marzolf, Mayor

Laura M. Pierce, City Clerk

ATTACHMENT A

RESOLUTION:

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

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

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

NOW THEREFORE BE IT RESOLVED, that the Auburn Hills City Council approve the following financial institutions as legal depositories for all public monies effective to December 31st, 2026.

JP Morgan Chase Bank NA	CIBC Bank USA	Cornerstone Community Financial CU
Credit Union ONE	Fifth Third Bank, N.A.	Genisys CU
Mercantile Bank CU	Oxford Bank	Michigan Schools and Government
PNC Bank, National Association	Wells Fargo Bank, N.A.	Alliance Catholic Credit Union
PARDA Federal Credit Union	Huntington National Bank	First Merchants Bank
Below a score of 40 but above 30: Bank of America, N.A.	Comerica Bank <i>(recently purchased by Fifth Third Bank/transition through end of 2026)</i>	

ATTACHMENT B

RESOLUTION:

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

NOW THEREFORE BE IT RESOLVED, that the Auburn Hills City Council approve the attached brokers/dealers as legal pass-through agents for all public monies effective to December 31, 2026.



Insight Investment
Broker Dealer List
Prepared for City of Auburn Hills
September 12, 2025

Primary dealers or affiliated firms

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

Non-primary dealer firms

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

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

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

BNY | INVESTMENTS

ATTACHMENT C

Resolution No.

CITY OF AUBURN HILLS

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

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

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

WHEREAS, the three options for consideration are as follows:

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

WHEREAS, the City of Auburn Hills has elected the Exemption provision of the Act for the 2026 calendar year as its choice for compliance with the Act.

NOW, THEREFORE, BE IT RESOLVED, the City of Auburn Hills City Council elects to comply with the requirements of the Publicly Funded Health Insurance Contribution Act by adopting the annual Exemption option for the medical plan coverage year for the period January 1, 2026 through December 31, 2026.

AYES:	6 (Ferguson, Fletcher, Hawkins, Knight, Marzolf, Verbeke)
NAYS:	None
ABSENT:	1 (McDaniel)
ABSTENTIONS:	None

Resolution No. 25.10.155
Enacted October 20, 2025

STATE OF MICHIGAN)
)SS
COUNTY OF OAKLAND)

I, the undersigned and duly appointed City Clerk for the City of Auburn Hills, Oakland County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Auburn Hills City Council held on the 20th day of October, 2025.

IN WITNESS WHEREOF, I have hereunto affixed my official signature on this 20th day of October, 2025.

Laura Pierce, City Clerk

ATTACHMENT D

Resolution No.

CITY OF AUBURN HILLS

**RESOLUTION TO REDUCE EMPLOYEE CONTRIBUTION COST SHARE FOR MEDICAL
AND PRESCRIPTION DRUG PLAN COVERAGE FOR CALENDAR YEAR 2026**

WHEREAS, the City of Auburn Hills has elected the Exemption Provision of Public Act 152 of 2011, titled, *“The Publicly Funded Health Insurance Contribution Act”*, for the 2026 calendar year as its choice for compliance with the Act; and,

WHEREAS, the City of Auburn Hills has received a Memorandum of Understanding signed by authorized representatives of city employees represented by *Chapter D of AFSCME Local 2720, Police Officers Labor Council representing Patrol, Detectives, and Command Officers, Firefighters represented by IAFF Local 4404, and Non-Union employees*; all agreeing to their cost sharing for city provided medical and prescription drug coverage to be 7.5% during calendar year 2026, as more fully stated therein.

THEREFORE BE IT RESOLVED, the City of Auburn Hills City Council hereby authorizes the City to pay 92.5% cost sharing of the cost of its covered employees’ medical and prescription drug coverage in calendar year 2026 with the employees’ cost sharing to be 7.5% for those employees in Chapter D of AFSCME Local 2720, Police Officers Labor Council representing Patrol, Detectives and Command Officers, Firefighters represented by IAFF Local 4404, and Non-Union Employees; to the extent required by said action.

AYES:	6 (Ferguson, Fletcher, Hawkins, Knight, Marzolf, Verbeke)
NAYS:	None
ABSENT:	1 (McDaniel)
ABSTENTIONS:	None

Resolution No. 25.10.155
Enacted October 20, 2025

STATE OF MICHIGAN))SS
COUNTY OF OAKLAND)

I, the undersigned and duly appointed City Clerk for the City of Auburn Hills, Oakland County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Auburn Hills City Council held on the 20th day of October, 2025.

IN WITNESS WHEREOF, I have hereunto affixed my official signature on this 20th day of October, 2025.

Laura Pierce, City Clerk

ATTACHMENT E

**CITY OF AUBURN HILLS
COUNTY OF OAKLAND
STATE OF MICHIGAN**

ORDINANCE NO. 25-947

TEXT AMENDMENT TO ZONING ORDINANCE

AN ORDINANCE TO AMEND ARTICLE IX. B-2, GENERAL BUSINESS DISTRICTS OF THE AUBURN HILLS ZONING ORDINANCE NO. 372 ADDRESSING THE STANDARDS FOR GASOLINE SERVICE STATIONS

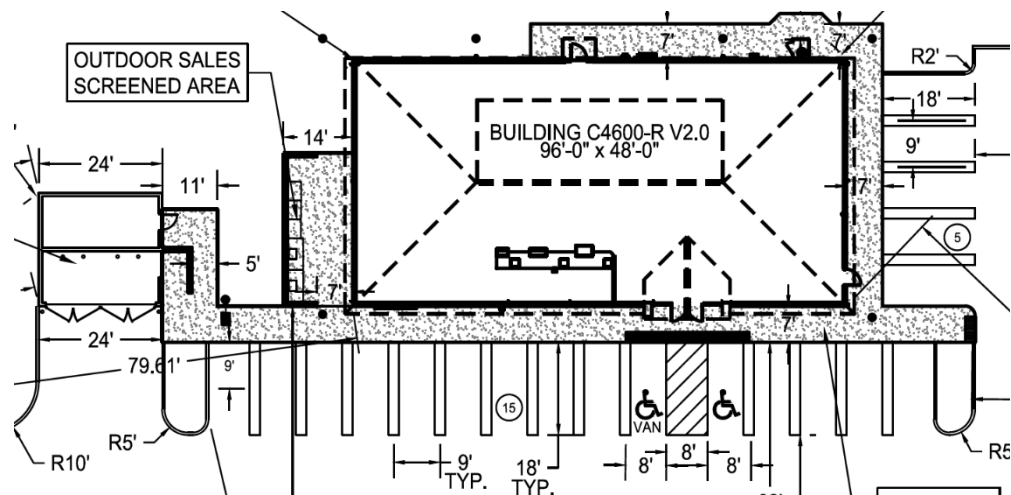
THE CITY OF AUBURN HILLS ORDAINS

Section 1.

Section 902. Special Land Uses Permitted of Article IX. B-2, General Business Districts, of Auburn Hills Zoning Ordinance No. 372, as amended, is hereby amended to revise Subsection 19 to read as follows:

19. Gasoline service stations, subject to the following provisions:
 - A. The minimum road frontage shall be one hundred and fifty (150) feet and the minimum lot area shall be one (1) net acre. The site shall be so arranged that ample space is available for vehicles which are required to wait.
 - B. Canopy structures and gasoline pumps shall be set back not less than forty (40) feet from all street right-of-way lines to allow adequate access around the pumps. Air and water hose stands and other appurtenances shall be set back not less than twenty (20) feet from all street right-of-way lines, where appropriate.
 - C. Canopy structures shall be designed and constructed in a manner which is architecturally compatible with the principal building. The canopy structure shall be attached to and made an integral part of the principal building, wherever possible.
 - D. Accessory auto related facilities located on the premises such as wash facilities and vehicle repair are permitted on gas service station sites, however each use must obtain a separate special land use permit as provided for in this Article and shall only be permitted on gas service station sites containing one and one-half (1½) net acres.
 - 1) Major engine and body repair, steam cleaning, and undercoating are expressly prohibited except within a completely enclosed building.
 - 2) The storage of damaged or wrecked vehicles, or those waiting for minor repair or service, shall be obscured from public view in an area provided for such purpose on the site, and no vehicle of any kind shall be stored in the open for a period exceeding one (1) week. In no instance shall more than five (5) vehicles be allowed to accumulate on the site at any one (1) time, and the storage area shall be kept free of trash and debris in designed in accordance with Section 1807, Item 3, Open Storage.
 - E. All storage of material, merchandise, and equipment shall be within the building, with the exception that only ice chests and propane tanks/cages may be placed outside and immediately adjacent to the convenience store, as approved by the Director of Community Development or

their designee, provided such outdoor storage complies with all requirements of this section. Gasoline service stations constructed or expanded after October 20, 2025, that wish to offer ice and propane sales shall utilize a screened outdoor sales enclosure area immediately adjacent to the convenience store. The walls of the enclosure shall be designed with masonry material to match the retail store building façade and shall be at least one (1) foot taller than the items stored. Items stored within the screened outdoor sales enclosure area shall be limited to ice chests and propane tanks. Regardless of the placement location, ice chests and propane storage shall comply with applicable state and local fire and building codes.



Example design of a screened outdoor sales enclosure

- F. The sale or rental of new or used cars, trucks, trailers, and any other vehicles on the premises shall be prohibited.
- G. Fueling operations designed to accommodate tractor trailer trucks shall be prohibited.

Section 2. Repealer.

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 3. Severability.

If any section, clause, or provision of this Ordinance shall be declared to be unconstitutional, void, illegal, or ineffective by any Court of competent jurisdiction, such section, clause, or provision declared to be unconstitutional, void, or illegal shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.

Section 4. Savings.

The proceedings pending and all rights and liabilities existing, acquired, or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law when they were commenced.

Section 5. Effective Date.

The provisions of this Ordinance are hereby ordered to take effect upon publication in the manner prescribed by the Charter of the City of Auburn Hills.

Section 6. Adoption.

This Ordinance is hereby declared to have been adopted by the City Council of the City of Auburn Hills at a meeting thereof duly called and held on the 20th day of October and ordered to be given publication in a manner prescribed by the Charter of the City of Auburn Hills.

AYES: 6 (Ferguson, Fletcher, Hawkins, Knight, Marzolf, Verbeke)
NAYES: None
ABSENT: 1 (McDaniel)
ABSTENTIONS: None

None
1 (McDaniel)
None

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified Clerk of the City of Auburn Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 25-947 adopted by the Auburn Hills City Council on the 20th day of October, the original of which is in my office.

Laura M. Pierce
City Clerk

ATTACHMENT F



Honorary Street Naming Dedication Application

PLEASE PRINT ALL INFORMATION

1. APPLICANT INFORMATION

Applicant's Name: _____

Street Address: _____

City/State/Zip: _____ Telephone: (____) ____ - _____

Email: _____ Relationship to Nominee: _____

2. HONORARY NAME REQUEST

Name of honoree (Legal Name): _____

Street Address in the City: _____
(A home or employment address at which the honoree's service to the city is being considered)

City/State/Zip: _____

Honoree's Date of Birth: ____/____/____ Years honoree has resided/worked in City: ____
(A minimum of ten years is required)

Requested Location of Proposed Sign: _____
(Must be a local street under the jurisdiction of the city)

Alternate Location of Proposed Sign: _____
(Must be a local street under the jurisdiction of the city)

3. PROPOSED HONOREE'S CONTRIBUTIONS TO AUBURN HILLS

In typewritten form to be attached to your application, please provide information about the honoree that substantiates this request. Include service within the Auburn Hills community, such as impact on residents, volunteerism, giving of time, talent, and/or treasure. Be specific about the honoree's contributions. All such items must be substantiated to include, but are not limited to, any one or more of the following: testimonials from others, newspaper or journal articles, resolutions, commendations, awards and recognitions, actions taken by the proposed honoree that are well documented, etc. Use no more than three, double spaced 8.5" x 11" pages, 12 pt. type. You may also attach items listed herein to the application in addition to the up to three pages that are typewritten.

4. APPLICANT ACKNOWLEDGEMENTS & FEES

- I acknowledge that the information contained in this application and any supporting documentation are true and accurate to the best of my knowledge.
- I acknowledge that city staff assigned to reviewing applications shall make a determination as to the applicant meeting the criteria of the program and that a final decision will be made by the City Council and that there is no appeal process.
- I acknowledge that the honoree must not have or have had any conviction(s) of crimes against persons. A criminal history check of the honoree will be conducted as part of the application process. Should this be cause for rejection, this information will not be shared with the applicant.
- I will pay a fee in the amount of \$100 which will be submitted and made payable to the City of Auburn Hills upon application. A request that is not forwarded to the City Council for approval or denied by City Council will have \$75 of the fee refunded to the applicant.
- I acknowledge that I must provide identification of the honoree that positively identifies the honoree. Examples include driver's license, State ID card, passport, death certificate, birth certificate, or other form of government-issued I.D.

5. ADDITIONAL INFORMATION & APPLICANT SIGNATURE

- Once approved by City Council, the street sign will be fabricated by the Auburn Hills DPW and installed within sixty (60) days following such approval. The honorary street sign will be installed at one (1) end of the street or intersection only. Each sign will remain in place for a period of 36 months from date of installation and will be automatically removed upon expiration unless requested by a City Council member for it to remain for another two years, requiring City Council to take action to do so. No honoree sign shall remain for more than a total of five (5) years and no additional applications for the same honoree will be considered.
- Signs may be requested anytime throughout the year. No more than five (5) granted in a calendar year.
- Applications may be completed by any individual and submitted by anyone or the potential honoree themself.
- The City has final say on the content of a sign, which shall be standard in color, size, and font. Titles may be used at the discretion of the City, such as those used in public service – Captain, Mayor, etc. and as space allows.
- Honorary signs do not change the official name of the street and do not require any address modifications.
- Only city-owned and regulated streets are eligible.
- A committee consisting of three members from any one of the following departments will review and recommend to City Council an approval or denial: City Manager's office, DPW, Community Development, City Clerk's office, or Community Engagement. Denials will not appear before City Council.
- Upon removal of the sign by city staff, the applicant may request to receive the sign in as-is condition.

I ACKNOWLEDGE that any false information or lack of documentation supporting the honoree's qualifications will disqualify this application.

SIGNATURE OF APPLICANT

TODAY'S DATE



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 10A1

TAX INCREMENT FINANCE AUTHORITY

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

August 12, 2025

CALL TO ORDER: Chairman Kneffel called the meeting to order at 4:01 PM.

ROLL CALL: Present: Kneffel, Goodhall, Ferro, Barash, Gudmundsen, Moniz, Fletcher
Absent: Eldredge
Also Present: Andrew Hagge, Assistant to the City Manager/Executive Director; Thomas A. Tanghe, City Manager; Brandon Skopek, Assistant City Manager; Ryan Gagnon, Chief of Police; Karen Adcock, Director of Recreation & Senior Services; Tim Wisser, Manager of Municipal Properties
Guests: Jackie Monroy, Senior Services Program Coordinator

LOCATION: Fieldstone Golf Club, 1984 Taylor Road, Auburn Hills, MI 48326

PERSONS WISHING TO BE HEARD

None

APPROVAL OF MINUTES

A. TIFA Regular Meeting Minutes – July 8, 2025

There was no discussion on the approval of the minutes.

Moved by Mr. Moniz to approve the TIFA Board of Directors Regular Meeting Minutes from July 8, 2025, as presented.

Seconded by Mr. Goodhall

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

Motion Carried

CONSENT AGENDA

A. FY 2025 Adopted Budget and YTD Summary – July 31, 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, Ferro, Barash
 No: None

Motion Carried

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Purchase of Digital Radar Speed Signs – Budget Amendment

Chief Gagnon presented the agenda item regarding the digital speed radar signs. Chief Gagnon explained the bidding process for the purchase of five signs and further explained why staff landed on their vendor recommendation. Chief Gagnon went on to explain where the signs would be located, which are all within the TIF-D district, and answered questions from the Board about the warranty on the pieces of equipment.

Moved by Mr. Barash 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.

Seconded by Mr. Ferro

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

Motion Carried

B. Community Center Retractable Wall Replacement

Ms. Adcock presented the agenda item regarding the Community Center Retractable Wall Replacement to the TIFA Board. Ms. Adcock summarized the Board's concerns when this item was brought before the Board in February of 2025. At the time, the Board had questions regarding why one vendor chose to bid on the project and wished for city staff to research an electronic wall replacement that might be more expensive but a more worthwhile investment. Ms. Adcock explained that after researching an electronic option, staff still recommended the manual retractable wall. The electronic option involved a structural engineering inspection and verification that the electric wall can be structurally supported by the framing in the building, and the necessary demolition (and rebuilding) of the current wall pocket to accommodate the new wall. Additionally, ongoing maintenance has the potential to be more troublesome than the manual option.

Moved by Dr. Fletcher 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.

Seconded by Mr. Moniz

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

Motion Carried

C. Public Square Construction – Budget Amendment

Mr. Wisser presented the agenda item regarding the Public Square project and the associated budget amendment request. Mr. Wisser explained to the Board that the project went over the intended budget due to unforeseen underground utility concerns and tree removal concerns that needed to be addressed. It should be noted that Mr. Barash voted "present" for this agenda item. For that reason, he does not appear in the "Yes" or "No" voting options.

Moved by Mr. Ferro 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.

Seconded by Mr. Gudmundsen

Yes: Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher, Ferro

No: None

Motion Carried

D. The DEN Rehabilitation – Budget Amendment

Mr. Wisser presented the agenda item regarding The DEN Rehabilitation project. Mr. Wisser explained that the ultimate goal is to turn The DEN into a facility that can support the increased functions and programs of the new Public Square. The rehabilitation project addresses concerns of structural integrity within the facility and will work to change the floorplan of the building to support two additional bathrooms. Additionally, the TIFA Board has budgeted funding for The Den in 2026 for reconstruction, however a budget amendment is required within the 2025 budget to support and design and architectural needs of the project.

Moved by Mr. Barash 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.

Seconded by Dr. Fletcher

Yes: Kneffel, Goodhall, Gudmundsen, Moniz, Fletcher, Ferro, Barash

No: None

Motion Carried

CORRESPONDENCE & PRESENTATIONS

A. 2026 – 2030 Budget Presentation

Mr. Hagge presented the 2026 through 2030 TIFA Budget to the TIFA Board. The presentation focused on; the difference between 2025 and 2026 expenses within each TIFA district, the revenue and expenditure components of the 2026 budget in each TIFA district, the available fund balance in each TIFA district from 2026 through 2030, and summarized the larger projects within the City of Auburn Hills that will be supported by TIFA-funded dollars. Finally, Mr. Hagge concluded that the TIFA budget is a work in progress as capital projects within the city's DPW are still being considered. No motion for this presentation was necessary.

EXECUTIVE DIRECTOR REPORT

None

BOARD MEMBER COMMENTS

TIFA Board member, Paul Gudmundsen, announced to the TIFA Board that he will be moving out of Auburn Hills. Mr. Gudmundsen believes that his move will take place sometime in November or December of 2025. When the move is final, Mr. Gudmundsen will resign from the TIFA Board immediately.

ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, September 9, 2025, at 4:00 p.m. in the City Hall Administrative Conference Room located at, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

ADJOURNMENT

Moved by Dr. Fletcher to adjourn the TIFA Board meeting.

Seconded by Mr. Barash

Yes: Kneffel, Goodhall, Gudmundsen, Fletcher, Ferro, Barash

No: None

Motion carried

The TIFA Board of Directors meeting adjourned at 5:24 p.m.

Steve Goodhall
Secretary of the Board

Andrew Hagge
Assistant to the City Manager



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 10A2

TAX INCREMENT FINANCE AUTHORITY

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

September 9, 2025

CALL TO ORDER: Chairman Kneffel called the meeting to order at 4:34 PM.

ROLL CALL: Present: Kneffel, Goodhall, Eldredge, Barash, Fletcher
Absent: Ferro, Gudmundsen, Moniz
Also Present: Andrew Hagge, Assistant to the City Manager/Executive Director; Tim Wisser,
Manager of Municipal Properties
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 – August 12, 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 August 12, 2025, as presented.

Seconded by Mr. Barash

Yes: Kneffel, Goodhall, Eldredge, Fletcher, Barash
No: none

Motion Carried

CORRESPONDENCE & PRESENTATIONS

None

CONSENT AGENDA

A. FY 2025 Adopted Budget and YTD Summary – August 31, 2025

There was no discussion of the Consent Agenda.

Moved by Dr. Eldredge to approve the Consent Agenda.

Seconded by Mr. Goodhall

Yes: Kneffel, Goodhall, Eldredge, Fletcher, Barash
No: None

Motion Carried

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Purchase of Community Development Office Furniture

Mr. Wisser presented the topic regarding the purchase of Community Development Office furniture. Mr. Wisser explained that this is the next phase of office remodels that will take place throughout City Hall. Mr. Wisser explained that the proposed vendor has been used for multiple projects in the past for the city, and he has no complaints about the vendor, its staff, or product. Additionally, he mentioned that the vendor is a part of an existing MiDeal contract, meaning the quote features prices that have already been competitively bid down. The Board asked about what would happen with the existing furniture. Mr. Wisser explained that some could be stored at the DPW, some could be auctioned off for sale, and some could be sold specifically to local non-profit organizations.

Moved by Mr. Barash to approve the purchase of office furniture for the Community Development Office from ISCG, Inc. in the amount of \$89,655.00.

Seconded by Dr. Fletcher

Yes: Kneffel, Goodhall, Eldredge, Fletcher, Barash
No: None

Motion Carried

B. Approval of 2026 Proposed Budget

Mr. Hagge presented the agenda item regarding the 2026 Proposed Budget. The 2026 Budget was presented at the previous, August TIFA Board meeting. Since the August TIFA meeting, minor changes were made to the proposed budget. The TIFA funding contribution toward the Parking Structure Expansion project rose to \$3 million. The budget for The DEN Renovation project increased to \$350,000. And, the TIF-D budget added in the reconstruction of Seyburn Drive in 2026, which totaled \$425,000.

Moved by Dr. Eldredge to approve the 2026 Proposed Budget as presented. Furthermore, recommend to the City Council the inclusion of these budgets for adoption in the City's overall budget documents.

Seconded by Mr. Goodhall

Yes: Kneffel, Goodhall, Eldredge, Fletcher, Barash
No: None

Motion Carried

EXECUTIVE DIRECTOR REPORT

Mr. Hagge reminded the Board of the upcoming Auburn Hills Chamber of Commerce event, Driven by Innovation. The event takes place on Tuesday, September 16th. The TIFA is a presenting sponsor of the Driven by Innovation event, and as a result, TIFA Board members have tickets reserved for them, should they wish to claim them.

BOARD MEMBER COMMENTS

None

ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, October 14, 2025, at 4:00 p.m. in the City Hall Administrative Conference Room located at, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

ADJOURNMENT

Moved by Mr. Goodhall to adjourn the TIFA Board meeting.

Seconded by Dr. Eldredge

Yes: Kneffel, Goodhall, Eldredge, Fletcher, Barash
No: None

Motion carried

The TIFA Board of Directors meeting adjourned at 5:10 p.m.

Steve Goodhall
Secretary of the Board

Andrew Hagge
Assistant to the City Manager



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 10A3

DOWNTOWN DEVELOPMENT AUTHORITY

**“Not Yet Approved”
CITY OF AUBURN HILLS
DOWNTOWN DEVELOPMENT AUTHORITY MEETING**

October 17, 2025

LOCATION: Auburn Hills City Hall – Administrative Conference Room

CALL TO ORDER: Chairman Young called the meeting to order at 5:30 p.m.

ROLL CALL:

Present:	Young, Jernigan, Mayor Marzolf, Wise, Wayne, Gatton (until 6:30 p.m.), Townsend, and Dadou
Absent:	None
Also Present:	Stephanie Carroll, Economic Development Manager; Eveonne Roberts, Downtown Engagement Specialist; Cristina Sheppard-Decius, CMSM from POW! Strategies, INC.
Guests:	None

PERSONS WISHING TO BE HEARD

None.

CORRESPONDENCE AND PRESENTATIONS

A. DDA Strategic Plan Presentation by POW!

APPROVAL OF MINUTES

A. Regular Meeting Minutes – August 25, 2025

Moved by Mr. Wayne to approve the DDA Regular Meeting Minutes from August 25, 2025.

Seconded by Ms. Wise

Yes: Young, Jernigan, Mayor Marzolf, Wise, Wayne, Gatton, Townsend, Dadou

No: None

Motion carried

FINANCIAL REPORT

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

Ms. Carroll reviewed the financial report for the period ending September 30, 2025.

Moved by Ms. Jernigan to receive and file the financial report for the period ending September 30, 2025.

Seconded by Mr. Wayne.

Yes: Young, Jernigan, Mayor Marzolf, Wise, Wayne, Gaton, Townsend, Dadou
 No: None

Motion carried

OLD BUSINESS

None.

NEW BUSINESS

A. Nowak & Fraus Proposal for Engineering Work – New Municipal Parking Lot

Ms. Carroll reviewed the memo dated October 3, 2025, which recommends that the DDA Board allocate \$9,500.00 for professional engineering services to develop a municipal parking lot at 20 Churchill, 10 Churchill, and 3221 Auburn Road.

Mayor Marzolf asked if additional handicapped parking spaces would be placed in the proposed lot.

Mr. Dadou asked if any EV chargers were slated to be installed during construction. Mr. Wayne added that the need for chargers downtown has increased, given the increase in residents driving them who live in his buildings. Ms. Carroll indicated she would verify both the questions on handicapped parking and EV chargers with the Community Development Department and report back to the board.

**Moved by Ms. Jernigan to approve the attached proposal from Nowak & Fraus in the amount of \$9,500.00 for professional engineering services for the development of a municipal parking lot on 20 Churchill, 10 Churchill, and 3221 Auburn Road.
 Seconded by Ms. Wise**

Yes: Young, Jernigan, Mayor Marzolf, Wise, Wayne, Gaton, Townsend, Dadou
 No: None

Motion

carried

B. Request for Additional Permanent Staff Position

Ms. Carroll reviewed the memo dated October 6, 2025, which recommends that the DDA Board approve the request to add a new permanent part-time position for 2026 to assist with the planning and implementation of current and new events hosted by the Downtown Development Authority. She also provided the list of new events added to the DDA's staff for planning and execution in 2026.

Ms. Jernigan asked if the added workload would be too much for the staff, even with the additional person.

Mr. Wayne asked what the exact purpose of the listed events is, given that they have now fallen under the purview of the DDA, and wondered whether an additional full-time employee would be better. He questioned the cost difference between a new part-time employee and a new full-time employee.

Mayor Marzolf questioned why Paddlepalooza and the Fishing Derby, as recreation-centered events, were not staying within the Recreation Department.

**Moved by Ms. Jernigan to approve the funding for a new permanent part-time downtown engagement specialist for 2026 and authorize a budget amendment to fund this position in the amount \$25,000.
 Seconded by Mr. Dadou**

Yes: Young, Jernigan, Mayor Marzolf, Wise, Wayne, Gaton, Townsend, Dadou
 No: None

Motion Carried

C. Downtown Wayfinding Review and Recommendation

Ms. Carroll reviewed the memo dated October 13, 2025, which outlines the selection process and recommends that the DDA Board approve Guide Studios as the project consultant for the Downtown Wayfinding initiative.

Mayor Marzolf asked when the project would kick off and who would provide the sign installation. Ms. Carroll stated that the project could begin as early as November 2025 and that installation would be bid out once the process was concluded and the designs were approved.

Mr. Townsend asked who would be included as stakeholders. Ms. Carroll stated that a list had not yet been formulated and that Board members could make suggestions. She indicated that members from the City Council, Planning Commission, and TIFA would likely be included.

Mr. Wayne wondered if the Board would be involved in the design review. Ms. Carroll affirmed it would.

Chairperson Young requested that a joint meeting of the Planning Commission, Tax Increment Finance Authority, and DDA Board be held in the Spring.

Moved by Mr. Townsend to approve the proposal from Guide Studios, 34149 Aurora Road, Cleveland, Ohio, for downtown wayfinding in the amount of \$26,100 for professional services as outlined and authorize the Executive Director to execute the agreement on behalf of the Board.

Seconded by Mr. Wayne

Yes: Young, Jernigan, Mayor Marzolf, Wise, Wayne, Townsend, Dadou

No: None

Motion Carried

BOARD MEMBER COMMENTS

Mayor Marzolf thanked the review committee for providing their feedback on the wayfinding project consultant.

Ms. Jernigan invited each Board member to the annual Taste of Auburn Hills Chamber event at the M-1 Concourse on Wednesday, 10/29.

EXECUTIVE DIRECTOR UPDATE

None.

ADJOURNMENT

Moved by Mr. Wayne to adjourn the DDA Board meeting.

The DDA Board of Directors meeting adjourned at 6:53 p.m.

Respectfully submitted,
Eveonne Roberts
Downtown Engagement Specialist



CITY OF AUBURN HILLS

CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 10B

FINANCE/TREASURER

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Mallory Jones, Deputy Treasurer
Submitted: November 7, 2025
Subject: Motion – To receive and file the Mariner Consulting 3rd quarter Cash Management Investment Performance Review

INTRODUCTION AND HISTORY

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

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

Attached is the 3rd quarter 2025 investment performance review condensed report prepared by Mariner Consulting. The select pages include both a Summary and Executive report. These pages provide a summary of the City's asset allocation of investments, past and current performance, market values, and an evaluation. The complete 17-page quarterly report is filed with the City Clerk and available for review at any time.

As has been the practice, Mariner Consulting's report includes only managed cash invested through Insight Investment, the Local Government Investment Pool, and Michigan CLASS. Cash held by the city for operational needs are not reported. As of September 30, 2025 (unaudited), there was approximately \$65 M available for City operations in the City's operational checking account and allocated as follows:

\$24.5 M Governmental Funds
\$8.8 M Enterprise Funds
\$5.1 M Internal Service Funds
\$26.8 M Component Unit Funds

STAFF RECOMMENDATION

The staff recommends the acceptance of the 2025 3rd quarter ending September 30, 2025, Cash Management Investment Performance review as attached and submitted by Mariner Consulting.

MOTION

Move to receive and file the Mariner Consulting 1st quarter Cash Management Investment Performance Review.

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER

City of Auburn Hills - Cash Management

Investment Performance Review
Period Ending September 30, 2025

MARINER

1. Investment Results for the \$88.2 million portfolio managed by Insight Investment and the Finance Director/Treasurer were ahead of benchmark for the quarter and slightly behind for the trailing year. The investment rate of return was +1.19% for the quarter and +4.17% for the past 12 months. These results compare to +1.08% return for T-Bills this quarter, and +4.38% for the past 12 months. Longer term results (trailing 3 year and 5 year) are well ahead of peers.

2. Investment Activity for the quarter:

	<u>Manager</u>	<u>Interest</u>	<u>\$ FMV Adjustment</u>	<u>Total</u>
1)	Insight Investment	\$650,679	\$239,465	\$890,144
3)	Comerica Cash	\$5,928	N/A	\$5,928
4)	Michigan CLASS	\$30,298	N/A	\$30,298
5)	Michigan CLASS EDGE	\$259,292	\$17,947	\$277,239
	TOTAL	\$946,197	\$257,412	\$1,203,609

3. Investment Activity for the trailing 12 months:

	<u>Manager</u>	<u>Interest</u>	<u>\$ FMV Adjustment</u>	<u>Total</u>
1)	Insight Investment	\$2,477,586	\$457,284	\$2,934,870
2)	Comerica Cash	\$9,441	N/A	\$9,441
3)	Michigan CLASS	\$137,794	N/A	\$137,794
4)	Michigan CLASS EDGE	\$1,179,450	\$18,282	\$1,197,732
	TOTAL	\$3,804,271	\$475,566	\$4,279,837

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

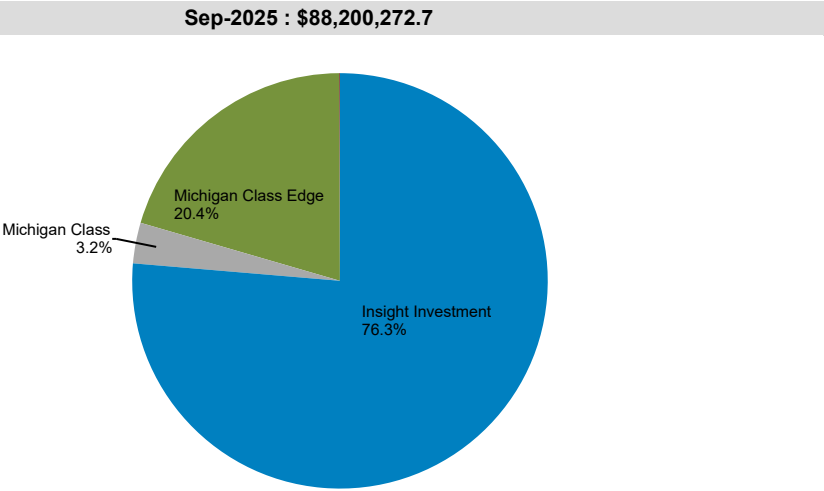
5. General investment guidelines and policies, as well as specific guidelines on safety and liquidity, are being followed.

6. Insight Investment and the Finance Director/Treasurer are earning competitive returns, net-of-fees. The active cash management program is both paying for itself and providing a significantly greater return on investment for the city after more than 15 years. Of note, the professional management of the Cash pools has added \$1,726,123 in additional return since January 2010.

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

	Allocation		Performance(%)									
	Market Value \$	%	QTR Ending Dec-2024	QTR Ending Mar-2025	QTR Ending Jun-2025	QTR Ending Sep-2025	1 YR	2 YR	3 YR	5 YR	Inception	Inception Date
Aggregate Cash Management	88,200,273	100.0	0.07	1.63	1.22	1.19	4.17	5.37	4.67	2.38	1.60	01/01/2010
90 Day U.S. Treasury Bill			1.17	1.02	1.04	1.08	4.38	4.92	4.77	2.98	1.34	
Insight Investment	67,338,970	76.3	-0.35	1.81	1.28	1.16	3.94	5.54	4.64	1.93	1.56	01/01/2010
90 Day U.S. Treasury Bill			1.17	1.02	1.04	1.08	4.38	4.92	4.77	2.98	1.34	
IM U.S. Cash Fixed Income (SA+CF) Median			1.20	1.22	1.20	1.27	4.75	5.58	5.16	3.19	1.80	
Michigan Class	2,787,510	3.2	1.23	1.13	1.10	1.10	4.63	5.08	5.00	3.15	2.55	05/01/2017
Michigan Class Edge	18,021,136	20.4	1.12	1.20	1.07	1.16	4.63	5.18	4.99		4.55	05/01/2022
Comerica Govt Cash	52,657	0.1	1.16	1.09	1.05	0.73	4.09	4.50	4.37	2.73	1.98	03/01/2016

	Market Value 01/01/2025	Income	Net Investment Gain/Loss	Net Cash Flow	Market Value 09/30/2025
Aggregate Cash Management	103,964,125	2,864,709	1,337,392	-19,965,954	88,200,273
Insight Investment	74,141,866	1,904,821	1,292,283	-10,000,000	67,338,970
Michigan Class	2,688,232	99,278	-	-	2,787,510
Michigan Class Edge	27,123,398	852,633	45,105	-10,000,000	18,021,136
Oakland County LGIP	2	-	5	-7	-
Certificates of Deposit	-	-	-	-	-
Comerica Govt Cash	10,627	7,977	-	34,053	52,657



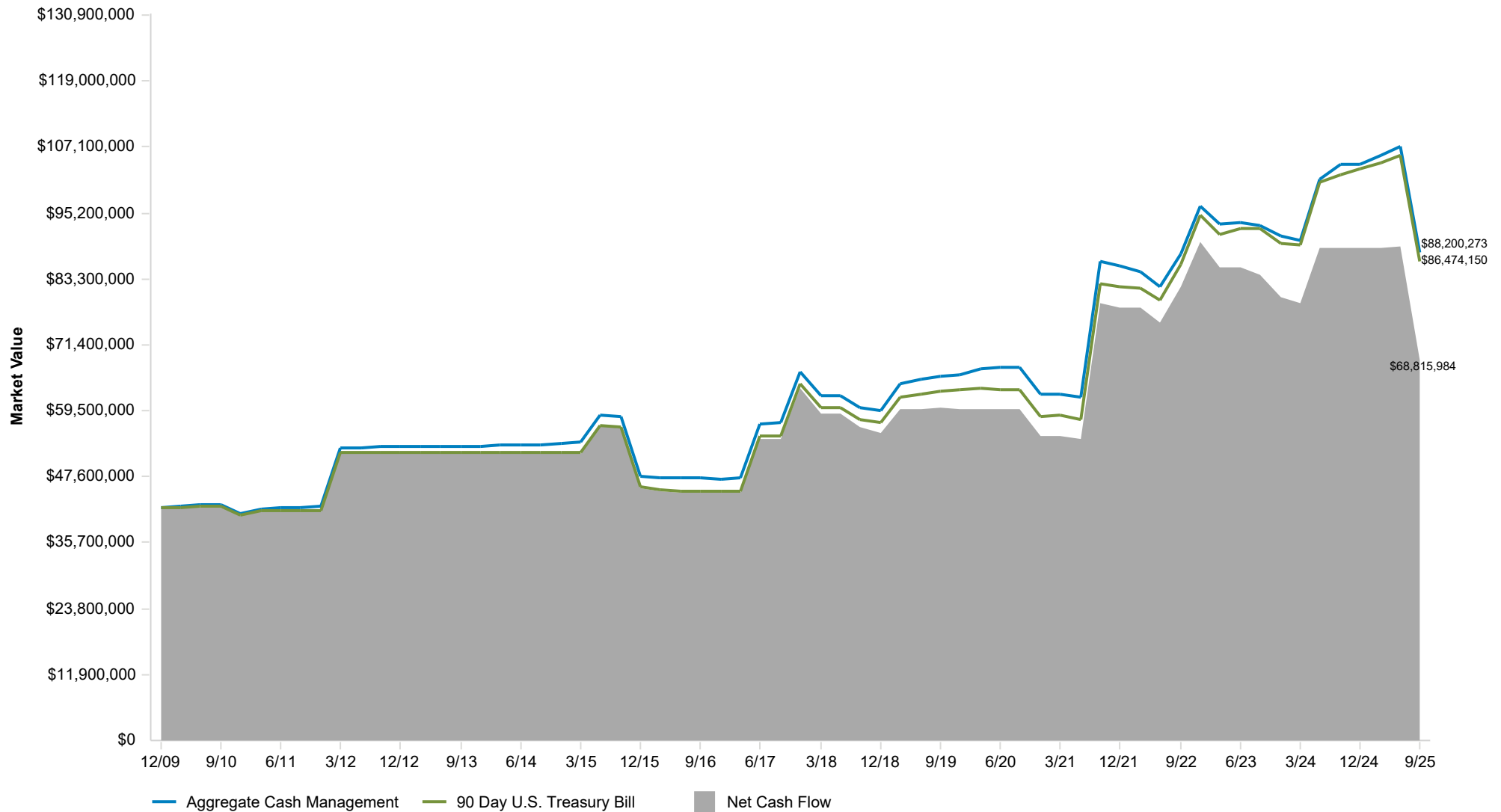
Comparative Performance Trailing Returns
City of Auburn Hills - Cash Management
As of September 30, 2025

Comparative Performance															
	MTH		QTR		YTD		1 YR		3 YR		5 YR		Inception		Inception Date
Aggregate Cash Management	0.30	(73)	1.19	(70)	4.10	(82)	4.17	(56)	4.67	(60)	2.38	(17)	1.60	(88)	01/01/2010
90 Day U.S. Treasury Bill	0.33	(56)	1.08	(97)	3.17	(99)	4.38	(44)	4.77	(55)	2.98	(8)	1.34	(100)	
Short Government Median	0.34		1.29		4.66		4.23		5.03		1.75		1.90		
 Michigan Class	 0.35	 (43)	 1.10	 (96)	 3.37	 (97)	 4.63	 (32)	 5.00	 (51)	 3.15	 (1)	 2.55	 (11)	 05/01/2017
90 Day U.S. Treasury Bill	0.33	(56)	1.08	(97)	3.17	(99)	4.38	(44)	4.77	(55)	2.98	(8)	2.42	(24)	
Short Government Median	0.34		1.29		4.66		4.23		5.03		1.75		2.21		
 Michigan Class Edge	 0.35	 (43)	 1.16	 (81)	 3.47	 (96)	 4.63	 (32)	 4.99	 (51)	 N/A		 4.55	 (7)	 05/01/2022
90 Day U.S. Treasury Bill	0.33	(56)	1.08	(97)	3.17	(99)	4.38	(44)	4.77	(55)	2.98	(8)	4.34	(7)	
Short Government Median	0.34		1.29		4.66		4.23		5.03		1.75		3.56		
 Comerica Govt Cash	 0.05	 (97)	 0.73	 (100)	 2.90	 (99)	 4.09	 (69)	 4.37	 (95)	 2.73	 (11)	 1.98	 (57)	 03/01/2016
90 Day U.S. Treasury Bill	0.33	(56)	1.08	(97)	3.17	(99)	4.38	(44)	4.77	(55)	2.98	(8)	2.16	(27)	
Short Government Median	0.34		1.29		4.66		4.23		5.03		1.75		2.03		
 Insight Investment	 0.24	 (89)	 1.16	 (81)	 4.31	 (67)	 3.94	 (80)	 4.64	 (66)	 1.93	 (33)	 1.56	 (89)	 01/01/2010
90 Day U.S. Treasury Bill	0.33	(56)	1.08	(97)	3.17	(99)	4.38	(44)	4.77	(55)	2.98	(8)	1.34	(100)	
Short Government Median	0.34		1.29		4.66		4.23		5.03		1.75		1.90		
<i>Insight Investment (Net of Fees)</i>	<i>0.24</i>	<i>(89)</i>	<i>1.16</i>	<i>(81)</i>	<i>4.31</i>	<i>(67)</i>	<i>3.94</i>	<i>(80)</i>	<i>4.61</i>	<i>(67)</i>	<i>1.88</i>	<i>(39)</i>	<i>1.49</i>	<i>(92)</i>	

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

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

Schedule of Investable Assets



Schedule of Investable Assets

Periods Ending	Beginning Market Value \$	Net Cash Flow \$	Gain/Loss \$	Ending Market Value \$	%Return
Jan-2010 To Sep-2025	42,139,379	26,676,605	19,384,289	88,200,273	1.60

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

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

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

Please note that Neuberger Berman (NB) owns a non-controlling minority stake in Mariner. Certain NB strategies may hold an allocation to the investment in Mariner. For specific impacted strategies, please reach out to your investment consultant or Mariner Institutional at institutionalcompliance@mariner.com

Additional information included in this document may contain data provided by index databases, public economic sources, and the managers themselves.

This document may contain data provided by Bloomberg.

This document may contain data provided by Standard and Poor's. Nothing contained within any document, advertisement or presentation from S&P Indices constitutes an offer of services in jurisdictions where S&P Indices does not have the necessary licenses. All information provided by S&P Indices is impersonal and is not tailored to the needs of any person, entity or group of persons. Any returns or performance provided within any document is provided for illustrative purposes only and does not demonstrate actual performance. Past performance is not a guarantee of future investment results.

This document may contain data provided by MSCI, Inc. Copyright MSCI, 2017. Unpublished. All Rights Reserved. This information may only be used for your internal use, may not be reproduced or disseminated in any form and may not be used to create any financial instruments or products or any indices. This information is provided on an "as is" basis and the user of this information assumes the entire risk of any use it may make or permit to be made of this information. Neither MSCI, any of its affiliates or any other person involved in or related to compiling, computing or creating this information makes any express or implied warranties or representations with respect to such information or the results to be obtained by the use thereof, and MSCI, its affiliates and each such other person hereby expressly disclaim all warranties (including, without limitation, all warranties of originality, accuracy, completeness, timeliness, non-infringement, merchantability and fitness for a particular purpose) with respect to this information. Without limiting any of the foregoing, in no event shall MSCI, any of its affiliates or any other person involved in or related to compiling, computing or creating this information have any liability for any direct, indirect, special, incidental, punitive, consequential or any other damages (including, without limitation, lost profits) even if notified of, or if it might otherwise have anticipated, the possibility of such damages.

This document may contain data provided by Russell Investment Group. Russell Investment Group is the source owner of the data contained or reflected in this material and all trademarks and copyrights related thereto. The material may contain confidential information and unauthorized use, disclosure, copying, dissemination or redistribution is strictly prohibited. This is a user presentation of the data. Russell Investment Group is not responsible for the formatting or configuration of this material or for any inaccuracy in presentation thereof.

This document may contain data provided by Morningstar. All rights reserved. Use of this content requires expert knowledge. It is to be used by specialist institutions only. The information contained herein: (1) is proprietary to Morningstar and/or its content providers; (2) may not be copied, adapted or distributed; and (3) is not warranted to be accurate, complete or timely. Neither Morningstar nor its content providers are responsible for any damages or losses arising from any use of this information, except where such damages or losses cannot be limited or excluded by law in your jurisdiction. Past financial performance is not guarantee of future results.

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

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

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



CITY OF AUBURN HILLS

CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 10C
CITY MANAGER'S OFFICE

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Brandon Skopek, Assistant City Manager
Submitted: November 11, 2025
Subject: Motion – To adopt the 2026 Benefits Resolution for Non-Union Personnel

INTRODUCTION AND HISTORY

Each year, City Council adopts the Benefits Resolution for Non-Union Personnel which provides for the benefits for that employee group for the upcoming year. From time-to-time and in an effort to remain competitive and/or align with other employee groups, recommendations for modifications are made. This year, one modification is recommended. For your convenience, the proposed modification has been highlighted in the attached resolution.

The proposed modification includes new language in Section IX Retirement Benefits. Under this proposed modification, the City would contribute 1.00% of an employee's base salary to a 457 Deferred Compensation Plan upon the employee completing ten (10) years of service. Upon the employee completing twenty (20) years of service, the City would increase its contribution to the 457 Deferred Compensation Plan by an additional 1.00%, making the total City contribution 2.00%. It is important to note that this benefit would only apply to non-union employees that are ineligible for retiree healthcare.

STAFF RECOMMENDATION

Staff recommend adoption of the 2026 Benefits Resolution for Non-Union Personnel, as submitted.

MOTION

Move to adopt the 2026 Benefits Resolution for Non-Union Personnel, as submitted.

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER

**CITY OF AUBURN HILLS
2026 RESOLUTION
BENEFITS FOR NON-UNION PERSONNEL – AS AMENDED
EFFECTIVE JANUARY 1, 2026 THROUGH DECEMBER 31, 2026**

This Resolution, as adopted by City Council on August 28, 1985, and subsequently amended as stated in Section XIII of this resolution, is proposed to be amended as follows:

WHEREAS, certain employees of the City are not covered by a collective bargaining agreement;
and

WHEREAS, the salaries and certain benefits for these employees are covered in other Resolutions and Motions of the City Council, but certain other conditions of employment and benefits have not been specifically stated before; and

WHEREAS, it is the intent of this Resolution to specifically state and provide for certain conditions of employment and benefits.

NOW, THEREFORE, BE IT RESOLVED that the following shall be effective for these employees of the City of Auburn Hills:

I. WORK WEEK

The normal work week consists of five (5) days, Monday through Friday. The normal workday consists of eight (8) hours of work with a one-hour lunch break. Normal work hours are 8:00 a.m. to 5:00 p.m. daily. In addition to normal office hours, employees may be required to attend evening meetings and perform other duties outside regular office hours in the best interest of the City.

II. VACATION LEAVE

A. Administrative (Non-Union) employees shall receive leave time as follows:

1. First year 6.66 hours/month (10 days)
2. Year 2 to end of year 9: 10 hours/month (15 days)
3. Year 10 and over: 13.33 hours/month (20 days)
4. Maximum accrual: 1 times annual accrual, excess forfeited

B. Employees who lost time due to on-the-job disability under Worker's Compensation up to a maximum of one (1) year shall receive their vacation as though the time was worked. In instances where employees lose time other than on-the-job disability, the City Manager shall determine the extent of their benefits earned during their absences, if any.

C. Employees are encouraged to take leave and each employee covered by this resolution shall be required to take one period of leave per year consisting of forty (40) consecutive work hours (5 days). Employees may elect to receive a buyout of up to 40 hours of vacation time at the end of each year, to be paid in January for the preceding year and at the preceding year's regular base pay rate, only if the employee has eighty (80) or more hours accumulated in their bank as of December 31. Vacation time buyout shall not be considered as part of Final Average Compensation Calculations for Defined Benefit Pensions.

D. Upon termination of employment, an employee shall be paid for the unused and earned accumulation of leave hours in their leave bank up to a maximum of two (2) times the amount of leave hours allowed on an annual basis. However, an employee who resigns from the City must submit a written resignation to Human Resources designating their effective date of resignation ("termination of employment date"). A minimum of fourteen (14) days advanced written notice is required. Leave time will not be permitted during the fourteen (14) day notice period. Any employee failing to give that advance timely written notice shall receive payment for only fifty percent (50%) of their unused and earned accumulation of leave hours.

III. NON-DUTY CONNECTED DISABILITY

- A. The employer shall pay the premium to provide the STD insurance policy presently in effect. The weekly benefit shall be equal to 66 2/3% of the employee's base weekly salary to a maximum of \$1,500.00.
- B. The employer shall pay the premium to provide the LTD insurance policy in effect. The monthly benefit shall be equal to 66 2/3% of the employee's base monthly salary to a maximum of \$6,500.00.

IV. Sick Leave

- A. All administrative employees shall accrue sick leave at the rate of eight (8) hours for each month of service, not to exceed ninety-six (96) hours per year.
- B. Sick leave is provided to permit an employee to remain in pay status while absent from work because of:
 - 1. Personal illness or injury
 - 2. Pregnancy
 - 3. Illness or injury in own family (mother, father, wife, husband, children, step-children).
- C. Accumulation of sick leave may not exceed thirty (30) days at the end of any calendar year. Employees will be paid for all accumulated sick days over thirty (30) at the end of any calendar year.
- D. Upon the employee's death, retirement, or resignation, the City will pay one hundred percent (100%) of their accumulated unused sick time. An employee who resigns from the City must submit a written resignation to Human Resources designating their effective date of resignation ("termination of employment date"). A minimum of fourteen (14) days advanced written notice is required. Any employee failing to give that advance timely written notice shall receive payment for only fifty percent (50%) of accumulated unused sick time.
- E. Employees off sick shall be required to bring in a doctor's slip if the City Manager requests it. The employer may require an examination of the employee, following an illness or injury, by a doctor of the employer's choice on City time and City expense.

V. DUTY-CONNECTED INJURY PAY

- A. Provisions of the Michigan Worker's Compensation Act shall apply to all duty-connected accidents or injuries of the employees in the line of duty.
- B. The employee shall receive eighty percent (80%) of his/her gross pay exclusive of all deductions for duty-connected injuries for up to one (1) year in conjunction with Worker's Compensation.

VI. OTHER LEAVE

- A. Jury Duty: Any employee required to serve on jury duty will suffer no loss of pay but will be paid the difference between jury pay and his/her regular pay. The employee shall return to work if his/her presence is not required at court.
- B. Funeral Leave: In the case of death occurring in the employee's immediate family requiring his/her absence during a duty period, the employee shall be granted a leave of absence with pay for such period not to exceed five (5) consecutive workdays as will be necessary in the particular circumstances, one day of which shall be the day of the funeral. Immediate family is defined as the employee's wife, husband, children, mother, father, sister or brother. Three (3) days, one of which shall be the day of the funeral, shall be granted for parents-in-law, grandparents, or grandchildren. One (1) day on which the funeral takes place, shall be granted for grandparents-in-law, brother-in-law, sister-in-law, niece, nephew, aunt, or uncle of the employee or employee's spouse, provided the funeral occurs on an employee's scheduled workday.

VII. HOLIDAY PROVISIONS

The paid holidays are designated as follows:

- | | |
|------------------|------------------------------|
| 1. New Years Day | 6. Thanksgiving Day |
| 2. Good Friday | 7. Friday after Thanksgiving |
| 3. Memorial Day | 8. Christmas Eve |
| 4. 4th of July | 9. Christmas Day |
| 5. Labor Day | 10. New Years Eve |

In addition to the above ten (10) holidays, employees will be granted four (4) "Floating Holidays" each calendar year. The "Floating Holidays" shall be granted at any time provided one (1) week notice is given by the employee. "Floating Holidays" can also be used to extend vacations provided notice is given one (1) week prior to the scheduled vacation. Floating holidays shall not be carried over to the next year and shall not be paid out at the conclusion of the calendar year. An employee who resigns from the City must submit a written resignation to Human Resources designating their effective date for resignation ("termination of employment date"). A minimum of fourteen (14) days advanced written notice is required. Any employee failing to give that advance timely written notice shall receive payment for only fifty percent (50%) of their unused and earned floating holidays.

VIII. HEALTH INSURANCE**Section 1. Active Employee Health Benefits**

The employee and his/her eligible dependents shall be covered by health insurance, including a prescription drug plan under the terms and conditions of the plan manager, and cost containment provisions for second opinion surgery, and exclusion for pre-existing conditions may exist. Hospital pre-admission certification may be required for the employee and eligible dependents in accordance with the policy currently in effect.

The HMO/EPO shall have a \$20 PCP/\$40 specialist office visit co-pay, \$40 urgent care visit co-pay, \$100 emergency room visit co-pay. The in-network deductible shall be \$500/\$1,000. Co-insurance is 80/20% to \$1,000 single/\$2,000 couple or family. The PPO shall have \$25 PCP/\$50 specialist office visit co-pay, \$50 urgent care visit co-pay, \$100 emergency room visit co-pay. The in-network deductible shall be \$750/\$1,500. In network co-insurance is 80/20% to \$1,000 single/\$2,000 couple or family. Out-of-network co-insurance is 50/50% to \$5,000 single/\$10,000 couple or family.

A. Job-Related Injury

Health insurance premiums shall be paid for a period of up to five (5) years for an employee disabled due to a job-related injury and for a period of up to one (1) year for other disabilities not related to employment.

B. Medical Insurance Buyout Option

Medical Insurance buyout is available at the rate of \$130 per pay period or \$3,380 per year to employees who elect to no longer take the City's health care insurance. This waiver of insurance shall apply only to the medical and prescription portion of coverage and not to the dental or optical portions. Should the employee lose coverage from another source, the employee may elect to once again take coverage and to relinquish their right to the monthly buyout. The City shall require that the employee provide proof of insurance coverage from another source (including spouse and dependent coverage where applicable) prior to the City granting buyout payment. In any case, the annual buyout payment shall not exceed 1/3 the cost of the annual premium amount of the medical coverage. Payment for the medical insurance buyout shall not be included as part of the final average compensation calculations for the pension.

C. Prescription Drug Coverage

Prescription drug coverage shall be provided to the employee and his/her eligible dependents based on a three-tier co-pay system whereby the employee is responsible for:

- \$10 for Generics
- \$30 for Brand Name Drugs
- \$80 for Non-Preferred Drugs

with two times the applicable co-pay for the 90-day supply mail-in program and generic enforcement. The plan shall include formulary changes from time to time that may cause drugs to be placed into different co-pay categories. Specialty drugs, as determined by the plan manager shall have a 50% employee co-pay. Availability of specialty drugs shall occur only after all other drug therapies have been exhausted.

D. Dental Coverage

Dental coverage shall be provided to the employee and his/her eligible dependents through the Delta Dental Family Plan, Class I and Class II, or equivalent coverage from another provider with an accrued benefit amount of \$1,200 per family member and an 80/20 co-pay. The co-pay for major restorative (caps, crowns, etc.) shall be 50/50. The coverage shall also include orthodontics with a 50/50% benefit level to a maximum of \$2,000 per family member with an age limit of 19.

E. Vision Coverage

Vision coverage shall be provided to the employee and his/her spouse and eligible dependents through Preferred Vision or equivalent coverage from another provider. Coverage includes annual eye exam, lenses, frames and contact lenses; frame allowance of \$135 (approximately) retail, contact lenses \$100 for cosmetic purposes/covered in full for medical necessity (in lieu of all other benefits); \$10 co-pay for examinations.

F. COBRA

The City shall offer the employee continuation health coverage as required under the Consolidated Omnibus Budget Reconciliation Act of 1985 (Public Law 99-272 Title IX). The premiums for such coverage shall be the responsibility of the employee and/or eligible beneficiary.

G. EMPLOYEE PREMIUM SHARE

The Employer may opt to implement either PA 152 cap on an annual basis. The Employee contribution shall be collected by way of twenty-four or twenty-six equivalent payroll deductions and shall begin on January 1, 2015.

Section 2. Retiree Health Benefits

A. Employees Hired before January 1, 2007

Health insurance, including a prescription drug plan, dental coverage and optical services, shall be provided for the eligible retiree and his/her spouse. An eligible spouse is one who is the spouse of record two years prior to retirement. In the event of the death of the retiree, the City shall pay the total cost of providing medical coverage, subject to contribution requirements below under "Effective January 1, 2011 for Defined Benefit Retirees", for the surviving spouse until such time the surviving spouse is eligible for Medicare Supplemental Policy, at which time the City shall pay the cost of the Medicare Supplemental Policy.

EFFECTIVE JANUARY 1, 2010 FOR ALL RETIREES: Health insurance, including a prescription drug plan, dental family coverage and optical services, shall be available for the eligible dependents of the retiree. Such care may be purchased through the City at a cost of 102% of the policy premium in effect at the time. Eligible dependents qualify by being on record with the City for at least two years prior to employee's retirement and meeting eligibility requirements of the policies.

EFFECTIVE JANUARY 1, 2011 FOR DEFINED BENEFIT RETIREES: Health insurance, including a prescription drug plan, dental and optical coverage, shall require a contribution from all retirees, regardless of retirement date, as follows: For retirees whose monthly pension payment is equal to or greater than \$5,000.00, the employee shall contribute the equivalent of 10% of the monthly premiums for each type of coverage listed in this paragraph.

Continuing Coverage for Surviving Spouse and Eligible Dependents of Retiree hired before January 1, 2007

- a. City-paid health care coverage shall be limited to a surviving spouse as defined in 2A., above.
- b. The City shall continue to make health care coverage available for eligible dependents as defined and at the cost shown in 2A., above.
- c. Regular retirement medical will be provided to the surviving spouse if they are not Medicare eligible, until such time they achieve Medicare eligibility. The employee must have met the eligibility requirements for retiree health care.
- d. The City shall provide dental and optical coverage for a surviving spouse of a retiree.
- e. The City shall continue to make dental and optical coverage available for eligible dependents as defined and at the cost shown in 2A., above.
- f. Once a surviving spouse becomes eligible for coverage under another group medical plan, the City-provided coverage shall cease, subject to COBRA extensions paid for by the surviving spouse.
- g. Coverage shall not be available to the surviving spouse once it has been terminated.
- h. If an employee should die prior to retirement, the surviving spouse shall qualify for coverage, if the employee had been eligible for normal retirement.
- i. If an employee should die prior to retirement, the City shall continue to make coverage available for eligible dependents as defined and at the cost shown in 2A., above, if the employee had been eligible for normal retirement.

B. Employees Hired on or after January 1, 2007

The City will provide a Retirement Health Savings (RHS) Plan for employees with an employer contribution of 3% of base pay only per pay period and a 3% required match by the employee on base pay, during active employment. Such plan shall be utilized as the sole retirement health coverage provided to retirees by the City. No medical, prescription, dental or optical insurances shall be provided to the retiree, spouse or eligible dependents.

IX. RETIREMENT BENEFITS

Section 1. Defined Benefit Plan

A. Pension Benefits

In accordance with the Plan Document, the Defined Benefit Pension Plan shall provide pension benefits to the participating employee calculated using a benefit factor of two and sixty-five-one-hundredths percent (2.65%) for all eligible years of service, to a maximum of 80% of final average compensation and will continue to be provided for the employees covered under this resolution, and to set the age for full retirement for vested employees at the age of fifty-five (55) with early retirement no sooner than age fifty (50) with at least ten (10) years of service with a reduction of calculated benefit of ½% for each month prior to age 55. The Pension Plan for this group shall provide adjustments as follows: January 1, 1992, and annually thereafter as of January 1, the amount of pension benefit payable to each retiree whose service to the City has terminated and has reached fifty-five (55) years of age, shall be increased by five percent (5%) of the amount of pension benefit which the participant is entitled to receive, when such benefit first becomes payable. Each January 1 thereafter, the pension benefit shall be increased by the same dollar amount for a period of fifteen (15) years. Employees in the Defined Benefit Pension Plan who are eligible and elect to retire on or after January 1, 2010, shall have their Cost-of-Living-Allowance reduced from 5% non-compounding for fifteen years to 2.5% non-compounding for fifteen years as prescribed in this section.

Effective on the February 8, 2007 payroll, the pension plan requires a six percent (6%) employee contribution of base earnings to be paid as a pre-tax employer pickup under Internal Revenue Code 414(h)(2). All eligible employees shall participate in the employer "pick-up" program whereby mandatory employee contributions to the Retirement System shall be paid by the City of Auburn Hills in lieu of contributions by the employees. The terms and conditions of such contributions shall be in accordance with the provisions of the Internal Revenue Code Section 414(h)(2) and related Treasury Regulations and applicable law. The provisions of this section are mandatory, and the member shall have no option concerning the pick-up or to receive the contributed amount directly instead of having such amount paid by the City directly to the

Retirement System. Member contributions picked up under the provisions of this section shall be treated as City contributions for purposes of determining income tax obligations under the Internal Revenue Code; however, such contributions picked up under this section shall continue to be designated member contributions for purposes of the Retirement System and all other federal and state laws. All contributions picked up under the provisions of this section shall be considered part of the member's salary for purposes of determining the amount of the member's contribution. Implementation of the pick-up program occurs upon authorization by the Retirement System. In no event may implementation occur other than at the beginning of a pay period. Pensions are vested at fifty percent (50%) for five (5) years of service and ten percent (10%) for each additional year, with full vesting at ten (10) years of service.

Employees in the Defined Benefit Pension Plan shall qualify for retirement medical coverage per the current resolution (as defined in Section IX (2) above) with ten (10) years of service as defined in the pension plan and with the attainment of 55 years of age, or age 50 if an early retirement provision is elected. Employee must be actively employed by the City at the time of retirement in full pay status and meet the qualifying pension age to obtain medical insurance.

B. Supplemental 401(K) Plan

In addition to the Defined Benefit Pension Plan, the City shall make available a Supplemental 401(K) Plan to which employees may make contributions.

Further guidelines are set forth in Section 401(k) of the Internal Revenue Code and in the plan documents.

Section 2. Defined Contribution Plan

For employees hired on or after April 1, 1998, the City will provide a Defined Contribution Plan jointly funded by the employer and employee. The City shall contribute 9% of base salary without an employee contribution. However, an employee who elects to contribute 3% of base income shall have that matched with an additional employer match of 3%, bringing the total employer/employee contribution to 15% of base salary. City contributions shall vest at the rate of 20% per year, 100% at five (5) years. The plan documents more fully describe the Defined Contribution Plan.

Employees in the Defined Contribution Plan shall qualify for retirement medical coverage per the current resolution (as defined in Section IX (2) above) with ten (10) years of service and the attainment of 55 years of age. Employee must be actively employed by the City in full pay status at time of retirement and meet the qualifying retirement age to obtain medical insurance.

Section 3. Deferred Compensation

The City shall make available a 457 Deferred Compensation Plan that is funded solely by employee contributions. Such plan is available to employees who participate in either the Defined Benefit or Defined Contribution plans. Rules of participation are found in the employer plan documents and as set forth in Section 457 of the Internal Revenue Code.

Section 4. Employer 457 Plan Contribution for RHS Plan Participants

For those employees hired on or after January 1, 2007 who are enrolled in the City's Retirement Health Savings (RHS) Plan, the City will contribute 1.00% of base salary to a 457 Deferred Compensation Plan upon the employee completing ten (10) years of active service. Upon completion of twenty (20) years of active service, the City will increase its contribution to the 457 Deferred Compensation Plan by an additional 1.00%, making the total City contribution 2.00%. Active service is defined as continuous employment with the City without an interruption exceeding ninety (90) consecutive calendar days, unless the absence is protected under federal or state law.

Section 5. Voluntary 457 Plan Participation for Defined Contribution Plan Participants Only

Effective February 4, 2019, the Employer will match dollar for dollar with the Employee, on a pre-tax basis, contributions to an employee's 457 plan on each payroll as follows: \$20, \$30 or \$40. Employee contributions are not mandatory; however, employees will not receive an identical employer match to one of the amounts listed in this section if they do not contribute. Contributions are not tied to wages and

therefore are not subject to overtime, rollup costs on benefits, or any other circumstance that would increase employer costs. The Employer will continue the Employees' previous annual election amount into the next year unless the Employee notifies the Employer by December 1 that they wish to change their election amount. Under no circumstance shall the Employee change their election amount after December 1.

X. TUITION REIMBURSEMENT

The City shall reimburse the cost of tuition at an accredited education institution in accordance with the following:

- A. The course(s) must be related to the job.
- B. Tuition reimbursement will not be made in advance. The employee will pay for the course and be reimbursed upon proof of completion of the course with a grade of "C" or better, and the submission of a signed affidavit that the amount requested has not been requested or received from another source.
- C. City reimbursement will be for tuition and mandatory fees. Books, supplies, and other expenses will be the employee's responsibility.
- D. Reimbursement will apply to active employees only and will require prior approval by the City Manager. Reimbursement will be limited to five thousand dollars (\$5,000) per person per calendar year.

XI. LIFE INSURANCE

The City shall pay the premium to maintain life insurance in the amount of one and one-half (1 1/2) times the annual salary for employees with less than five (5) years of service, and two (2) times the annual salary for employees with five (5) or more years of service, and who are enrolled in the Defined Benefit Pension Plan.

In lieu of the above-described life insurance benefit, the employer shall pay the premium to maintain a life insurance policy equal to three (3) times the annual salary for employees covered by the defined contribution plan.

Life Insurance Reduction Schedule: Employees who are in full-time active status and who have attained the age of 65 shall have their life insurance reduced by 35%. From and after age 65, employees who remain employed in full-time active status shall receive another reduction of an additional 15% (for a total of 50%) once they have attained the age of 70.

XII. VESTED RIGHTS

The passage of this resolution shall not vest upon any employee the right or expectancy to continue receiving any benefits provided for in this resolution. The City Council expressly reserves the right to amend or repeal this resolution, or any part thereof, at any time.

THIS RESOLUTION WAS ADOPTED BY THE AUBURN HILLS CITY COUNCIL ON AUGUST 28, 1985,
AMENDED BY SAME APRIL 27, 1987, NOVEMBER 23, SEPTEMBER 18, 1989, FEBRUARY 19, 1990,
JUNE 17, 1991, DECEMBER 7, 1992, OCTOBER 25, 1993, MARCH 7, JUNE 6, 1994, MARCH 6, 1995,
APRIL 20, 1998, APRIL 15, 2002, MARCH 17, 2003, AND MAY 17, 2004.

THIS RESOLUTION WAS ADMINISTRATIVELY AMENDED BY CITY MANAGER RANDALL, JUNE 28, 2005

THIS RESOLUTION WAS ADMINISTRATIVELY EXTENDED BY CITY MANAGER CULPEPPER, AUGUST 25, 2006.

THIS RESOLUTION WAS AMENDED BY THE AUBURN HILLS CITY COUNCIL, JANUARY 22, 2007.

THIS RESOLUTION WAS ADMINISTRATIVELY AMENDED BY CITY MANAGER CULPEPPER, DECEMBER 12, 2007.

THIS RESOLUTION WAS AMENDED BY THE AUBURN HILLS CITY COUNCIL, FEBRUARY 2, 2009.



CITY OF AUBURN HILLS

CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 10D

DEPARTMENT OF PUBLIC WORKS

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Jason Deman, Manager of Public Utilities
Submitted: October 29, 2025
Subject: Motion – To Clarify the Local Road Budget Amendment for Birchfield Patrick Henry Project is needed for the 2026 Budget

INTRODUCTION AND HISTORY

On October 20, 2025, City Council approved all expenses and budget amendments with regards to the Birchfield Patrick Henry Utility and Road project. This project was originally scheduled to start earlier in 2025 but had a slight delay throughout the planning process.

During this past budget process in the summer of 2025, it was decided to move the road portion of the project to 2026 where it was scheduled to be completed. The funds for the water and sewer work were still left in the 2025 budget, in which some of those items may be completed before the end of the calendar year. The budget amendment for the road portion that was asked for and granted by City Council was not clarified in the memo, thus we would like to make sure it is clear those funds will be needed for the 2026 budget.

STAFF RECOMMENDATION

Staff agrees with the increase in appropriations to the 2026 Local road fund portion of the Birchfield Patrick Henry Project, with the work commencing in 2026. Again, this will be needed in GL 203.453.973.000-BIRCHFIELDPH and the amount of increase needed will be \$620,000. Further, an increase of \$620,000 will be needed in the General fund Street Improvement department Transfers to Local Roads expense account 101-446-995.203 and an increase in the Local Roads fund revenue account 203-453-699.101 to reflect the additional funding needed from the General Fund for the road portion of this project. This amendment's net impact to the Local Roads Fund 2026 budget is zero and it increases the appropriations of the 2026 General Fund \$620,000.

MOTION

Move to clarify the amendment of 10/20/2025 and reapprove the increase in the 2026 Local Road Fund appropriations of \$620,000 for the Birchfield Patrick Henry project. Also, move to increase the appropriations in the General fund Street Improvement Department \$620,000 and the revenues in Local Roads fund \$620,000.

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 10E

FINANCE/TREASURER

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Michelle Schulz, Finance Director
Submitted: 11/06/2025
Subject: Motion – Amend the General Fund Assessing Department budget

INTRODUCTION AND HISTORY

Finance staff reviewed the Assessing department budget. Upon review, the equipment rental line item included charges not anticipated at the beginning of the year. The additional costs were for new printers for assessing office.

STAFF RECOMMENDATION

Staff recommends an increase to the General Fund Assessing budget in line 101-257-944.000 equipment rentals of \$1,200.

MOTION

Move to amend the General Fund Assessing department budget increasing appropriations \$1,200.

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER



CITY OF AUBURN HILLS

CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 10F

FINANCE

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Michelle Schulz, Finance Director
Submitted: 11/11/2025
Subject: Motion – to Amend Appropriate Wage and Benefit lines within General Fund Departments and other Funds

INTRODUCTION AND HISTORY

Each year during the budget process, the budget for wages and benefits is based on a point in time and assumptions. The primary reasons for the adjustments to appropriations below are due to actual staffing levels and actual hours worked during 2025. Some departments were not staffed fully, while others may have experienced more part-time hours or overtime.

STAFF RECOMMENDATION

Staff recommends the following increases and decreases in appropriations to the General fund departments, Water/Sewer fund, and Fieldstone Golf fund listed below be approved. The details of the exact wage and benefit and employment tax lines to be adjusted have been identified by payroll personnel in each department or Fund affected and will be adjusted accordingly upon approval of the amendment.

Department	Net appropriations increase (decrease)	Primary Reason
215 - Clerks	7,000.00	Full time wage adjustments
253 - Treasurer/Finance	(29,000.00)	Less tenured staff
257 - Assessor	2,000.00	Election needs
270 - Human Resources	4,000.00	Full time wage adjustments
441 - DPW Management	16,000.00	Full time wage adjustments
266 - Grounds	23,376.00	Staffing adjustments
371 - Building Services	(76,555.00)	Staffing adjustments
301 - Police Patrol	(200,600.00)	Unfilled positions
305 - Police Administration	63,100.00	Part time wages & benefits
336 - Fire Administration	34,585.00	Retired/termed leave payouts
339 - Fire Suppression	214,254.00	Overtime wages & benefits
651 - EMS	138,720.00	Overtime wages & benefits
685 - Senior Citizens	91,300.00	Retirement Payouts/Part time
686 - SMART Grant	3,500.00	Part time wages
703 - Community Development	7,197.00	Full time wage adjustment
755 - Recreation	(134,350.00)	Change in PT wage reporting
770 - Parks	(44,550.00)	Part time unfilled positions
261 - General Administration	(160,736.00)	Reduce held wage reserves
Total General Fund	(40,759.00)	
753- Golf	113,500.00	Extended season
535 - Sewer	3,000.00	Insurance changes
536 - Water	25,000.00	Insurance changes, overtime

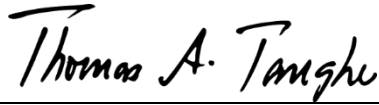
MOTION

Move to Amend each General Fund department's 2025 wages and/or benefit line increasing or decreasing appropriations as stated above.

Move to Amend the Fieldstone Golf Fund increasing the 2025 Budget appropriations as stated above.

Move to Amend the Water/Sewer Fund increasing the 2025 Budget appropriations as stated above.

I CONCUR:

Handwritten signature of Thomas A. Tanghe in black ink.

THOMAS A. TANGHE, CITY MANAGER



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 10G

DEPARTMENT OF PUBLIC WORKS

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Tim Wisser, Manager of Municipal Properties
Submitted: November 11, 2025
Subject: Motion – To Award a Three-Year Professional Services Agreement for Household Hazardous Waste Collection and Disposal

INTRODUCTION AND HISTORY

The City of Auburn Hills has a long-standing commitment to environmental stewardship by hosting an annual one-day household hazardous waste collection event for residents. This event traditionally takes place at the Department of Public Works facility located at 1500 Brown Road on the second Saturday in May from 9:00 AM to 2:00 PM. The event provides Auburn Hills residents and City staff with a safe and convenient method to properly dispose of hazardous materials that should not enter regular waste streams.

Our current agreement with ERG Environmental Services, who has served as our contractor since 2020, concluded with the successful May 2025 event. To secure services for the next three years, the City posted an Invitation to Bid to the Michigan Intergovernmental Trade Network (MITN) on October 24, 2025, seeking qualified contractors for a new three-year contract with two optional one-year extensions.

On November 7, 2025, the City received sealed bids from two qualified contractors. Although ERG Environmental Services has higher base event costs (\$6,600 mobilization plus \$5,500 personnel) compared to Banter Inc. (\$2,500 mobilization plus \$3,000 personnel), ERG's material disposal rates are dramatically lower—\$1.10 per pound versus Banter's \$2.00-\$8.00 per pound for most materials. Since a typical event collects thousands of pounds of hazardous waste, ERG's lower material rates more than compensate for their higher base costs, resulting in significant overall savings:

Material Description	ERG - Price Per LB	Banter - Price Per LB
Flammable Liquids	\$1.10	\$3.80
Aerosol Cans	\$1.10	\$3.80
Pesticide Liquid	\$1.10	\$4.00
Pesticide Solid	\$1.10	\$4.00
Corrosive Liquid	\$1.10	\$8.00
Non-Regulated	\$1.10	\$4.00
Batteries, Household	\$1.10	\$3.80
Wet Lead - Acid Batteries		\$8.00
Propane	\$1.10	\$8.00
Mercury	\$40.00	\$10.00
Oxidizer	\$7.50	
Non-Hazardous/Landfill	\$1.10	\$2.00
Mobilization Fee (Set-up/Tear Down)	\$6,600.00	\$2,500.00
Personnel Cost	\$5,500.00	\$3,000.00

Based on the May 2025 household hazardous waste event that collected 28,227 pounds of materials, the projected cost with ERG Environmental Services is approximately \$43,500 per event. This includes \$12,100 in base costs for mobilization and personnel, plus \$31,400 for material disposal at their competitive per-pound rates.

In comparison, the same event using Banter Inc.'s pricing structure would cost an estimated \$118,400. Although Banter's base costs of \$5,500 are significantly lower than ERG's, their material disposal fees are significantly higher. This difference in disposal costs more than offsets Banter's lower mobilization and personnel fees, resulting in an overall cost that is nearly three times higher than ERG's proposal.

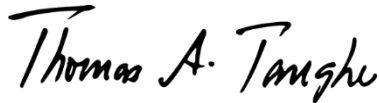
STAFF RECOMMENDATION

Staff recommends awarding a three-year professional services agreement to ERG Environmental Services for household hazardous waste collection and disposal services. The agreement shall include two optional one-year extensions, subject to mutual agreement and satisfactory performance. Funding for this contract will be from account #227-526-802.002.

MOTION

Move to award ERG Environmental Services a three-year professional services agreement for the annual household hazardous waste collection and disposal event, with two optional one-year extensions

I CONCUR:



THOMAS A. TANGHE, CITY MANAGER

BID ITEM: Household Hazardous Waste
BID OPENING DATE: November 7, 2025
BID OPENING TIME: 10:00AM
ELECTRONIC BIDS ACCEPTED?
ATTENDED BY: Wisser/Klassen



COMPANY NAME	ADDRESS	flammable liquids	aerosol cans	pesticide liquids	pesticide solids	corrosive liquids	non-regulated	batteries, house	wet lead - acid batteries	propane	mercury	oxidizer	non-hazardous/landfill	mobilization fee	Personnel Cost
ERG Environmental Svcs	13040 Merriman Rd., Livonia	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10	no-charge	\$ 1.10	\$ 40.00	\$ 7.50	\$ 1.10	\$ 6,600.00	* see below
Banter Inc.	200 Riverfront Dr., Apt 10, Detroit	\$ 3.80	\$ 3.80	\$ 4.00	\$ 4.00	\$ 8.00	\$ 4.00	\$ 3.80	\$ 8.00	\$ 8.00	\$ 10.00	-	\$ 2.00	\$ 2,500.00	\$ 3,000.00

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

☐ Were electronic bids allowed. If so, was BidNet checked for received bids

also send results to:

*9AM - 1PM = \$3,300.00
*9AM - 2PM = \$5,500.00

1



ERG
ENVIRONMENTAL
SERVICES

CITY OF AUBURN HILLS • MICHIGAN

HOUSEHOLD HAZARDOUS WASTE COLLECTION & DISPOSAL

ITB-CAH-11-07-2025-001

SUBMITTED TO

City Clerk's Office – City of Auburn Hill
1827 North Squirrel Road
Auburn Hills, Michigan 48326

CONTACT

Mr. Tim Wisser
Manager of Municipal Properties
248.364.6901 • twisser@auburnhills.org

PREPARED BY

ERG Environmental Services
13040 Merriman Road, Livonia, Michigan 48150
734.437.9650 (p) • 734.437.9651 (f)
ERGenvironmental.com

BID DUE DATE & TIME

Friday, November 7, 2025
10:00 AM Local Time



ERG

ENVIRONMENTAL SERVICES

13040 Merriman Road • Livonia, Michigan 48150
734.437.9650 • FAX 734.437.9651 • ERGenvironmental.com

November 4, 2025

Office of the City Clerk
City of Auburn Hill
1827 North Squirrel Road
Auburn Hills, Michigan 48326

**RE: ITB-CAH-11-07-2025-001 – Household Hazardous Waste Collection & Disposal
ERG Cost Proposal # ED110425-X**

Greetings,

ERG Environmental Services (ERG) would like to thank the City of Auburn Hills for the opportunity to provide a response for the above-referenced Household Hazardous Waste Collection ITB, pursuant to a three (3) year base contract with the option of two (2) one (1) year renewals (upon mutual agreement of both parties). Proposed pricing will remain fixed with an allowance for annual increases consistent with the prevailing Consumer Price Index.

Pricing contained herein reflects a one (1) day event annually for City residents and staff, typically on the second Saturday of May (or similar) from 9:00 am – 2:00 pm at the Auburn Hills Department of Public Works at 1500 Brown Road, Auburn Hills, Michigan. A pricing option has been provided for a shorter duration event.

ERG is a highly respected leader in the HHW industry and provides one of the best organized, staffed, and equipped HHW collection programs in the industry. We maintain a diverse assortment of equipment and materials, as well as trained and experienced staff, to perform virtually any size collection event.

If you have any questions or require additional information you may contact me at 734.564.3701 or via email to edawkins@ERGenvironmental.com. Thank you for this opportunity to continue to be of service.

Sincerely,

ERG Environmental Services

Edward Dawkins
Vice-President



ERG ENVIRONMENTAL SERVICES
13040 MERRIMAN ROAD, LIVONIA, MI 48150
734.437.9650 (P) 734.437.9651 (F)

CITY OF AUBURN HILLS HHW
NOVEMBER 4, 2025
COVER LETTER • PAGE 1 OF 1



ERG
ENVIRONMENTAL
SERVICES

TABLE OF CONTENTS

BID SUBMISSION (PRICING) FORM

TECHNICAL PROPOSAL	PAGE
Introduction	1
Corporate Ownership	1
Organizational and Staffing Information	2
Related Project Experience	3
On-Site Services to Be Offered	5
On-Site Equipment List	6
Transportation & Contractor Truck Equipment	6
Disposal Facility List	7
Acceptable Waste Materials	7
Unacceptable Waste Materials	8
Identification of Unknowns	8
Flammable Bulking Procedures	8
Spill and Fire Prevention Plan	9
Contingency Plan	9
Closing Summary	9

Appendix A – Condensed Personnel Resumes

Appendix B – Corporate Health + Safety Plan and Transportation / Facility Security Plan (TOC)

2025 Licenses, Permits, Insurance Packet – Includes:

- ERG Environmental, Livonia, Michigan
- ERG Environmental (Environmental Recycling), Bowling Green, Ohio



ERG ENVIRONMENTAL SERVICES
13040 MERRIMAN ROAD, LIVONIA, MI 48150
734.437.9650 (P) 734.437.9651 (F)

CITY OF AUBURN HILLS HHW
NOVEMBER 4, 2025
TABLE OF CONTENTS • PAGE 1 OF 1



BID SUBMISSION

NOTE:
10,000 Pound Minimum
Charge Applies Per Event
(Regardless of Duration)

Description	Metric (Pounds)	Cost Per Pound
Flammable Liquids	Pounds	\$ 1.10
Aerosol Cans	Pounds	\$ 1.10
Pesticide Liquid	Pounds	\$ 1.10
Pesticide Solid	Pounds	\$ 1.10
Corrosive Liquid	Pounds	\$ 1.10
Non-Regulated	Pounds	\$ 1.10
Batteries, Household	Pounds	\$ 1.10
Wet Lead - Acid Batteries	Pounds	\$ No Charge
Propane	Pounds	\$ 1.10
Mercury	Pounds	\$ 40.00
Oxidizer	Pounds	\$ 7.50
Non-Hazardous/Landfill	Pounds	\$ 1.10
Mobilization Fee (Travel, Set-up/Tear Down)	Per Event	\$ 6,600.00
Personnel Cost	Per Event	SEE BELOW
Able to Conduct on Second Saturday of May	FOR YEAR ONE ONLY: <div><input checked="" type="radio"/> Yes <input type="radio"/> No (circle one)</div>	PERSONNEL COST BASED ON EVENT DURATION:
Proposed Date Alternative 1	FUTURE CONTRACT OPTION YEARS (IF AVAILABLE) DATE TO BE DETERMINED EACH YEAR	9 AM – 1 PM: \$ 3,300.00
Proposed Date Alternative 2		9 AM – 2 PM: \$ 5,500.00
Proposed Date Alternative 3		
**Please include the same as a separate attachment to the Bid Submission for any hazardous and non-hazardous materials not listed above but believed to be pertinent for bid consideration by the contractor. **		



The undersigned does hereby submit a bid to the City of Auburn Hills for the above stated services.

Company: ERG Environmental Services

Address: 13040 Merriman Road, Livonia, Michigan 48150-1816

Telephone: 734.564.3701 (Cell) or 734.437.9658 (Office)

Email: edawkins@ERGenvironmental.com


Authorized Signature

Vice-President
Title

Edward Dawkins
Printed Name

November 4, 2025
Date

Approval

City Representative

Title



Technical Proposal

INTRODUCTION

SQS, Inc dba ERG Environmental Services (ERG) is deeply committed to providing safe and proper management of all waste, including Household Hazardous Waste (HHW). ERG demonstrates this commitment by managing industrial and hazardous waste for regulated waste generators, managing HHW from permanent collection centers, conducting HHW collection events throughout the year for local municipalities and private organizations, and receiving and managing HHW at our facilities on a daily basis.

Since 2008, ERG has conducted over 1,000+ satellite HHW collection events and over 700 events in the past five (5) years, in addition to support of permanent collection facilities. We maintain a diverse assortment of equipment and materials, as well as trained and experienced staff, to perform any size collection event, allowing us to service 50 to 2,850 vehicles and collect over 400,000 pounds of waste over a one (1) day event.

ERG provides HHW and electronic waste services primarily within the States of Michigan and Ohio in addition to our other core services. These services are provided throughout the Midwest to a varied client base, including municipalities, utility providers, health care facilities, educational systems, automotive and manufacturing facilities, environmental consultants, etc.

Management and senior staff of ERG all have 20+ years of experience in the management of hazardous waste and regulated post-industrial waste. Additional personnel information is included on the following page in addition to condensed personnel resumes located later in this proposal.

Corporate Ownership

Company NameSQS, Inc dba ERG Environmental Services
Company Address13040 Merriman Road, Livonia, MI 48150-1816
Office Phone / Fax734.437.9650 / 734.437.9651 fax
Primary ContactEdward Dawkins, Vice-President
Email Address.....Edawkins@ERGenvironmental.com
Corporate Status.....Corporation registered in the State of Michigan
Year Established.....1984
RCRA Permit # • Federal ID #MID 059 912 956 • 38-3128991



ERG ENVIRONMENTAL SERVICES
13040 MERRIMAN ROAD, LIVONIA, MI 48150
734.437.9650 (P) 734.437.9651 (F)

CITY OF AUBURN HILLS HHW
NOVEMBER 4, 2025
TECHNICAL PROPOSAL • PAGE 1 OF 10

ERG's sister company, **Lamps, Inc** (permitted as Environmental Recycling) is committed to responsible environmental management of all waste and does so through management of RCRA, TSCA, and universal wastes (including household hazardous waste (HHW), PCBs, fluorescent lamps, mercury devices, electronic waste, batteries, etc) at ERG's permitted facility located in Bowling Green. Company information is as follows:

Company Name.....Lamps, Inc dba ERG Environmental Services / Environmental Recycling
 Street Address527 East Woodland Circle, Bowling Green, Ohio 43402
 Office Phone / Fax419.354.6110 (p) / 419.354.5110 (f)
 Primary Contact.....Paul Cottrell, President and Chief Financial Officer
 Email Address.....pcottrell@ERGenvironmental.com
 Corporate Status.....Incorporated in the State of Michigan in 1995
 RCRA Permit # • Federal ID #OHR 000 034 025 • 38-3228674

ERG Ohio and Michigan maintain a combined \$10M in Pollution Liability insurance (see "Transportation and Contractor Truck Equipment" on Page 7 for more information).

ORGANIZATIONAL AND STAFFING INFORMATION

ERG's Michigan location has a staff of approximately 50 waste management and environmental professionals, not including executive management which are shared between our Michigan and Ohio offices. These individuals have many years of experience in the HHW and waste management industry, affording them the ability to make determinations of hazard classification to facilitate proper chemical identification, packaging, transport, and recycling/disposal in compliance with all regulations and industry standards.

ERG accepts HHW at our Livonia facility, providing our staff daily opportunity to exercise and re-affirm their HHW management skills. As ERG transports and manages waste as a component of our core business, we are well positioned and practiced to provide HHW management services to the City. In addition, ERG's primary HHW personnel also have academic credentials to augment said experience, as outlined below. Condensed resumes are included as **Appendix A**.

NAME	TITLE	HHW EXP	HHW ROLES*	EDUCATIONAL BACKGROUND
Edward Dawkins	Vice President	29	PM, SO, SC	BS, Environ Soil Science
Marc McDonald	Manager, Tech Services	23	PM, SO, SC	BA, Geology, MS Env Eng
Todd Hendrick	Health & Safety Officer	23	SO, PM, SC	BA, Environ Policy/Analysis
Erik Thayer	President / CEO – MI	20	SC, PM	BS, Chemistry
Paul Cottrell	President / CFO – OH	20	SC, PM	BS, Civil Engineering
Kathy Mukavetz	PM/Technical Writer	19	SC	BS, Geology
Kimberly Sayenga	Tech Waste Coordinator	14	SC	BS, Environmental Science
Heather Reynolds	EHS QA/QC Manager	12	SC	BS, Env Health/Nat Resource
John Lomasney	Tech Waste Coordinator	12	SC	BS, Elementary Education
Sarah Oryshack	TWC Manager	7	SC	BS, Environmental Geoscience

**Listed in order of frequency of position held. PM = Project Manager, SO = Safety Officer, SC = Sorting Chemist*



ERG ENVIRONMENTAL SERVICES
 13040 MERRIMAN ROAD, LIVONIA, MI 48150
 734.437.9650 (P) 734.437.9651 (F)

CITY OF AUBURN HILLS HHW
 NOVEMBER 4, 2025
TECHNICAL PROPOSAL • PAGE 2 OF 10

These core individuals are assigned as Project Managers, Safety Officers, or Sorting Chemists, with duties as defined below. These individuals are OSHA 40-Hour HAZWOPER trained and experienced in the characterization, handling, and packaging of hazardous materials/chemical waste with roles as follows:

Project Manager	Responsible for event setup, operations, and cleanup. Highest ranking ERG employee on-site and supervisor for all participants.
Safety Officer	Experienced/trained safety officer. Has authority to shut down activities deemed to be unsafe.
Sorting Chemists	Identify the waste items by means of container labeling or other methods to identify the hazard classification.
Unloaders	Unload wastes from resident's vehicles onto 4-wheeled carts and transport said material to the sorting tables. Unloaders are trained as to which items are acceptable at each collection event.
Bulking Technicians	Combine like materials into 55-gallon drums for recycling or disposal. Bulking positions are staffed by HAZWOPER-trained personnel that handle these types of waste daily.

In addition to the above-referenced core individuals, ERG's field supervisors, truck drivers, and technicians also have extensive experience in HHW services in addition to the skills they utilize every day in managing regulated hazardous waste for ERG's core customers and local municipalities.

Accordingly, all core HHW positions are filled with personnel who are well positioned to perform the work required of them. All personnel working at a HHW event are required to wear a Tyvek or rubber apron, safety glasses, and closed toe shoes. Gloves are mandatory and selected based on function level. Neon vests are required for unloading personnel and Tyvek sleeves are required for bulking technicians.

RELATED PROJECT EXPERIENCE

ERG accepts HHW at our Livonia, Michigan and Bowling Green, Ohio facilities daily throughout the year and provides a variety of HHW services to the municipalities outlined below, including satellite collection events, support of permanent collection facilities, as well as accepting HHW from various communities daily at our facilities. Three (3) specific references for your consideration include:

Oakland County (NOHAZ), Michigan

ERG has conducted (3) to (4) collection events per year continuously since 2002, ranging in size from 100 to 2500 cars, current contract is for CY 2026 – CY 2027 (see list of consortium communities on the next page).

*Ms. Whitney Calio, Program Coordinator
1200 North Telegraph, Pontiac, Michigan 48341*

248.858.2071



ERG ENVIRONMENTAL SERVICES
13040 MERRIMAN ROAD, LIVONIA, MI 48150
734.437.9650 (P) 734.437.9651 (F)

CITY OF AUBURN HILLS HHW
NOVEMBER 4, 2025
TECHNICAL PROPOSAL • PAGE 3 OF 10

Resource Recycling & Recovery Authority of Southwestern Oakland County (RRRASOC)

ERG has maintained a contract with RRRASOC since 2001 to accept HHW from their communities at our facility in Livonia and conduct HHW collection events yearly, current contract through 2027 (see list of consortium communities below).

*Mr. Michael Csapo, General Manager
20000 West 8 Mile Road, Southfield, Michigan 48075*

248.208.2270

Wayne County, Michigan

ERG has been awarded contracts since 2007, our current contract is for CY 2024 – 2026 with an extension for CY 2027, for collection events plus receiving resident HHW at our Livonia facility.

*Mr. Patrick Cullen
3600 Commerce Court, Building E, Wayne, MI 48184*

734.326.3936

Michigan Counties – Satellite Collection Events

Alpena, Antrim, Benzie, Berrien, Calhoun, Emmet, Genesee, Grand Traverse, Huron, Jackson, Kalkaska, Lapeer, Leelanau, Manistee, Mason, Montcalm, Oceana, Roscommon, Sanilac, Tuscola, Wayne*.

Ohio & Michigan Cities & Townships – Satellite Collection Events

Auburn Hills, Bloomfield Twp, Cadillac, Canton Twp, Clinton Twp, Commerce Twp, Flint, Grosse Pointe Woods, Grosse Pointe Park, Highland Twp, Livonia*, Macomb Twp, Northville*, Plymouth Twp*, Shelby Twp, St Clair Twp, Sterling Heights, Toledo (OH), Washington Twp, White Lake Twp.

Ohio & Michigan – Permanent HHW Collection Facilities

Kalamazoo County, Lucas County (OH), Medina County (OH), Mid Michigan Waste Authority (MMWA), SOCRRA (see below), Summit County (OH).

Michigan – Oakland County Municipal Consortiums – Satellite Collection Events

The following **consortiums** encompass the following communities:

NOHAZ: Addison Twp, Brandon Twp, City of Clarkston, Groveland Twp, Independence Twp, Lake Angelus, Lake Orion Village, Leonard Village, Oakland Twp, Orion Twp, Ortonville Twp, Oxford Twp, Oxford Village, Pontiac, Rose Twp, Springfield Twp, Waterford Twp.

SOCRRA*: Berkely, Beverly Hills, Birmingham, Clawson, Ferndale, Hazel Park, Huntington Woods, Lathrup Village, Oak Park, Pleasant Ridge, Royal Oak, Troy.

RRRASOC*: Farmington, Farmington Hills, Milford Township, Milford Village, Novi, Southfield, South Lyon, Walled Lake, Wixom.

* Denotes communities with ERG contracts for their residents to drop off HHW / eWaste at our Michigan facility.



ERG ENVIRONMENTAL SERVICES
13040 MERRIMAN ROAD, LIVONIA, MI 48150
734.437.9650 (P) 734.437.9651 (F)

CITY OF AUBURN HILLS HHW
NOVEMBER 4, 2025
TECHNICAL PROPOSAL • PAGE 4 OF 10

ON-SITE SERVICES TO BE OFFERED

Prior to the event, a meeting is held with the host community to confirm the event location, site preparations, and responsibilities. ERG encourages involvement by local agencies and are open to pre-event inspection by local fire/public health officials. An incident nor injury have occurred at any of our HHW events, as safety is paramount during all on- and off-site operations.

A Site-Specific Health and Safety / Spill Response Plan is prepared prior to each event which details possible site/work hazards, location of safety equipment (including fire extinguishers, spill containment and absorbents, eye washes, first aid kits, personal protective equipment, etc), emergency contact information (police, fire, ambulance), and hospital information (phone number, map, directions, etc). As ERG also provides emergency spill response services as part of our core business, ERG's personnel are trained and experienced in containment, mitigation, and cleanup methods utilized in response to an accidental release.

ERG typically arrives at the site a minimum of 1-1/2 hours prior to the start of the event, to ensure sufficient time to organize the site to meet our quality standards, thereby ensuring a safe and efficient flow of traffic through the site prior to arrival of the first visitors and to ensure the event can open a minimum of one-half (1/2) hour before the advertised starting time.

ERG provides a variety of signage to direct traffic through the event and provides a large sandwich board at the entrance to the collection area which contains the ERG logo and "**Household Hazardous Waste Collection Event**" lettering; ERG can provide other signage that may be required. Once within the confines of the site, orange traffic cones are used to delineate traffic lanes to direct inbound vehicles into a defined traffic flow as they move into the collection area (at the direction of traffic control personnel). Typically at least two lanes of traffic are delineated, each a minimum of eight feet (8') wide.

If waste is bulked, bulking areas are underlain with polyethylene sheeting topped with a slip-resistant geotextile, to protect the underlying surface against small drips, leaks, etc. Prior to opening the event, a mandatory safety meeting is held during which the Health and Safety/Spill Response Plan is reviewed. Workers are instructed that in the event of an emergency, an air horn will be sounded to notify all personnel to leave their workstation and report immediately to the designated upwind, on-site gathering location for further instructions.

Once the event is open, ERG's unloading personnel remove acceptable waste items from the homeowner vehicles and place them on push carts for transfer to sorting tables. Sorting personnel, who are knowledgeable and experienced in hazardous waste classification, sorting, segregation, and packaging, separate the waste into various classifications (acids, bases, non-haz liquids, etc) for packaging in cubic yard boxes. Flammables (ie, solvents, oil-based paints, stains, etc) are segregated, placed on similar hard-plastic push carts, and transferred to the bulking area (or packaged in cubic yard boxes, depending upon waste volumes). Additional equipment is outlined in the On-Site Equipment List section, below.

Upon completion of the event, the waste containers are weighed and said weights are recorded on shipping documents, a copy of which are relinquished to City personnel prior to ERG's departure from the site. By completion of said documents, ERG accepts title to the waste prior to its removal from the site.



ON-SITE EQUIPMENT LIST

ERG provides a variety of equipment and supplies for each HHW collection event, including (as needed):

- Waste transport vehicles
- Pallet jacks and forklift / hi-lo
- Non-slip fabric, plastic sheeting, duct tape
- DOT 55 gal drums, cubic yard boxes, pallets
- Chemical transport carts, sorting tables
- Floor dri, absorbent pads and booms
- Drum cart, drum funnels, spark-proof tool kits
- Traffic cones, shovels, brooms
- Tent canopies – break area
- Emergency eye wash station, first aid kit
- PVC gloves, cloth gloves, nitrile gloves
- Tyvek suits and aprons, rubber booties
- Safety glasses, dust masks
- Labels, shippers, placards
- pH paper, sample jars, sample rods
- Grounding clips, fire extinguishers

Additionally, ERG maintains a large and diverse supply of waste packaging materials, including drums (steel, plastic, fiber, 5 gallon to 85 gallon or larger, if needed), Gaylord boxes, labels, placards, replacement supplies (ie, extra bungs, rings, bolts, etc). Accordingly, ERG is well equipped to meet the needs of the City. Due to our diversity and experience, we can manage essentially any waste-related issue that could arise during a collection event, transportation, etc.

TRANSPORTATION & CONTRACTOR TRUCK EQUIPMENT

ERG maintains a fleet of waste transport vehicles, ranging from small pickup trucks to 53' van semi-trailers, to meet the needs of the waste industry. ERG will accept generator status for all waste removed from the City's HHW collection program and transport said waste to the designated waste TSDF's under proper transport documentation (ie, bill of lading or Uniform Hazardous Waste Manifest) in compliance with all specifications and requirements of this bid and all local, State, and Federal regulations.

ERG operates pursuant to our Corporate Health and Safety Plan and Hazardous Materials Transportation and Facility Security Plan, which are updated yearly and comply with the requirements set forth in 49 CFR 172.802. These plans are ERG's corporate security guidance documents for our over-the-road transportation and facility-based operations. An excerpt of the Table of Contents of each plan are included as **Appendix B**. These documents demonstrate our commitment to the safety of our personnel, the public, and the environment, through the safe and secure conduct of our services and operations.

ERG will provide USDOT-approved drums, boxes, packing materials, labels, and completed transport documents to ensure transport in compliance with said regulations. Verification copies of said documents will be provided to the City.

On the following page is an outline of ERG's transportation licenses, copies of which are included as ERG's "2025 Licenses, Permits, Insurance" packet included after **Appendix B**.



Licensing Agency	ERG Office	Program #	Effective Dates
MDNRE Alliance for Uniform Hazmat Transport Procedures	Michigan Ohio	UPW0572469-MI UPW0627933-OH	10/01/25 – 10/01/26 01/01/25 – 01/01/26
MDNRE Uniform Program for Liquid Industrial Waste Transport	Michigan Ohio	LIW0572469-MI LIW0627933-MI	10/01/25 – 10/01/26 01/01/25 – 01/01/26
USDOT Hazardous Materials Certificate of Registration	Michigan Ohio	050725600017H 052925600022H	07/01/25 – 06/30/26 07/01/25 – 06/30/26

DISPOSAL FACILITY LIST

ERG will assume legal generator status for all waste removed from the City's HHW collection. All waste will be transported by ERG to the facilities outlined below in compliance with all State and Federal regulations (as applicable):

Company Name	ERG – Livonia	ERG – Bowling Green
EPA ID #	MID 059 912 956	OHR 000 034 025
Street Address	13040 Merriman.....	527 East Woodland Circle
City, State, Zip	Livonia, Michigan 48150	Bowling Green, Ohio 43402
Main Phone #	734.437.9650.....	419.354.6110
Contact	Edward Dawkins, VP	Paul Cottrell, CFO
Contact Phone #	734.437.9658.....	419.354.6110

ERG strives to find re-use/recycling options for as much of the HHW waste as possible; when these options are not available, the materials are documented and treated to the same standards regulated generators must meet under the Resource Conservation and Recovery Act (RCRA) and State of Michigan Public Act 451, Part 111.

ACCEPTABLE HHW MATERIALS

ERG strives to manage collected HHW pursuant to the following treatment hierarchy: Recycle, Fuel Blending (Energy Recovery), Neutralize/Stabilize, Incineration, with Landfill Disposal as the least desirable method of HHW management, a strategy ERG implements to the greatest extent possible.

ERG strives to find recycling options for as much HHW as possible; when these options are unavailable, the materials are documented and treated to the same standards regulated generators must meet under the Resource Conservation and Recovery Act (RCRA) and State of Michigan Public Act 451, Part 111.

Acceptable wastes, treatment methods, and designated facilities are as outlined on the following page:



ERG ENVIRONMENTAL SERVICES
13040 MERRIMAN ROAD, LIVONIA, MI 48150
734.437.9650 (P) 734.437.9651 (F)

CITY OF AUBURN HILLS HHW
NOVEMBER 4, 2025
TECHNICAL PROPOSAL • PAGE 7 OF 10

<u>Acceptable Wastes</u>	<u>Treatment Method(s)</u>	<u>Facility</u>
Antifreeze / used motor oil	Recycle	ERG – Michigan
Batteries (wet and dry)	Recycle	ERG – Ohio
Fluorescent / HID lamps / PCB ballast.....	Recycle	ERG – Ohio
Mercury (liquid compounds, devices).....	Recycle / Retort.....	ERG – Ohio
Aerosols	Fuel Blend	ERG – Michigan
Fuel oil / gasoline.....	Fuel Blend	ERG – Michigan
Oil-based paint / flammables / solvents	Fuel Blend	ERG – Michigan
Corrosives (acids/bases)	Stabilization	ERG – Michigan
Non-regulated materials.....	Stabilization	ERG – Michigan
Non-DEA medications.....	Stabilization / Incineration	ERG – Michigan
Oxidizers / reactives.....	Stabilization / Incineration	ERG – Michigan
Pesticides / herbicides / fungicides	Stabilization / Incineration	ERG – Michigan
Biomedical sharps.....	Autoclave / Incineration	ERG – Michigan
Smoke detectors	Landfill.....	ERG – Michigan

UNACCEPTABLE WASTE MATERIALS

Unacceptable Wastes include latex paint, electronics, explosives, radioactive waste, DIY adhesive cylinders, trash, tires, yard waste, industrial and/or commercially-generated waste, appliances, air conditioners, etc).

IDENTIFICATION OF UNKNOWNNS

HHW accepted at the event are identified by evaluating container label information and/or after conducting field-based fingerprint testing of unknown materials, including physical appearance, nature of the other materials that were brought in with it (ie, photographic chemicals, pesticides, etc), pH field testing, evaluation of the container (does it appear original?), residual container markings, etc. Sufficient information is typically available through these methods to determine the proper hazard classification and packaging/transport requirements.

FLAMMABLE BULKING PROCEDURES

The flammable bulking area is typically staged away from the chemical sorting area. Closed-top 55-gallon steel drums are staged on a non-slip geo-textile underlain with plastic, a grounding rod is inserted into the ground adjacent to a suitable grounding object, and grounding wires are attached between the drum(s), object, and grounding rod to dissipate static electricity, thereby reducing the potential for a spark or fire.

If a resident has a gasoline or fuel container that they would like returned, the container is taken to the flammable bulking station, poured-off, and immediately returned to the resident. During this time the resident will be asked to park their car in a designated area to await return of their container; similarly, if a resident has an exceptionally large amount of HHW, they are asked to pull over into a designated area where they are attended to separately to prevent impact to the flow of traffic through the unloading area.



SPILL AND FIRE PREVENTION PLAN

As identified in the On-Site Services To Be Offered and On-Site Equipment Lists sections, ERG mobilizes a variety of spill response supplies and equipment as part of our standard HHW inventory, including those outlined below. Further, ERG protects surfaces underlying the designated sorting and bulking areas, in the event small drips, leaks, etc occur from damaged containers, uneven pavement, etc.

- Floor dri, absorbent pads, booms
- Shovels, brooms
- DOT 55 gallon drums
- Portable fire extinguishers
- Tool kits (spark-proof tools, etc)
- Emergency eye wash station / first aid kit

CONTINGENCY PLAN

As stated in the On-Site Services To Be Offered section, prior to opening the site to the public, a mandatory on-site safety meeting is held during which the Health and Safety / Spill Response Plan is reviewed. Workers are instructed that in the event of an emergency, an air horn will be sounded to notify all personnel to leave their work station and report immediately to the designated upwind, on-site gathering location for further instructions.

Signage is placed along the designated drive paths asking participants to "Stay Within Your Vehicle" while they are unloaded. ERG continuously encourages participants of this while they are passing through the off-loading area. As the traffic flow is in one (1) direction through the collection area, in the event of an emergency, participants would be instructed to remain in (or depart from) their vehicles and, if possible to do so, exit the collection area immediately and in an orderly fashion to the designated safe gathering area.

As ERG prepares a detailed and well-thought out plan for efficient and safe traffic flow and on-site material handling, we have not experienced a release or emergency situation which has required evacuation to a safe location. Accordingly, participants of ERG's events have not been placed in harm's way.

CLOSING SUMMARY

As demonstrated by our list of references, ERG maintains very effective and satisfying relationships with our HHW municipalities. We welcome the opportunity to meet with municipal personnel, evaluate the collection site(s), discuss methodologies, etc to ensure that once our equipment and personnel are on site, we can proceed with the plan that has already been established between the parties.

Conversely, we welcome a visit to our facility by City personnel to evaluate the processes we employ to manage the waste we receive. Based upon the amount of recordkeeping that is performed while on site and upon receipt of the waste at our facilities, we are very efficient at post-event reporting, documentation, and invoicing. Further, we are open to the City's questions, suggestions, request for information, etc to ensure our services provided at the City's collection events operate smoothly and to the satisfaction of municipal personnel and residential participants.



We view each HHW event as an opportunity to reflect on our performance. This practice is employed in our daily work through use of company-specific documentation and evaluation/tracking forms, confirmatory review of cost proposals, disposal approvals, etc prior to issuance of said documents to customers, etc. We believe an unwavering expectation of quality is our best approach for ensuring the quality we achieve.

When conducting an event, a Project Manager / Health & Safety Officer is assigned to oversee the operations of the day. These positions are only assigned to personnel who are experienced in the management of HHW events and resolution of issues that may arise. Because of the preparation and attention to detail we employ prior to mobilizing to an event site, in addition to our years of experience performing said work, we have learned to arrive prepared for just about anything.

Issues which may arise during a HHW collection event are typically driven by a larger turnout of residents than what the host agency anticipated. Knowing this, we ensure adequate supplies are mobilized to each event *just in case*. Accidental spills from leaking containers, or containers in poor condition, are always a potential hazard when handling HHW.

Accordingly, migration pathways are blocked prior to the start of an event; further, our personnel are experienced in HHW handling, accordingly, we know to evaluate containers prior to their movement to minimize the possibility for a release. In the event a release does occur, we provide abundant spill response supplies on site and our personnel are experienced in response activities, as we provide this as a core business service.



APPENDIX A

PERSONNEL RESUMES

ERIK THAYER, CEO / DIRECTOR OF ADMINISTRATION

Education, Certifications, Associations, and Experience

Albion College, BA Chemistry

OSHA 40-Hour Hazardous Waste Operations

DACS, American Chemical Society

Confined Space Supervision

Asbestos Abatement Contractor

Mr. Thayer is highly qualified in hazard evaluation and monitoring, environmental chemistry, toxicology, and analytical techniques. Mr. Thayer's experience includes: Emergency Response Manager for mercury decontamination from residential Michcon mercury gas regulators; Labpack Chemist for Cleveland Cliffs mining company – audited, inventoried, categorized, collected, packaged, and stabilized explosive compounds from abandoned properties over the 48-month long project; Emergency Response Chemist for projects for major utilities and power companies, including clean up supervision and verification sampling following PCB transformer spills; Labpack Chemist for abandoned chemicals from the home lab of a University Professor, including stabilization of peroxides, ethers, and picric acids and management of over 25,000 different chemicals. Mr. Thayer's responsibilities include directing day-to-day operations of our facility, maintaining and improving all quality control activities, and maintaining the health and safety program for our facility.

PAUL COTTRELL, CFO / DIRECTOR OF REMEDIATION AND CONSULTING

Education, Certifications, Associations, and Experience

Michigan State University, BS Civil Engineering

OSHA 40-Hour Hazardous Waste Operations

ASCE, American Society of Civil Engineers

Mr. Cottrell has considerable experience with project administration, including plan development, site investigation, site remediation, waste sampling and characterization. Mr. Cottrell has managed projects in the private, industrial, and municipal sectors including: Project Manager of a wastewater treatment system for removal of PCBs from over 3M gallons of water during a PCB-contaminated sediment remediation project; Senior Engineer for an environmental firm with overall project management duties for projects ranging from \$2,500.00 to \$750,000.00. Mr. Cottrell's directs day-to-day operations of our transportation, scheduling, accounting, and project departments in addition to his role as facility engineer our Bowling Green facility.

TODD HENDRICK, CORPORATE HEALTH & SAFETY DIRECTOR

Education, Certifications, Associations, and Experience

Bowling Green State University, Bachelor of Arts, Environmental Policy and Analysis

Certified Environmental Compliance Manager (CECM), Columbia Southern University

OSHA 40-Hour Hazardous Waste Operations

DOT HAZMAT Training, HM 181, 126, 215

NFPA 70 E -- Electrical Safety Training

Confined Space Rescue Training (EMU)

RCRA Hazardous Waste Management (SQS)

DOT Compliance Workshop (MDOT)

CPR, First Aid, & Bloodborne Pathogens

HazMat & Waste Management Compliance (TSP)

Mr. Hendrick has over 20 years of experience in the environmental industry industrial trainer and compliance officer and extensive experience in management of a Universal Waste destination facility and a USEPA permitted commercial PCB storage facility. Mr. Hendrick is directly responsible for the TSCA, RCRA, DOT, OSHA, MDEQ, and EPA-regulated safety and compliance of ERG.



ERG ENVIRONMENTAL SERVICES

13040 MERRIMAN ROAD, LIVONIA, MI 48150

734.437.9650 (P) 734.437.9651 (F)

CITY OF AUBURN HILLS HHW

NOVEMBER 4, 2025

APPENDIX A • PAGE 1 OF 3

EDWARD DAWKINS, VICE-PRESIDENT, DIRECTOR OF SALES

Education, Certifications, Associations, and Experience

Michigan State University, Bachelor of Science, 1996 Environmental Soil Science
OSHA HAZWOPER 40-Hour and 8-Hour Site Supervisor Safety Training, 29 CFR 1910.120(e,2,3)
DOT 8-Hour Compliance Training & DOT Regulations Seminar, Lyon Technologies
Advanced Emergency Response Training 165.15, Michigan State Police
RCRA Hazardous Waste Regulations, McCoy & Associates

Mr. Dawkins has extensive experience in all aspects of laboratory/labpack wastes management, including preparing inventories, compatibility classification, waste identification, and packaging of a wide variety of laboratory reagents, industrial materials, and compressed gas cylinders. Mr. Dawkins is well versed in the DOT requirements for laboratory chemical packaging and shipping and the handling/stabilization of shock sensitive materials. Mr. Dawkins is also experienced in decommissioning explosives along with packaging and shipping requirements for their safe transportation and disposal.

Marc McDonald, Manager, Technical Services (Geologist, Investigation & Remediation)

Education, Certifications, Associations, and Experience

Michigan State University, Graduate Studies in Environmental Engineering
Albion College, Bachelor of Arts, Geological Sciences and History
OSHA HAZWOPER 40-Hour Site Safety Training, 29 CFR 1910.120(e,2,3)
MDOT-HAZWOPER and Hazardous Materials Training, 1996
Certified HazMat Transport, MDOT 1995 Certified Driver's License, HazMat Endorsement
ASTM Petroleum Release Training, 1999 ASTM RBCA Training, 1999

Mr. McDonald has over twenty-nine (29) years of experience as a Geologist conducting a variety of environmental investigations and remediation, including soil and groundwater studies, remediation systems at LUST and former waste sites, and the design and implementation of groundwater treatment systems. Mr. McDonald has managed numerous large-scale projects, which include historic landfill remediation and closures, tank farm closures, demolition projects, and Brownfield redevelopment programs. Mr. McDonald has broad knowledge of environmental consulting, CAD systems, groundwater modeling applications, in addition to experience in USEPA, ASTM and state-level protocols used in the environmental profession.

KATHY MUKAVETZ, PROJECT MANAGER / TECHNICAL WRITER, REMEDIATION & CONSULTING

Education, Certifications, Associations, and Experience

Wayne State University, Post-Bachelor Studies, Hazardous Waste Management
Wayne State University, Bachelor of Science, Geology
OSHA HAZWOPER 40-Hour and 8-Hour Site Supervisor Safety Training, 29 CFR 1910.120

Ms. Mukavetz has over 35 years of experience in the environmental, industrial, and hazardous waste contracting industry, including emergency response and remediation of chemical/fuel spills; site remediation ranging from small to large (\$3M) privately funded cleanups and \$1M+ state-funded cleanups; preparation of remediation/workplans, sampling plans, site closure plans, health and safety plans, etc; waste collection, packaging, and sampling; and supervision of field and technical staff. Administratively, Ms. Mukavetz has 30+ years of experience in all aspects of bidding and contracting.



HEATHER REYNOLDS, TRANSPORTATION COORDINATOR

Education, Certifications, Associations, and Experience

Wayne State University, Masters Certificate, Environmental Health and Hazardous Materials Control
Michigan State University, Bachelor of Science, Environmental and Natural Resource Policy
OSHA HAZWOPER 40-Hour Site Safety Training, 29 CFR 1910.120(e,2,3)
RCRA Hazardous Waste / DOT HazMat Trained
RCRA Haz Waste Regulations Training

Ms. Reynolds has over twenty (20) years of experience in the environmental and waste management industry, providing comprehensive environmental and project management at two (2) large, regional automotive manufacturing facilities including waste sampling, characterization, shipping, documentation, and drum management. Ms. Reynolds coordinated and assisted onsite Environmental Engineers in maintaining ISO 14001 certification, TRI, and SARA reporting obligations, and participated in plant closure activities and final operations of a regional automotive manufacturing facility. Additionally, Ms. Reynolds managed regulatory and compliance issues associated with a hazardous waste transportation company.

JOHN LOMASNEY, OPERATIONS MANAGER

Education, Certifications, Associations, and Experience

Oakland University, Bachelor of Science, Elementary Education
OSHA HAZWOPER 40-Hour Site Safety Training, 29 CFR 1910.120(e,2,3)
RCRA Haz-Waste / DOT HazMat Trained

Mr. Lomasney has worked in the hazardous waste industry for the past several years, joining ERG in 2017 as a Technical Waste Coordinator in our Waste Services Division, including managing field-based projects, including labpacks, waste neutralization and packaging, drum pad management, etc. Mr. Lomasney was promoted to ERG's Operations Manager in Spring 2025, which includes management of all shop and warehouse operations and staff (HHW technicians, truck drivers, etc).

Sarah Oryshack, MANAGER, TECHNICAL WASTE COORDINATORS (TWC's)

Education, Certifications, Associations, and Experience

Michigan State University, Bachelor of Science, Environmental Geosciences
OSHA HAZWOPER 40-Hour Site Safety Training, 29 CFR 1910.120(e,2,3)
RCRA Haz-Waste / DOT HazMat Trained

Kimberly Sayenga, TECHNICAL WASTE COORDINATOR (TWC)

Education, Certifications, Associations, and Experience

University of Michigan-Dearborn, Bachelor of Science, Environmental Science
OSHA HAZWOPER 40-Hour, 29 CFR 1910.120(e,2,3), RCRA Haz-Waste / DOT HazMat Trained

Ms. Sayenga joined ERG in 2010 and Ms. Oryshack in 2018. TWC duties include waste characterization and knowledge of waste packaging in preparation for off-site transport to a variety of regulated waste treatment and disposal facilities. TWC's have advanced knowledge of federal RCRA, TSCA, OSHA programs and their constituent State of Michigan programs, enabling them to determine and coordinate the steps required to obtain waste disposal approvals at a variety of disposal facilities on behalf of ERG's waste management clients.



APPENDIX B

CORPORATE HEALTH & SAFETY PLAN (TABLE OF CONTENTS)

1.0	INTRODUCTION	
2.0	GENERAL ADMINISTRATIVE PRACTICES	3
2.1	Safety Responsibilities	3
2.2	Accident and Injury Reporting Procedures	4
2.2.1	Vehicle Accident	5
2.2.2	Employee Illness / Injury	5
2.3	Workers Compensation Program	6
2.4	Medical Monitoring & Surveillance	7
2.5	Training	9
2.6	Monitoring Equipment	10
2.7	Site Safety Plans	11
2.8	Site Characterization and Analysis	12
3.0	HAZARDS, RISKS, AND ACCIDENTS	14
4.0	STANDARD WORK PRACTICES	16
4.1	Respiratory Protection Program	16
4.1.1	Preparation and Use	17
4.1.2	Cleaning	18
4.1.3	Respirator Decision Logic / Selection	18
4.2	Bodily Injury Prevention	19
4.2.1	Eye Protection	19
4.2.2	Hearing Protection	19
4.2.3	Foot Protection	20
4.2.4	Head Protection	20
4.2.5	Back Protection	21
4.2.6	Levels A, B, C, and D Protection	21
4.2.7	Cold and Heat Stress	23
4.3	Prevention of Electrical Accidents	26
4.4	Fire Prevention	28
4.4.1	Electrical Shorts	29
4.4.2	Combustible Materials	29
4.4.3	Flammable Chemicals	29
4.4.4	Reactive and Incompatible Chemicals	32
4.5	Spill Prevention	33
4.6	Chemical Exposure Prevention	34
4.6.1	Chemical Hazard Determination	34
4.6.2	Estimation of Exposure Potential	35
4.6.3	Selection of Proper Work Practices and Protective Equipment	36
4.7	Decontamination	37
4.7.1	Decontamination Plan	38
4.7.2	Decontamination Methods	38
4.8	Standard Transportation Practices	39



4.8.1	Driver and Vehicle	40
4.8.2	Packing and Loading	41
4.8.3	Security	41
4.9	Excavation	42
4.9.1	Locating Utilities	42
4.9.2	Excavation Safety Determinants	43
4.9.3	Sloping, Shielding, and Shoring	43
4.9.4	Excavation Entry	44
4.9.5	Open Excavations	45
4.10	Confined Space Entry	45
4.11	Subsurface Probe	47
4.12	Control of Hazardous Energy - Lockout/Tagout	54
5.0	EMERGENCY PROCEDURES	56
5.1	Responses to Personal Injury Emergencies	56
5.1.1	Body Trauma	57
5.1.2	Illness	58
5.1.3	Respiratory Failure	59
5.1.4	Electrocution	60
5.2	Response to Chemical Contamination Emergencies	60
5.3	Emergency Response to Fire	62
5.4	Responses to Spills and Leaks	63
6.0	BLOODBORNE PATHOGENS	66
6.1	Exposure Determination	66
6.1.1	Job Classification	66
6.1.2	Tasks and Procedures	66
6.2	Schedule and Method of Implementation	67
6.2.1	Methods of Compliance	67
6.3	Hepatitis B Vaccination	70
6.3.1	Hepatitis B Vaccine Availability	70
6.4	Post Exposure Evaluation and Follow-up	71
6.4.1	Exposure Incident Follow-up	71
6.4.2	Medical Follow-up	72
6.4.3	Information for Healthcare Professional	72
6.4.4	Follow-up Information for Employee	73
6.5	Communication about Hazards to Employees	73
6.5.1	Labeling and Color coding	73
6.5.2	Information and Training	74
6.6	Recordkeeping	74
6.6.1	Medical Records	74
6.6.2	Training Records	75
6.6.3	Availability of Records	75
7.0	CHEMICAL HYGIENE PLAN	76
7.1	Employee Responsibilities	76
7.2	Training	76
7.3	Hazard Assessment	77



7.4	Control Measures and Equipment	78
7.4.1	Ventilation	78
7.4.2	Flammable Liquid Storage	78
7.4.3	Decontamination and First Aid	79
7.4.4	Respirators	79
7.5	Standard Operating Procedures	79
7.5.1	General Rules and Precautions	79
7.5.2	Personal Hygiene and General Housekeeping	81
7.5.3	Flammable and Combustible Materials	81
7.5.4	Reactive and Incompatible Materials	81
7.5	Standard Operating Procedures	81
7.5.5	Corrosive and Toxic Materials	82
7.5.6	Compressed Gases	83
7.5.7	Spills and Accidents	83
7.6	Medical Monitoring and Surveillance	83
8.0	HAZARD COMMUNICATION PLAN	84
8.1	Hazardous Materials Inventory	84
8.2	Collection and Maintenance of MSDSs	84
8.3	Labeling Program	85
8.4	Information and Training for Employees	86
8.5	Information Concerning Hazards Associated with Non-Routine Activities	86
8.6	Information for Contractors	86

APPENDICES

Appendix A.....	Standard Site Specific Safety Plans
Appendix B.....	Mercury Release Site Specific Safety Plan
Appendix C	Biological Response Specific Safety Plan
Appendix D	Site Control Procedures Checklist
Appendix E.....	Site Emergency Response Plan Checklist
Appendix F.....	Site Characterization and Analysis Checklist
Appendix G	Site Inspection Form
Appendix H	Employee Exposure Form
Appendix I.....	MIOSHA Form 300/SQS Accident Investigation Form (Replaces MIOSHA 301)
Appendix J.....	Recommended PPE for Levels A – D Protection
Appendix K.....	Heat Stress First Aid
Appendix L.....	Confined Space Entry Permit
Appendix M.....	Guides for Selecting Protective Gloves
Appendix N	Chemical Cartridge Types and Color Coding
Appendix O	Maximum and Minimum Measures for Levels B and C Decontamination
Appendix P.....	Guides to Hazardous Chemicals and Waste Compatibility
Appendix Q.....	Reactive and Explosive Chemicals
Appendix R	SCBA Monthly Inspection Form
Appendix S.....	Fire Extinguisher Training Document
Appendix T.....	Exposure Incident Investigation Form



HAZMAT TRANSPORTATION & FACILITY SECURITY PLAN (TABLE OF CONTENTS)

- 1.0 Introduction and purpose
- 2.0 Vulnerability Assessment
- 3.0 Information Security
- 4.0 Personnel Security
- 5.0 Facility Security System
- 6.0 En Route Security
- 7.0 Emergency Communications
- 8.0 Employee Badges
- 9.0 Emergency Response
- 10.0 Training

Appendix A – Overnight Trip Security Checklist



ERG ENVIRONMENTAL SERVICES
13040 MERRIMAN ROAD, LIVONIA, MI 48150
734.437.9650 (P) 734.437.9651 (F)

CITY OF AUBURN HILLS HHW
NOVEMBER 4, 2025
APPENDIX B • PAGE 4 OF 4



ERG
ENVIRONMENTAL
SERVICES

2025 LICENSES, PERMITS & INSURANCE

SQS, Inc dba
Environmental Recycling Group
ERG Environmental Services

13040 Merriman Road
Livonia, Michigan 48150-1816
734.437.9650 (p)
734.437.9651 (f)
MID 059 912 956

Lamps, Inc dba
Environmental Recycling
ERG Environmental Services

527 East Woodland Circle
Bowling Green, Ohio 43402-8966
419.354.6110 (p)
419.354.5110 (f)
OHR 000 034 025

MDNRE Alliance for Uniform Hazmat Trans Procedures – Uniform Program

Program ID # UPW 0572 469 MI
Effective 10.01.2025 – 10.01.2026

Program ID # UPW 0627 933 OH
Effective 01.01.2025 – 01.01.2026

MDNRE Uniform Program for Liquid Industrial Waste (LIW)

Program ID # LIW 0572 469 MI
Effective 10.01.2025 – 10.01.2026

Program ID # LIW 0627 933 MI
Effective 01.01.2025 – 01.01.2026

US Dept Transportation – Hazardous Materials Certificate of Registration

Registration # 050725600017H
Effective 07.01.2025 – 06.30.2026

Registration # 052925600022H
Effective 07.01.2025 – 06.30.2026

ERGenvironmental.com

LICENSES – LIVONIA, MI

Michigan Department of Environment, Great Lakes, and Energy

Uniform Program for Liquid Industrial Waste Transportation Credentials

TODD HENDRICK
SQS INC DBA ENVIRONMENTAL RECYCLING GROUP
13040 MERRIMAN RD
STE 200
LIVONIA, MI 48150-1816

Telephone Number in case of accident or emergency: (734) 437-9677

National Uniform Program Credential Number: UPW0572469MI

Michigan LIW Uniform Program Identification Number: LIW0572469MI

Certified by: *Krista Hettich*

Registration Issued: 10/1/2025

Registration Expiration: 10/1/2026

Issuing Agency: **Department of Environment, Great Lakes, and Energy**

Agency Telephone Number: (248) 320-1790 or (269) 370-8527



STATE OF MICHIGAN

EQP 5124 (REV 1/2021)

LICENSES – LIVONIA, MI

Alliance for Uniform Hazmat Transportation Procedures Uniform Program Credentials



TODD HENDRICK
SQS INC DBA ENVIRONMENTAL RECYCLING GROUP
13040 MERRIMAN RD
STE 200
LIVONIA, MI 48150-1816

USDOT Census #: 572469

ICC #:

EPA Transporter ID #: MID059912956

Intrastate Motor Carrier #:

Telephone number to call in case of accident or emergency: (734) 437-9677

Uniform Program #: UPW0572469MI

Certified by: *Krista Hettich*

Registration Issued: 10/1/2025

Registration Expiration: 10/1/2026

Issuing Agency: Michigan Department of Environment, Great Lakes, and Energy

Agency Telephone Number: (248) 320-1790 or (269) 370-8527



STATE OF MICHIGAN

LICENSES – LIVONIA, MI

**UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION**



**HAZARDOUS MATERIALS
CERTIFICATE OF REGISTRATION
FOR REGISTRATION YEAR(S) 2025-2026**

Registrant: ERG ENVIRONMENTAL SERVICES
ATTN: TODD HENDRICK
13040 Merriman Road
LIVONIA, MI 48150

This certifies that the registrant is registered with the U.S. Department of Transportation as required by 49 CFR Part 107, Subpart G.

This certificate is issued under the authority of 49 U.S.C. 5108. It is unlawful to alter or falsify this document.

Reg. No: 050725600017H Effective: July 1, 2025 Expires: June 30, 2026
HM Company ID: 25706

Record Keeping Requirements for the Registration Program

The following must be maintained at the principal place of business for a period of three years from the date of issuance of this Certificate of Registration:

- (1) A copy of the registration statement filed with PHMSA; and
- (2) This Certificate of Registration

Each person subject to the registration requirement must furnish that person's Certificate of Registration (or a copy) and all other records and information pertaining to the information contained in the registration statement to an authorized representative or special agent of the U. S. Department of Transportation upon request.

Each motor carrier (private or for-hire) and each vessel operator subject to the registration requirement must keep a copy of the current Certificate of Registration or another document bearing the registration number identified as the "U.S. DOT Hazmat Reg. No." in each truck and truck tractor or vessel (trailers and semi-trailers not included) used to transport hazardous materials subject to the registration requirement. The Certificate of Registration or document bearing the registration number must be made available, upon request, to enforcement personnel.

For information, contact the Hazardous Materials Registration Manager, PHH-52, Pipeline and Hazardous Materials Safety Administration, U.S. Department of Transportation, 1200 New Jersey Avenue, SE, Washington, DC 20590, telephone (202) 366-4109.

LICENSES – BOWLING GREEN, OH

Michigan Department of Environment, Great Lakes, and Energy

Uniform Program for Liquid Industrial Waste Transportation Credentials

TODD HENDRICK
LAMPS INC DBA ENVIRONMENTAL RECYCLING
P.O. BOX 167
BOWLING GREEN, OH 43402-

Telephone Number in case of accident or emergency: (734) 437-9677

National Uniform Program Credential Number: UPW0627933MI

Michigan LIW Uniform Program Identification Number: LIW0627933MI

Certified by: **KRISTA HETTICH**

Registration Issued: 1/1/2025

Registration Expiration: 1/1/2026

Issuing Agency: **Department of Environment, Great Lakes, and Energy**

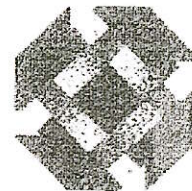
Agency Telephone Number: (248) 320-1790 or (269) 370-8527



STATE OF MICHIGAN

EQP 5124 (REV 1/2021)

Alliance for Uniform Hazmat Transportation Procedures Uniform Program Credentials



**ALLIANCE
FOR UNIFORM
HAZMAT
TRANSPORTATION
PROCEDURES**

TODD HENDRICK
LAMPS INC DBA ENVIRONMENTAL RECYCLING
P.O. BOX 167
BOWLING GREEN, OH 43402-

USDOT Census #: 627933

ICC #:

EPA Transporter ID #: OHR000034025

Intrastate Motor Carrier #:

Telephone number to call in case of accident or emergency: (734) 437-9677

Uniform Program #: UPW0627933MI

Certified by: **KRISTA HETTICH**

Registration Issued: 1/1/2025

Registration Expiration: 1/1/2026

Issuing Agency: Michigan Department of Environment, Great Lakes, and Energy

Agency Telephone Number: (248) 320-1790 or (269) 370-8527



STATE OF MICHIGAN

LICENSES – BOWLING GREEN, OH

**UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION**



**HAZARDOUS MATERIALS
CERTIFICATE OF REGISTRATION
FOR REGISTRATION YEAR(S) 2025-2026**

Registrant: ENVIRONMENTAL RECYCLING
ATTN: Todd Hendrick
PO BOX 167
BOWLING GREEN, OH 43402

This certifies that the registrant is registered with the U.S. Department of Transportation as required by 49 CFR Part 107, Subpart G.

This certificate is issued under the authority of 49 U.S.C. 5108. It is unlawful to alter or falsify this document.

Reg. No: 052925600022H Effective: July 1, 2025 Expires: June 30, 2026
HM Company ID: 29791

Record Keeping Requirements for the Registration Program

The following must be maintained at the principal place of business for a period of three years from the date of issuance of this Certificate of Registration:

- (1) A copy of the registration statement filed with PHMSA; and
- (2) This Certificate of Registration

Each person subject to the registration requirement must furnish that person's Certificate of Registration (or a copy) and all other records and information pertaining to the information contained in the registration statement to an authorized representative or special agent of the U. S. Department of Transportation upon request.

Each motor carrier (private or for-hire) and each vessel operator subject to the registration requirement must keep a copy of the current Certificate of Registration or another document bearing the registration number identified as the "U.S. DOT Hazmat Reg. No." in each truck and truck tractor or vessel (trailers and semi-trailers not included) used to transport hazardous materials subject to the registration requirement. The Certificate of Registration or document bearing the registration number must be made available, upon request, to enforcement personnel.

For information, contact the Hazardous Materials Registration Manager, PHH-52, Pipeline and Hazardous Materials Safety Administration, U.S. Department of Transportation, 1200 New Jersey Avenue, SE, Washington, DC 20590, telephone (202) 366-4109.

FACILITY PERMITS – BOWLING GREEN, OH

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY REGION 5

RESOURCE CONSERVATION AND RECOVERY ACT PERMIT

Facility Name and Location: Environmental Recycling
527 East Woodland Circle
Bowling Green, Ohio 43402

Owner: PEMM Group
P.O. Box 167
Bowling Green, Ohio 43402

Operator: Lamps, Inc. dba Environmental Recycling
P.O. Box 167
Bowling Green, Ohio 43402

U.S. EPA Identification Number: OHR 000 034 025

Effective Date: May 20, 2021

Expiration Date: March 30, 2031

Authorized Activities:

The U.S. Environmental Protection Agency hereby issues a Resource Conservation and Recovery Act permit (hereinafter referred to as the "permit") to Environmental Recycling (addressed in the second person as "you" or "Permittee") in connection with the hazardous waste management operations at the Environmental Recycling facility, located in Bowling Green, Ohio.

This permit is issued under the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, and the Hazardous and Solid Waste Amendments (HSWA) of 1984 (42 United States Code § 6901 *et seq.*) (collectively referred to as "RCRA") and EPA's regulations promulgated thereunder (codified, and to be codified, in Title 40 of the Code of Federal Regulations (40 C.F.R.)).

Specifically, this permit addresses air emission standards for containers. See 40 C.F.R. Part 264, Subpart CC.

FACILITY PERMITS – BOWLING GREEN, OH

Final Permit

Environmental Recycling

OHR 000 034 025

The RCRA permit consists of both this permit, which contains the effective Federal RCRA permit conditions, and the effective State RCRA permit conditions issued by the State of Ohio's RCRA program authorized under 40 C.F.R. Part 271 (hereinafter called the "State RCRA permit"). Any hazardous waste activity which requires a RCRA permit and is not included in the RCRA permit is prohibited.

The State issued a RCRA permit on March 30, 2021. The effective date and expiration date of the State RCRA permit is March 30, 2021 and March 30, 2031, respectively.

Permit Approval:

On June 30, 1989, the State of Ohio received final authorization according to Section 3006 of RCRA, 42 U.S.C. § 6926, and 40 C.F.R. Part 271, to administer the pre-HSWA RCRA hazardous waste program. The State of Ohio has also received final authorization to administer certain additional RCRA requirements on several occasions since then. However, because EPA has not yet authorized the State of Ohio to administer certain HSWA regulations, including the air emission standards for containers (40 C.F.R. Part 264, Subpart CC), EPA is issuing the RCRA permit requirements for operations at your facility which fall under these regulations.

You must comply with all terms and conditions contained in this permit. This permit consists of all the conditions contained herein, the documents attached hereto, all documents cross-referenced in these documents, approved submittals (including plans, schedules and other documents), the applicable regulations in 40 C.F.R. Parts 124, 260, 261, 262, 264, 268, 270, and applicable provisions of RCRA. You must also comply with the State permit.

This permit is based on the assumption that the information submitted in your RCRA Part A and B Permit Renewal Application dated December 15, 2017 and all other revisions and addendums to that application (hereinafter referred to as the "Application") is complete and accurate and the facility is configured, operated and maintained as specified in the Application and other relevant documents.

Any inaccuracies in the submitted information may be grounds for EPA to terminate, revoke and reissue, or modify this permit in accordance with 40 C.F.R. §§ 270.41, 270.42 and 270.43; and for enforcement action. You must promptly inform EPA of any deviation from, or changes in, the information in the Application and other pertinent documents that might affect your ability to comply with the applicable regulations or conditions of this permit.

FACILITY PERMITS – BOWLING GREEN, OH

Final Permit

Environmental Recycling

OHR 000 034 025

Opportunity to Appeal:

Petitions for review must be submitted within 30 days after EPA serves notice of the final permit decision. Any person who filed comments on the draft permit or participated in the public hearing may petition the Environmental Appeals Board to review any condition of the permit decision. Any person who failed to file comments or failed to participate in the public hearing on the draft permit may file a petition for review only to the extent of the changes from the draft to the final permit decision. The procedures for permit appeals are found in 40 C.F.R. § 124.19.

Effective Date:

This permit is effective as of May 20, 2021 and will remain in effect until March 30, 2031, unless revoked and reissued under 40 C.F.R. § 270.41, terminated under 40 C.F.R. § 270.43, or continued in accordance with 40 C.F.R. § 270.51(a).

By:

**EDWARD
NAM**

Digitally signed by
EDWARD NAM
Date: 2021.04.20 17:40:55
-05'00'

Date: _____

Edward Nam
Director
Land, Chemicals and Redevelopment Division

FACILITY PERMITS – BOWLING GREEN, OH



**Environmental
Protection
Agency**

EPA.Ohio.gov

Mike DeWine, Governor Jon Husted, Lt. Governor Anne M. Vogel, Director

July 21, 2023

Transmitted Electronically

Mr. Todd Hendrick
Environmental Recycling
527 East Woodland Circle
Bowling Green, Ohio 43402

**Re: Lamps Inc dba Environmental Recycling
Inspection
Correspondence
RCRA C - Hazardous Waste
Wood County
OHR000034025**

Hazardous Waste Program – DERR

Subject: CEI, Inspection Report Transmittal Letter

Dear Mr. Hendrick:

Thank you, Mr. Rob Kijowski and Ms. Heather Reynolds for accompanying Lauren Ketterman and me during Ohio EPA's June 27, 2023, Compliance Evaluation Inspection (CEI) of Lamps Inc. dba Environmental Recycling (ER) located at 527 East Woodland Circle in Bowling Green, Ohio. The inspection included a review of ER's operations and written documentation associated with facility operations.

Enclosed is the July 21, 2023, Notice of Compliance (NOC) letter stating that no violations were observed during the June 27, 2023, inspection. Also included in this envelope is the complete inspection report which contains the site verification form, an inspection narrative and completed inspection checklists.

Please be advised that this inspection report is only associated with those areas of the operations that were inspected or documentation reviewed and does not constitute a waiver of potential violations not discovered.

You can find Ohio's Hazardous Waste rules and other information on the division's web page at:
<https://epa.ohio.gov/divisions-and-offices/environmental-response-revitalization/environmental-response-and-revitalization>.

Should you have any questions, please contact me at (419) 373-3114 or wendy.miller@epa.ohio.gov.

Sincerely,

Wendy Miller

Wendy Miller, Northwest District Office
Hazardous Waste Program
Division of Environmental Response and Revitalization

/rew

Enclosure

cc: Gary Deutschman, DERR-HW-NWDO
 Michael Terpinski, DERR-HW-NWDO
 Lauren Ketterman, DERR-HW-NWDO
 Zachary Kabelen, DERR-HW-CO
 EPA.RCRAInfoData@epa.ohio.gov

FACILITY PERMITS – BOWLING GREEN, OH



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 5
77 WEST JACKSON BOULEVARD
CHICAGO, IL 60604-3590

APR 27 2017

REPLY TO THE ATTENTION OF

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Todd Hendrick, Compliance Officer
Environmental Recycling
527 East Woodland Circle
Bowling Green, Ohio 43402

Re: Final Federal TSCA PCB Commercial Storage Approval, Environmental Recycling,
Bowling Green, Ohio

Dear Mr. Hendrick:

Enclosed is the final federal Toxic Substances Control Act (TSCA) polychlorinated biphenyls (PCBs) commercial storage approval for Environmental Recycling's facility located at 527 East Woodland Circle, Bowling Green, Ohio. The approval is a renewal of a PCB commercial storage approval issued pursuant to 40 C.F.R. § 761.65.

On March 7, 2017, the U.S. Environmental Protection Agency issued the draft federal TSCA approval for public comment. The draft Federal TSCA approval was publicly noticed in the *Sentinel-Tribune* on March 7, 2017. A copy of the draft federal TSCA approval was available for review at the Wood County District Public Library and on the EPA website. The public comment period was open through April 7, 2017, and EPA received no comments or meeting requests on the draft approval. As a result, EPA is now issuing Environmental Recycling a final TSCA approval.

This approval may be withdrawn, or further conditions may be added to it at any time, if EPA has reason to believe that operation of the storage facility represents an unreasonable risk of injury to human health or the environment. Withdrawal of this authorization or the imposition of further conditions may also result from future EPA rulemaking or development of guidance with respect to PCBs. Moreover, violation of any conditions included as part of this authorization may subject Environmental Recycling to an enforcement action and/or the termination of this approval.

It is the responsibility of you and your company, Environmental Recycling, to ensure that all applicable provisions of TSCA and the federal PCB regulations are followed. Violation of any of the applicable provisions may be cause for rescission of this approval. Furthermore, this approval does not relieve Environmental Recycling of the responsibility to comply with all other Federal,


FACILITY PERMITS – BOWLING GREEN, OH

State and local regulations and ordinances for transportation, siting, operation and maintenance of its facility.

EPA reserves the right for its authorized representatives to observe Environmental Recycling storage activities and inspect records that the company is required to maintain under the federal PCB regulations and this approval, during normal operation and at other reasonable times.

If you have questions concerning the final federal TSCA approval, please contact Lisa Graczyk, of my staff, at (312) 353-3219.

Sincerely,



Ignacio L. Arrázola
Acting Director
Land and Chemicals Division

Enclosure

cc: Lisa Graczyk, EPA LCD RTPS
Thomas Kenney, EPA ORC

CERTIFICATE OF INSURANCE – LIVONIA & BOWLING GREEN



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/10/2024

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

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

PRODUCER Hylant Group Inc - Toledo 811 Madison Ave Toledo OH 43604	CONTACT NAME: PHONE (A/C, No, Ext): 419-255-1020 FAX (A/C, No): 419-255-7557 E-MAIL ADDRESS:														
INSURED SQS, Inc. dba ERG Environmental Services Lamps Inc. dba ERG Environmental Services 527 E. Woodland Circle Bowling Green OH 43402	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Greenwich Insurance Company</td> <td>22322</td> </tr> <tr> <td>INSURER B: Indian Harbor Insurance Co</td> <td>36940</td> </tr> <tr> <td>INSURER C: XL Specialty Insurance Company</td> <td>37885</td> </tr> <tr> <td>INSURER D: Accident Fund Ins Co of America</td> <td>10166</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Greenwich Insurance Company	22322	INSURER B: Indian Harbor Insurance Co	36940	INSURER C: XL Specialty Insurance Company	37885	INSURER D: Accident Fund Ins Co of America	10166	INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Greenwich Insurance Company	22322														
INSURER B: Indian Harbor Insurance Co	36940														
INSURER C: XL Specialty Insurance Company	37885														
INSURER D: Accident Fund Ins Co of America	10166														
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** 1069527824 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 2,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GEC003627612	12/13/2024	12/13/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Stop Gap \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coll \$ Included
A B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Comp/Coll			AEC003627712 AEC0067476	12/13/2024 12/13/2024	12/13/2025 12/13/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coll \$ Included
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			XCU0500811	12/13/2024	12/13/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	100077613	12/13/2024	12/13/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000
A B	<input checked="" type="checkbox"/> Contractors Professional/Polluto Site Pollution			PEC003629313 PEC003629909	12/13/2024 12/13/2022	12/13/2025 12/13/2025	Each Incident/Agg \$5M/\$10M Each Incident/Agg \$5M/\$10M

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

CERTIFICATE HOLDER For Informational Purposes	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Judy K. Wilson</i>
---	--


© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

OHIO BWC CERTIFICATE – BOWLING GREEN, OH

	Bureau of Workers' Compensation	30 W. Spring St. Columbus, OH 43215
Certificate of Ohio Workers' Compensation		
This certifies that the employer listed below participates in the Ohio State Insurance Fund as required by law. Therefore, the employer is entitled to the rights and benefits of the fund for the period specified. This certificate is only valid if premiums and assessments, including installments, are paid by the applicable due date. To verify coverage, visit www.bwc.ohio.gov , or call 1-800-644-6292.		
This certificate must be conspicuously posted.		
Policy number and employer: 01159051 JANPS INC ENVIRONMENTAL RECYCLING PO BOX 167 BOWLING GREEN OH 43403-0167		Period Specified Below 07/01/2025 to 07/01/2028
Website: bwc.ohio.gov Issued by: BWC		<i>Stephanie McClelland</i> Administrator/CEO
<small>This document is not valid unless it is signed by the Bureau of Workers' Compensation.</small>		

Ohio Bureau of Workers' Compensation
Required Posting
Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means an employee may dispute or prove untrue the presumption (or belief) that alcohol, marijuana or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.
The burden of proof is on the employee to prove the presence of alcohol, marijuana or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.
 Bureau of Workers' Compensation
<small>You must post this language with the Certificate of Ohio Workers' Compensation.</small>

DP-29 BWC-1529 (Rev. Jan 10, 2019)



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 10H

DEPARTMENT OF PUBLIC WORKS

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads
Submitted: October 28, 2025
Subject: Motion – Approve the Performance Resolution for Governmental Agencies Annual Permit for Work on State Highway Right-Of-Way Required by MDOT

INTRODUCTION AND HISTORY

Each year, the Performance Resolution for Governmental Agencies, Annual Construction Permit is brought before the City Council for approval and submitted to the Michigan Department of Transportation (MDOT). This is required by MDOT for the purposes of issuing a permit for work within state highway right-of-way (ROW) by a municipality. The work allowed under this annual permit is identified on the face of what is referred to as the Annual Construction Permit for 2025 provided in the packet (Exhibit 2). An updated Annual Construction Permit for 2026 will be issued once the approved resolution is submitted. The resolution also includes the title of the designated persons authorized to sign permits outside of the typical ROW maintenance identified on the Annual Construction Permit. Do note that municipalities are exempt from permit fees when working within their municipal limits.

STAFF RECOMMENDATION

Staff recommends approval of the 2026 Annual Performance Resolution required by MDOT and designation of the City Manager, Assistant City Manager, Public Works Director, and the Managers of Public Utilities, Fleet and Roads, and Municipal Properties, as persons authorized to sign permits.

MOTION

Move to approve the Performance Resolution for Governmental Agencies as required by MDOT for the purpose of receiving the 2026 Annual Construction Permit for miscellaneous operations within the State highway right-of-way.

EXHIBITS

Exhibit 1 – Performance Resolution

Exhibit 2 – 2025 Annual Construction Permit

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER

PERFORMANCE RESOLUTION FOR MUNICIPALITIES

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

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

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

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

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

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

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

Title and/or Name:

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

the _____
(Name of Board, etc.)

(Name of Board, etc.)

of the _____ of _____
(Name of MUNICIPALITY) (County)

(Name of MUNICIPALITY)

(County)

at a _____ meeting held on the _____ day

of _____ A.D. _____

Signed

Title

Print Signed Name



ANNUAL CONSTRUCTION PERMIT

For Operations within State Highway Right-of-Way

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

Permit Number: 99023-107990-25-011625
Permit Type: Annual Application
Permit Fee:
Effective Date: Jan 16, 2025 to Dec 31, 2025
Bond Numbers:

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

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

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

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

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

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

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

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

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

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

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

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

99023-107990-25-011625 Issued To: CITY OF AUBURN HILLS

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

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

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

CAUTION

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

CITY OF AUBURN HILLS

Hassan Alwan
MDOT

January 16, 2025
Approved Date

TSC Contact Info

Oakland TSC

(248) 451-0001

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

STANDARD ATTACHMENTS:

- 1 Special Conditions For Underground Construction (2205C)
- 2 Special Conditions for Horizontal Directional Drilling (HDD) (3703A)
- 3 ENVIRONMENTAL REQUIREMENTS FOR ACTIVITIES WITHIN MDOT RIGHT-OF-WAY (2486)
- 4 Bat Nonfederal External Map 6-13-23 (Bat Advisory)
- 5 Historical and Archaeological Discoveries During Construction Operations Updated 03/22 (Const. Advisory)
- 6 Special Conditions For Tree Removal, Tree Trimming & Herbicide Application (2240)
- 7 Regulated Eastern Massasauga Rattlesnake Habitat Advisory 3-2-22 (Eastern Massasauga Rattlesnake Ac)
- 8 General Conditions (General Conditions)
- 9 MDOT UNDERGROUND INFRASTRUCTURE STAKING REQUEST FORM (12-18) (5300)

ATTACHMENTS

SPECIAL CONDITIONS

- 1 The Department of Transportation does not, by issuance of this permit, assume any liability claims or maintenance costs resulting from the 2025 annual permit activities facility placed by this permit. The Department reserves the right to require removal of all or any portion of this facility as needed for highway maintenance or construction purposes without replacement or reimbursement of any costs incurred by the permitted or other party. The permitted will defend, indemnify and hold harmless the Department for any claims whatsoever resulting from the construction or the removal of the authorized by this permit.
- 2 All disturbed areas within the right of way shall be top-soiled, seeded and mulched to match existing areas per current MDOT standards and specifications.
- 3 Submit an "Advance Notice" via MDOT Permit Gateway at least 21 days prior to beginning your work, but no later than 5 days before your planned start date. This notice informs MDOT of your readiness to commence work. Once approved, reach out to your inspector a minimum of 72 hours in advance to determine the required inspections and arrange scheduling.



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 10I

DEPARTMENT OF PUBLIC WORKS

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Jason Hefner, Manager of Fleet & Roads
Submitted: October 21, 2025
Subject: Motion – Approve a budget amendment for the 2025 Fleet Fund

INTRODUCTION AND HISTORY

Over the last few years, parts and labor prices have both risen significantly. In addition, several of our heavy duty CDL trucks that are routinely utilized by the DPW have needed significant repairs in 2025 to keep our fleet safe and operational. These repairs include repairs to emissions systems, engines, transmissions, rear ends, suspensions, bodies, power take-offs, and upfitted parts. In addition to these major repairs, this line also covers routine expenses such as vehicle washes, fuel island maintenance and inspections, hoist and lift inspections, heavy-duty truck tire replacements, windshield replacements, vehicle tows, and other similar items. Because of this, the external repairs line of the Fleet Fund is over the original 2025 budget of \$150,000 and requires an amendment. As of October 28th, the current expenses of the line are \$273,131.72. Staff recommend amending the 2025 Budget for this line by \$175,000 to cover the current overage of \$123,131.72 plus additional expenses for the remainder of the year.

STAFF RECOMMENDATION

Staff recommends amending the Fleet Repair and Service – External Account (661-594-932.001) by +\$175,000 for the 2025 Fiscal Year.

MOTION

Move to amend the Fleet Repair and Service – External Account (661-594-932.001) by +\$175,000 for the 2025 Fiscal Year.

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER



CITY OF AUBURN HILLS

CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 12A

DEPARTMENT OF SENIOR SERVICES

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Jacqueline Monroy Krieg, Director of Senior Services
Submitted: November 11, 2025
Subject: Motion – Public Hearing and Approval of Community Development Block Grant Funding Allocation for Program Year 2026

INTRODUCTION AND HISTORY

The Community Development Block Grant Program (CDBG) is a U.S. Department of Housing and Urban Development (HUD) program provides funds annually to counties and communities. CDBG funds housing, public facilities, public service, and community development activities that benefit low-income households and persons with special needs. Oakland County receives CDBG funds as the grantee and distributes them based on the participating community's total population and the number of low-and moderate-income residents.

There are several steps in the CDBG application process, including attendance at the annual workshops, holding a Public Hearing, and submitting the completed grant application to Oakland County by December 5, 2025.

Each community must determine its local needs by hosting a Public Hearing on the use of CDBG funds. This is an opportunity for residents and other interested parties to present their ideas for how CDBG funding should be used. It is important to note that we are not proposing to fund individual agencies or companies tonight; rather, we are determining the community's needs. Grant funds are expected to be received around July 2026 (or later). At that time, we can solicit bids for services or projects. For example, we fund Yard Services (lawn care and snow removal) for seniors, and those services are bid out seasonally.

Oakland County has changed the application process due to a reduction in funding and other administrative considerations. This year, communities must now submit a proposal to receive CDBG funds for non-public service projects (such as Minor Home Repair or Housing). We will continue to receive funding for Public Services (Yard Services); however, the total Public Services allocation will now be divided among all communities applying for these funds, with a 15% cap per community. The estimated 2026 allocation for our community is approximately \$11,000.

Below is a summary of Minor Home Repair projects completed in 2023, 2024, and to date in 2025. We currently have two projects recently awarded, totaling \$8,503, and six additional applications pending review, which we expect to process within the next month. The program is currently on hold for new applications until existing applications are reviewed and processed.

Completed Projects – 2023 through 2025 (to date): \$159,067.25

- Mobile Home – Stabilized home and added stabilizer posts: **\$14,900**
- Home – Bathroom upgrade for accessibility: **\$12,475**
- Mobile Home – Roof replacement: **\$8,976**
- Mobile Home – Replaced deck and repaired posts: **\$8,960**
- Home – Thermostat replacement: **\$150**
- Home – New gutters and fascia: **\$3,899**

- Mobile Home – Remove and replace roof: **\$9,200**
- Mobile Home – Roof replacement: **\$10,861.25**
- Home – Replaced fascia and reinstalled gutters: **\$7,349**
- Mobile Home – Roof replacement: **\$9,914**
- Home – Roof replacement: **\$9,889**
- Home – Installed soffits and replaced rotted fascia: **\$13,000**
- Home – Roof replacement: **\$7,465**
- Home – Dangerous tree removal: **\$2,350**
- Home – Furnace replacement: **\$4,300**
- Mobile Home – Roof replacement: **\$7,500**
- Transfer to Oakland County Home Loan Program: **\$10,000**
- Mobile Home – Deck replacement: **\$4,760**
- Mobile Home – Roof replacement: **\$7,800**
- Home – Assorted repairs: **\$5,319**

In addition, there are two County Home Improvement Loan applications pending final approval, totaling approximately \$20,000.

We currently have \$29,699 remaining from 2024 funds. The 2025 funds (\$59,237) have not yet been released by Oakland County, but once available, the funds will need to be expended by December 31, 2026.

Given the pending projects, existing applications, and sufficient available funding, staff do not recommend requesting Minor Home Repair funding for the 2026 grant year and instead focus on Yard Services. This approach will allow staff time to complete and manage current projects effectively while continuing to meet community needs. We recommend revisiting and applying for Minor Home Repair funding in the 2027 grant cycle.

To remain consistent and compliant with the CDBG Public Hearing guidelines, it is recommended that the following format be used:

CDBG PUBLIC HEARING FORMAT

- **Before the Public Hearing:** Staff Presentation
- **Public Hearing Opened by the Mayor:** This is the opportunity for the public to make comments and suggestions. This is not the time for dialogue or discussion by City staff or officials. Strictly public comments.
- **Public Hearing Closed by the Mayor**
- **Discussion Period:** City Council and staff may now engage in dialogue, ask questions, and discuss recommendations.
- **Motions:** Formal motions may then be made and voted upon.

At the close of the Public Hearing, further discussion may occur. The City Council may vote on the proposed budget as presented or revise it as appropriate. HUD and Oakland County require that each line item in the proposed budget be voted on separately. If any member of the voting body has a direct relationship with an agency that will receive funding, that member must abstain from the vote on that individual line item. Once the Public Hearing has concluded, the governing body is responsible for authorizing the Mayor to sign the HUD Conflict of Interest Certification and for adopting the proposed CDBG budget. City staff will then complete the application and submit it to Oakland County by the deadline.

Oakland County directs communities to base planning decisions on the previous year's allocation. Our 2025 allocation for Yard Services was \$10,457.

This year, we propose to fund Public Services (Yard Services). Funding these services will continue to provide valuable assistance to our residents.

STAFF RECOMMENDATION

Staff recommend City Council approve the Conflict-of-Interest Certification as part of the CDBG application and to approve the CDBG application budget line item, Yard Services, in the amount of \$11,000. Further, staff recommend City Council authorize the Mayor to sign, and staff to submit, the application to Oakland County.

MOTION

Motion #1: Move to accept the Conflict-of-Interest Certification as part of the CDBG application and to authorize the City Mayor to sign the application and staff to submit documents to Oakland County.

Motion #2: Move to accept the Community Development Block Grant (CDBG) application budget line item: Yard Services in the amount of \$11,000 and authorize the City Mayor to sign the application and staff to submit the documents to Oakland County.

I CONCUR:

A handwritten signature in black ink, appearing to read "Brandon Skopek", written over a horizontal line.

BRANDON SKOPEK, ASSISTANT CITY MANAGER

CDBG APPLICATION PART 2 - CONTINUED

D - CONFLICT OF INTEREST CERTIFICATION

Code of Federal Regulations Title 24, Volume 3 Revised as of April 1, 2004 CITE: 24CFR570.611

TITLE 24--HOUSING AND URBAN DEVELOPMENT CHAPTER V--OFFICE OF ASSISTANT SECRETARY FOR COMMUNITY PLANNING AND DEVELOPMENT, DEPARTMENT OF HUD

Part 570 Community Development Block Grants

Subpart K Other Program Requirements

Sec. 570.611 Conflict of interest

(a) Applicability. (1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to Sec. 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to Sec. 570.203, 570.204, 570.455, or 570.703(i)).

(b) Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation: (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d)(1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable: (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available; (ii) Whether an opportunity was provided for open competitive bidding or negotiation; (iii) Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class; (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question; (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section; (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and (vii) Any other relevant considerations. By applying for CDBG funds, the Participating Community certifies that they have read the above:

Community Name:	Please select a Community...
Name of Highest Elected Official or Designee:	
Title of Highest Elected or Designee:	
Signature:	



LIVE WITHOUT FEAR

August 22, 2025

Karen Adcock
City of Auburn Hills
1827 N Squirrel Rd
Auburn Hills, MI 48326-2753

Dear Karen

The assistance provided through CDBG funding plays a crucial role in enhancing the safety and well-being of survivors within our community, helping to build a safer environment for all residents. HAVEN understands the recent changes in the Community Development Block Grant (CDBG) to support only two programs rather than the four previously funded makes for a hard decision for the community of City of Auburn Hills. While these changes mean that funds may not directly flow into multiple community-based initiatives as before, the support for survivors of intimate partner violence and sexual assault remains more critical than ever.

Imagine escaping violence with nothing but the clothes on your back. For many survivors, that is their reality. Through your support, we can provide them with the resources to not only overcome their circumstances but to build new, thriving lives. HAVEN is here to ensure that every survivor gets a chance to heal—but we can only continue this vital work with your help.

Domestic violence and sexual assault affect hundreds of thousands of people annually. In Michigan alone, 1 in 3 families are impacted by these forms of abuse. Think about that for a moment. These aren't just numbers—they represent your neighbors, co-workers, friends, and loved ones. The impact of domestic violence reaches into every corner of our society, affecting people from all walks of life. No part of our community is immune. As we continue to battle the pervasive effects of domestic and sexual violence, financial resources are essential to meet the growing demand for services. The work we do cannot stand alone.

HAVEN plays an essential role in a survivor's journey. Supporting HAVEN means supporting survivors. With critical funding decisions at all turns there are many ways to get involved:

- Financial contributions allow us to sustain and expand our services.
- Volunteering your time can directly impact the lives of those we serve.
- Hosting events in partnership with HAVEN helps spread awareness and build connections.

By standing together, we can create a community where domestic violence is not tolerated, where survivors are supported, and where every individual has the opportunity to live free from fear. From July 1, 2024 through June 30, 2025 HAVEN supported survivors from City of Auburn Hills in the following ways:

Individuals Served from City of Auburn Hills*	74
Crisis Calls from City of Auburn Hills*	115

**Confidentiality and anonymity are vital for our clients. The numbers provided above are based on self-identified demographics and limited to only those clients who chose to share that information. For reference, during that same time frame HAVEN assisted 5233 individuals of which 2046 self-identified from Oakland County. During this same reporting period HAVEN received 13,797 calls to our crisis line.*

Will you believe survivors? Will you stand with us in this fight? Will you help us celebrate 50 years of HAVEN by ensuring that we can continue this work for the next 50 with a Community Development Block Grant of 3500?

Sincerely,

Patricia Hoskins
Chief Operating Officer
phoskins@haven-oakland.org, 248-334-1284 ext. 305



City of Auburn Hills Notice of Public Hearing Community Development Block Grant Funds

NOTICE IS HEREBY GIVEN that the City of Auburn Hills will hold a public hearing on the use of Community Development Block Grant Funds.

The Hearing will be held on Monday, November 17, 2025, at 7:00 p.m. to hear public comments on the Community Development Block Grant (CDBG) Program Year 2026-2027 application for approximately \$11,786 to fund eligible projects.

All interested citizens are requested to attend the hearing in person or may comment in writing, sent to the Clerk's Office at 1827 North Squirrel, Auburn Hills, by Tuesday, November 11, 2025.

If you wish to view the agenda, log on to www.auburnhills.org/councilagendas.
The agenda will be posted by 5:00 PM Thursday before the meeting.

Individuals in need of Assistance under the ADA

Anyone planning to attend the meeting who needs special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's Office at 248.370.9402 or the City Manager's Office at 248.370.9440 at least 48 hours before the meeting. Staff will be pleased to make the necessary arrangements.

Jackie Monroy Krieg, Director of Senior Services
October 9, 2025

PY2026 CDBG Tentative Timeline	
Tuesday, August 12, 2025	Workshop #1 Announce Program Changes
Tuesday, August 19, 2025	Virtual Office Hours - 2nd Tuesday of every month 10:30–11:30 AM
Thursday, August 21, 2025	Technical Assistance 1:00–3:00 PM
Thursday, September 18, 2025	Notice of Intent to Apply Due
Thursday, September 25, 2025	Workshop #2: PY2026 Application Opens Neighborly Signup Begins
September - November 2025	Request Technical Assistance Citizen Participation Host Public Forum Board Approval Complete CDBG Application
Friday, December 5, 2025	Application Due - No late applications will be accepted.
Thursday, January 15, 2026	NHD Review of Proposals & notifies CVTs of approved activities CVTs Begin Environmental Review Records (EA, CEST)
Wednesday, April 1, 2026	Environmental Review Records (ERR) Due
April/May 2026	Oakland County Receives PY2026 Funding Letter from HUD
June/July 2026	OC Annual Action Plan Submission - Reviewed 45 days after submission
October/November 2026	Board Approval to apply for PY2026 Federal Funding
October - December 2026	Subrecipient Agreements distributed (signature from Highest Elected Official required)
December 2026 / Januaray 2027	CVTs Approval to Spend after receipt of all participating communities Subrecipient Agreements.
Wednesday, June 30, 2027	Deadline to Expend Funds for Public Service & Other Facility Activities
Friday, December 31, 2027	Public Facility Projects must be completed
Januaray 2028	Recapture of Unspent Funds Begins



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: NOVEMBER 17, 2025

AGENDA ITEM NO 12B

CITY MANAGER'S OFFICE

To: Mayor and City Council
From: Thomas A. Tanghe, City Manager
Submitted: November 6, 2025
Subject: Motion – to Declare a Vacancy on City Council

INTRODUCTION AND HISTORY

Greg Ouellette was a candidate for City Council at the November 4 election. Sadly, after the polls closed and Mr. Ouellette was determined to have won a two-year term on the City Council, we were informed that he passed away. According to our City Charter, Chapter IV. The Elective Officers of the City – The City Council, Sections 4.7 and 4.8, the vacancy shall be declared upon the date for which Mr. Ouellette would have taken office, which is November 17, 2025, and it is incumbent upon City Council to fill the vacancy no later than December 17, 2025, or proceed with a special election.

CHAPTER IV. - THE ELECTIVE OFFICERS OF THE CITY—THE CITY COUNCIL

Sec. 4.7. Vacancy defined.

In addition to other provisions of this Charter, a vacancy shall be deemed to exist in any elective office on the day when the officer dies, on the effective date of his written resignation filed with the city clerk, is removed from office, moves from the city, is convicted of a felony, or of misconduct in office under this Charter, is judicially declared to be mentally incompetent, or is absent from three (3) consecutive regular meetings of the council without notification in writing to the clerk of the reason for the absence.

Sec. 4.8. Vacancies.

Any vacancy occurring on the city council shall be filled within thirty (30) days after such vacancy shall have occurred by the concurring vote of at least four (4) remaining members of the city council with said appointee to serve until the Monday of the next regular city council meeting following the next regular city election following his appointment and, if the city council fails to make such appointment within thirty (30) days following the occurrence of the vacancy, the election commission shall call a special election to fill the vacancy, to be held not sooner than ninety (90) days and not later than one hundred twenty (120) days following the occurrence of the vacancy and to be otherwise governed by the election provisions of this Charter and state statutes.

(Election of November 5, 2002, § 3; Election of 11-02-2021, prop. B)

STAFF RECOMMENDATION

It is staff's recommendation that the City Council declare a City Council vacancy effective November 17, 2025.

MOTION

Move to declare a vacancy on City Council effective November 17, 2025.

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER



11/05/2025 4:26

November 5, 2025

Ms. Laura Pierce, Clerk
City of Auburn Hills
1827 N. Squirrel
Auburn Hills, MI 48326

Re: Removal of Channels Owned by Versant from Digital Economy Tier

Dear Ms. Pierce:

As part of our ongoing commitment to keep you and our customers informed about changes to Xfinity TV services, we wanted to update you that Comcast's right to continue carrying channels owned by Versant on the legacy video tier will expire on January 8, 2026. The impacted channels remain available through other Xfinity product tiers.

Impacted customers are being notified with the bill message below. We will continue to provide updates to you and our customers as they become available.

TV Update: Effective January 8, 2026, CNBC, E!, MSNBC (rebranding to MS Now on November 15, 2025), Oxygen, SYFY, and USA will no longer be included in your current TV package. These channels will still be available with Popular TV, the Sports & News genre pack (CNBC and MSNBC), and the Entertainment genre pack (E!, Oxygen, SYFY, and USA).

Additionally, pursuant to P.A. 480 of 2006, Section 9 (4), Comcast Cable's local operating entity hereby reports that Comcast does not deny access to services to any group of potential residential subscribers because of the race or income of the residents in the local area. A similar report will be filed with the Michigan Public Service Commission.

Sincerely,

Eric Woody
Manager of External Affairs
Comcast, Heartland Region
41112 Concept Drive
Plymouth, MI 48170

Auburn Hills resident elected to council for the first time, died on election day



Auburn Hills resident Greg Ouellette was a long-time planning commission member and chairman of the board for nearly 17 years, until his death Tuesday, Nov. 4, 2025. (Courtesy, City of Auburn Hills)

By Peg McNichol | pmcnichol@medianewsgroup.com

PUBLISHED: November 6, 2025 at 12:35 PM EST | UPDATED: November 7, 2025 at 9:23 AM EST

Greg Ouellette, an Auburn Hills resident who won a city council seat Tuesday, has died.

"Our thoughts and prayers are with the Ouellette family, and we have no doubt how proud they must be that Greg achieved his dream of being elected to city council," said Mayor Brian Marzolf.

Ouellette was a well-known figure in Auburn Hills. He was the city's planning commission chairman for nearly 17 years and on the commission for 28.

"Greg was a well-respected and instrumental leader of the Planning Commission where he helped guide some of the most complex developments in the community," said City Manager Tom Tanghe.

He received 1,278 votes Tuesday while competing with five other candidates for one of four open seats. It was his second attempt at a council seat. In 2023, he competed with eight candidates but lost that race. He previously ran for council as a write-in candidate.

Steve Cohen, the city's director of community development, said he talked to Ouellette on Friday.

"(He) told me that he had a really good feeling that he was going to win this time," Cohen said.

Ouellette grew up on Grosse Ile and became a licensed Realtor in 1986. He graduated from Oakland University with a bachelor's degree in public administration and accounting and was honored by the Michigan Association of Planners in 2018 for 20 years of service. He joined MAP in 1998.

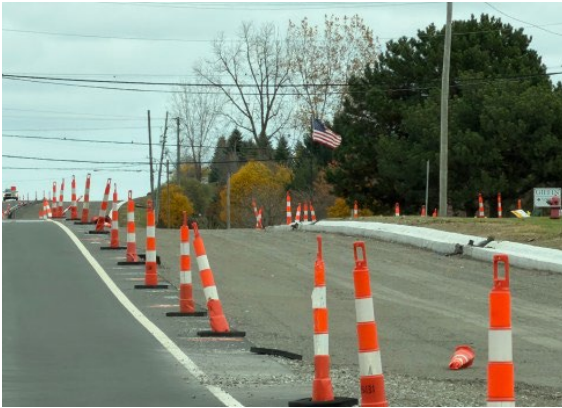
He served on the city's board of review and on the board for the city's library expansion.

Ouellette belonged to the congregation at Sacred Heart Catholic Church in Auburn Hills and Masonic Lodge 21, according to his campaign literature.

Funeral arrangements are incomplete.

On Monday, Nov. 17, when new council members are sworn in, the board will pay tribute to Ouellette and recognize his contributions to the city.

Brown Road construction extended along Orion Township-Auburn Hills border



Roadwork continues on Brown Road west of Lapeer Road. (Stephen Frye / MediaNews Group)

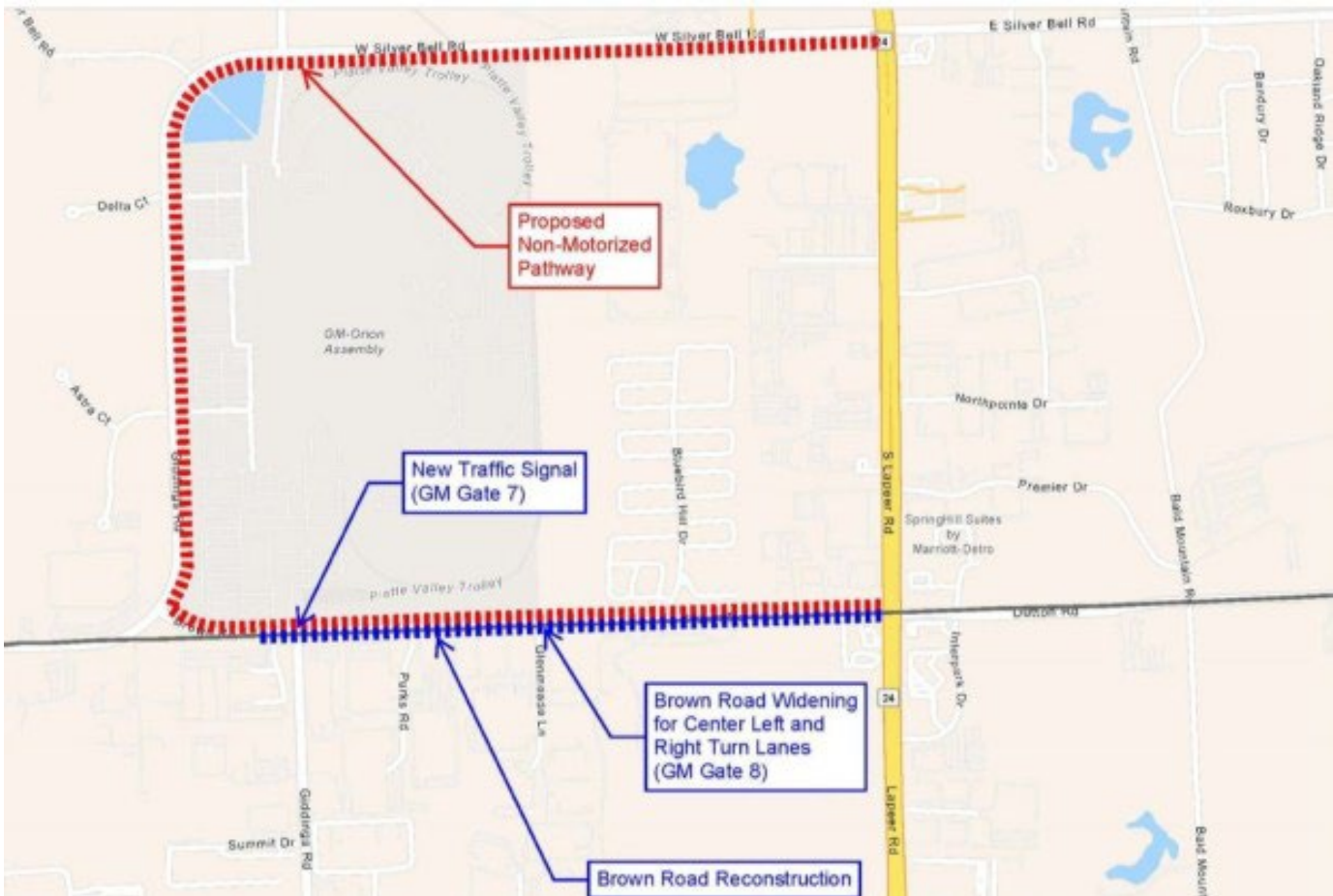
By Peg McNichol | pmcnichol@medianewsgroup.com

PUBLISHED: November 11, 2025 at 9:38 AM EST | UPDATED: November 11, 2025 at 10:04 AM EST

The deadline for construction has been extended for Brown Road, between Lapeer Road and east of the Giddings Road's west leg at the border between Orion Township and Auburn Hills.

Weather permitting, paving originally planned to be completed by mid-November will be finished by the end of the month. Work on the non-motorized pathway will continue into next year, according to a road commission spokeswoman.

The \$8 million project is funded by a state grant awarded to Orion Township and will pay for safety enhancements and non-motorized pathways installation. The work will be done on the Auburn Hills and Orion Township border.



A map of construction on and near Brown Road, along the Orion Township-Auburn Hills border. (Courtesy, Road Commission of Oakland County)

Orion Township is working with the county road commission on this project.



The eastbound portion of Brown Road is the next part of rebuilding the roadway. (Stephen Frye / MediaNews Group)

The project includes:

- Replacing existing concrete pavement on Brown Road with asphalt.
- Building non-motorized pathways along parts of Brown Road, Giddings Road, Silver Bell roads.
- Installing a new traffic signal at the Brown-and the south Giddings Road intersection for the new General Motors plant gate.
- Adding center turn lanes on Brown Road near Glenmeade Lane and GM's Gate 8.
- Adding Americans with Disabilities Act-compliant pedestrian crosswalks near the FedEx facility, at Brown Road and the west leg of Giddings Road intersection.
- New pavement markings and new traffic signs.

Washington Township-based Pro-Line Asphalt is the contractor for this project.

Enrollment at Michigan's public universities stays steady, but some schools see losses



The campus of Oakland University in Auburn Hills. (Stephen Frye / MediaNews Group)
By MediaNews Group

PUBLISHED: October 30, 2025 at 8:44 AM EDT | UPDATED: October 30, 2025 at 11:45 AM EDT
By Sarah Atwood, MediaNews Group

The total enrollment at Michigan's public universities stayed essentially the same from last year to this year — with an increase of five students — but most of the individual schools experienced a decline in students.

The overall enrollment of 259,294 students in Michigan stopped three straight years of small percentage enrollment increases.

This stability in the overall sector is a good thing and is directly tied to investments the state has made in making higher education more affordable and accessible, Michigan Association of State University CEO Dan Hurley said.

But the stability the state saw isn't necessarily replicated with individual universities. Lake Superior State University experienced a significant decline in already small enrollment numbers, with totals dropping a little over 8% since last year, a loss of 127 students. Eastern Michigan University saw the largest decrease in students with a loss of 487 students, a nearly 4% decline.

There were positive outliers.

Oakland University also saw an uptick in enrollment this fall, according to official university data. For fall 2025, total enrollment reached 15,979 students, a 1.3% increase over last year and the first increase in total enrollment since 2019.

"This fall's enrollment results highlight both our momentum and our mission," said Dawn Aubry, vice president for enrollment management at Oakland University. "Oakland is growing in both headcount and credit hours, with graduate and professional programs expanding alongside undergraduate enrollment."



The University of Michigan-Flint increased its enrollment this fall by a little over 9%, or 590 students. (Katy Kildee, The Detroit News/The Detroit News/TNS)

The University of Michigan-Flint increased its numbers by a little over 9%, or 590 students. The University of Michigan-Ann Arbor also experienced a considerable increase of 633 students to 53,488 students, a 1.2% increase from last year.

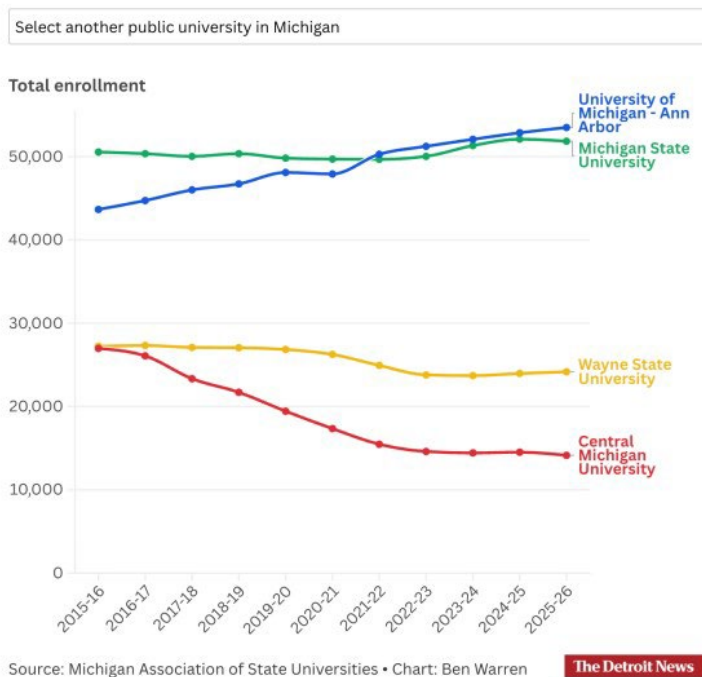
The increase in students isn't equal across all types of students, the data shows. First-time college students saw a negligible decrease of less than 0.1%, while there was a nearly 1% increase in undergraduates.

However, the number of graduate students took a significant hit this year, the data shows. More than 1,500 fewer graduate students attended Michigan public universities, a decrease of more than 2.5%. Hurley said he believed this was due to the administration of President Donald Trump's actions to restrict the number of international students, who make up a significant proportion of graduate and doctoral students.

Trends

Michigan universities will likely never see the high enrollments of the late 2000s and early to mid-2010s, but Hurley said he believes the "bleeding" of enrollment has stopped. Public universities can expect future stability as long as the state continues to increase spending on them, he said.

Enrollment since 2015-16 school year, Michigan public universities



Source: Michigan Association of State Universities / Chart: Ben Warren / MediaNews Group

In the last three years, total enrollment numbers at Michigan's public universities have seen small increases — less than a percentage point each year. This, Hurley said, showed overarching successes despite sector-wide challenges.

Michigan's largest high school graduating class was in 2007, he said, and the number of graduating seniors has since steadily declined.

The state has put hundreds of millions of dollars into making higher education more affordable and accessible for Michigan students who plan to attend Michigan institutions, Hurley said. He pointed to the Michigan Achievement Scholarship — which allows eligible students from low-income to moderate-income families to get up to \$5,500 per year for up to five years to attend a public or private college — as one example of a spending priority that has kept enrollment numbers stable.

"Without those investments, I think we'd still be losing students," Hurley said. "We need to keep the focus on affordability..., and there's an exceptionally high demand for workers with a four-year degree in Michigan."

Each university — whether they've experienced increases, decreases or have kept enrollment numbers stable — is best positioned to determine what it needs and what opportunities exist for bringing in more students, he said.

Each university should continue to partner with the state to maintain the stability in enrollment, Hurley said. The state should be committed to continuing to invest in universities, he added, from additional funding for incentives like the Michigan Achievement Scholarship to subsidizing the costs of refurbishing aging campus buildings.

MediaNews Group reporter Matt Fahr contributed to this report.

Oakland University awards former administrator emeritus status

McIntosh remembered by board of trustees



Oakland University Vice President of Student Affairs Glenn McIntosh was 62 years old. He was awarded posthumous emeritus status by the board of trustees on Friday. photo courtesy Oakland University

By [Matthew Fahr](mailto:mfahr@medianewsgroup.com) | mfahr@medianewsgroup.com | The Oakland Press

PUBLISHED: October 21, 2025 at 8:39 AM EDT | UPDATED: October 21, 2025 at 10:36 AM EDT

Oakland University lost a beloved administrator last month but look to continue his legacy by awarding him posthumous emeritus status.

Glenn McIntosh, senior vice president of student affairs and chief diversity officer died on Sept. 17. He was 62 years old.

"With this request for emeritus status, I want to move us from the grief we all feel, to a feeling of pride in honoring and celebrating Glenn's life and legacy at our university," OU President Ora Hirsh Pescovitz wrote in a letter requesting emeritus status.. "I want his dedication to service, kindness and unwavering commitment to our community to continue to shine through all of us and keep his memory alive."

"He was as authentic as you can get and a wonderful friend and I am going to miss him," said Trustee Dennis Muchmore.

Every member of the board of trustees shared their memories of McIntosh before unanimously approving him for the rank of emeritus.

"When I got the call that he had passed from my colleague Trina Scott I was in shock because I could not imagine my life without Glenn McIntosh ," said Trustee Stefen Welch. "It is a tremendous hole that we all share and we will get through this together, but I will never be able to forget what he has done for me as an individual."

"He was that wise voice who pushed us to dream deeper, to think critically, to love deeply and to never forget where we came from," said Vice Chair Trina Scott. "He understood that education was more than degrees and classrooms, it was about transformation, culture and community."