



## **BOARD OF DIRECTORS MEETING**

January 13, 2026

5:30 P.M.

Auburn Hills City Hall, Administrative Conference Room • 1827 N. Squirrel Road, Auburn Hills, MI  
Minutes of the TIFA Board Meeting will be on file in the City Clerk's Office • 248-370-9402

### **MEETING CALLED TO ORDER**

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

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

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

- a) TIFA Regular Meeting Minutes – December 17, 2025
- b) TIFA Informational Meeting Minutes – December 17, 2025

#### **4) CORRESPONDENCE AND PRESENTATIONS**

#### **5) CONSENT AGENDA**

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

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

#### **6) UNFINISHED BUSINESS**

#### **7) NEW BUSINESS**

- a) Funding Request for Wetland Bank Credits to Support the Riverwalk Pathway Project
- b) Design Services for City Campus Infrastructure Improvements
- c) Funding Request to Support the Auburn Hills Celebrates America's 250<sup>th</sup> Birthday Event

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

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

#### **10) ADJOURNMENT**

**Next Meeting is Scheduled for February 10, 2026 at 5:30 p.m.**



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: JANUARY 13, 2025

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

TAX INCREMENT FINANCE AUTHORITY

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

**December 17, 2025**

**CALL TO ORDER:** Chairman Kneffel called the meeting to order at 5:20 PM.

**ROLL CALL:** Present: Kneffel, Goodhall, Barash, Fletcher, Ferro  
Absent: None  
Also Present: Andrew Hagge, Assistant to the City Manager/Executive Director  
Guests: Jack Ferguson, Auburn Hills City Council

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

**PERSONS WISHING TO BE HEARD**

None

**APPROVAL OF MINUTES**

**A. TIFA Informational Meeting Minutes – November 11, 2025**

There was no discussion on the approval of the minutes.

**Moved by Mr. Goodhall to approve the TIFA Board of Directors Informational Meeting Minutes from November 11, 2025, as presented.**

**Seconded by Dr. Fletcher**

**Yes: Kneffel, Goodhall, Fletcher, Barash, Ferro**  
**No: none**

**Motion Carried**

**B. TIFA Regular Meeting Minutes – November 11, 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 November 11, 2025, as presented.**

**Seconded by Dr. Fletcher**

**Yes: Kneffel, Goodhall, Fletcher, Barash, Ferro**  
**No: none**

**Motion Carried**

**CORRESPONDENCE & PRESENTATIONS**

None

**CONSENT AGENDA**

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

There was no discussion of the Consent Agenda.

**Moved by Dr. Fletcher to approve the Consent Agenda.**

**Seconded by Mr. Ferro**

**Yes: Kneffel, Goodhall, Fletcher, Barash, Ferro**  
**No: None**

**Motion Carried**

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A. Election of Officers**

Mr. Hagge called for nominations for 2026 Chairperson of the TIFA Board of Directors. Mr. Kneffel was nominated by Dr. Fletcher. Nomination was supported by Mr. Goodhall. Mr. Hagge called roll, there were no objections or further nominations.

**Yes: Kneffel, Goodhall, Barash, Fletcher, Ferro**  
**No: None**

**Motion Carried**

Mr. Hagge called for nominations for 2026 Vice Chairperson of the TIFA Board of Directors. Mr. Barash was nominated by Mr. Kneffel. Nomination was supported by Mr. Goodhall. Mr. Hagge called roll, there were no objections or further nominations.

**Yes: Kneffel, Goodhall, Barash, Fletcher, Ferro**  
**No: None**

**Motion Carried**

Mr. Hagge called for nominations for 2026 Secretary of the TIFA Board of Directors. Mr. Goodhall was nominated by Dr. Fletcher. Nomination was supported by Mr. Ferro. Mr. Hagge called roll, there were no objections or further nominations.

**Yes: Kneffel, Goodhall, Barash, Fletcher, Ferro**  
**No: None**

**Motion Carried**

**EXECUTIVE DIRECTOR REPORT**

Mr. Hagge brought a potential grant opportunity to the attention to the Board within the TIF-B district. Mr. Hagge was approached by the property owner at 1989 N. Opdyke Road. The property owner plans to redevelop and further invest in the

stated property. Some of the redevelopment efforts fall within the allowability of the existing Site Improvement Grant opportunity that exists within TIF-B. Mr. Hagge relayed the property owner's potential redevelopment efforts to the Board, which include the installation of electric vehicle charging stations, landscaping improvements, and the addition of new signage. The Board expressed concern regarding the electric vehicle charging stations, because of the lessening demand for electric vehicles in general and the worry that the stations could be moved to a different site, perhaps outside of the TIF-B district for example. The Board did not see anything wrong with the improvements involving landscaping or signage.

#### **BOARD MEMBER COMMENTS**

None

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

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, January 13, 2025, at 5:30 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 Mr. Barash**

**Yes: Kneffel, Goodhall, Barash, Fletcher, Ferro**  
**No: None**

**Motion carried**

**The TIFA Board of Directors meeting adjourned at 5:56 p.m.**

Steve Goodhall  
Secretary of the Board

Andrew Hagge  
Assistant to the City Manager





# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: JANUARY 13, 2025

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

TAX INCREMENT FINANCE AUTHORITY

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

**December 17, 2025**

**CALL TO ORDER:** Chairman Kneffel called the meeting to order at 5:05 PM.

<b>ROLL CALL:</b>	Present:	Kneffel, Goodhall, Eldredge, Barash, Ferro
	Absent:	None
	Also Present:	Andrew Hagge, Assistant to the City Manager / TIFA Executive Director
	Guests:	Jack Ferguson, Auburn Hills City Council

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

**PERSONS WISHING TO BE HEARD**

None.

**REVIEW OF PROJECTS COMPLETED OVER THE LAST YEAR**

Mr. Hagge reviewed the list of completed TIFA projects in each TIF District in fiscal year 2025.

**FISCAL YEAR 2026 PLANS**

Mr. Hagge reviewed the project plans for each TIF District in fiscal year 2026.

**ADJOURNMENT**

**Moved by Mr. Goodhall to adjourn the TIFA Informational Meeting.**

**Seconded by Mr. Ferro**

**Yes:** Kneffel, Goodhall, Eldredge, Barash, Ferro

**No:** none

**Motion carried**

**The TIFA Informational Meeting adjourned at 5:20 p.m.**

Steve Goodhall  
Secretary of the Board

Andrew Hagge  
Assistant to the City Manager



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

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

DATE: January 5, 2026

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

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

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

- \$2.6 million cash
- \$1,104,657 million invested
  - \$622,571 – MiClass
  - \$479,207 – MiClass Edge
  - \$2,879 – Insight

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

- \$12.7 million cash
- \$3.5 million invested
  - \$3.4 million – MiClass Edge
  - \$80,105 – Insight

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

- \$5.6 million cash
- \$13,832 invested
  - \$13,831 – Insight

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

- Approximately 101% of budgeted revenues have been received for TIF-A in fiscal year 2025.

Property Taxes:	\$1,236,232
Building Rental:	\$56,898
Interest:	\$118,748
EV Charging Fees:	\$4,305
Contributions/Donations	\$100
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	<b>\$1,416,283</b>
- Approximately 75% of budgeted expenditures have been utilized for fiscal year 2025.

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

- Approximately 111% of budgeted revenues have been received for TIF-B in fiscal year 2025.

Property Taxes:	\$1,937,285
Interest:	\$684,776
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	<b>\$2,622,061</b>
- Approximately 47% of budgeted expenditures have been utilized for fiscal year 2025.

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

- Approximately 133% of budgeted revenues have been received for TIF-D in fiscal year 2025.

Property Taxes:	\$1,277,276
Interest:	\$161,487
EV Charging Fees:	\$2,008
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	<b>\$1,440,771</b>
- Approximately 49% of budgeted expenditures have been utilized for fiscal year 2025.

**An appropriate motion is:**

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

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 12/31/2025

GL Number	Description	YTD Balance 12/31/2025
<b>Fund: 251 TIFA A</b>		
<b>*** Assets ***</b>		
251-000-001.000	CASH	2,611,774.18
251-000-017.002	INVESTMENT MANAGER - INSIGHT	2,879.00
251-000-017.004	CASH - MICLASS	622,571.08
251-000-017.005	CASH - MICLASS EDGE	479,207.24
251-000-040.000	ACCOUNTS RECEIVABLE	0.80
251-000-062.000	Lease Receivable	85,269.00
251-000-130.000	LAND	6,336,254.47
251-000-132.000	LAND IMPROVEMENTS	5,523,510.43
251-000-133.000	ACCUM DEPREC-LAND & IMPROV	(2,734,101.10)
251-000-136.000	BLDGS, BLDG ADDITIONS AND	6,409,122.17
251-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(1,807,960.75)
251-000-146.000	OFFICE EQUIPMENT AND FURN	164,753.78
251-000-147.000	ACC. DEPR. - OFFICE EQUIP	(164,754.07)
251-000-159.000	MACHINERY & EQUIPMENT	167,877.38
251-000-160.000	ACCUM DEPREC-MACH & EQUIP	(115,993.32)
251-000-163.000	ROADS & INFRASTRUCTURE	17,713,486.23
251-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(10,118,433.48)
<b>Total Assets</b>		<b>25,175,463.04</b>
<b>*** Liabilities ***</b>		
251-000-275.000	DUE TO TAXPAYERS	28,184.46
251-000-360.001	Deferred Inflow of Resources	85,269.00
<b>Total Liabilities</b>		<b>113,453.46</b>
<b>*** Fund Equity ***</b>		
251-000-390.000	FUND BALANCE	24,835,511.87
<b>Total Fund Equity</b>		<b>24,835,511.87</b>
<b>Total Fund 251:</b>		
<b>TOTAL ASSETS</b>		<b>25,175,463.04</b>
<b>BEG. FUND BALANCE</b>		<b>24,835,511.87</b>
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		<b>226,497.71</b>
<b>= ENDING FUND BALANCE</b>		<b>25,062,009.58</b>
<b>+ LIABILITIES</b>		<b>113,453.46</b>
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<b>25,175,463.04</b>

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 12/31/2025

GL Number	Description	YTD Balance 12/31/2025
<b>Fund: 252 TIFA B</b>		
<b>*** Assets ***</b>		
252-000-001.000	CASH	12,707,298.12
252-000-017.002	INVESTMENT MANAGER - INSIGHT	80,105.00
252-000-017.004	CASH - MICLASS	0.19
252-000-017.005	CASH - MICLASS EDGE	3,473,321.61
252-000-132.000	LAND IMPROVEMENTS	1,415,205.92
252-000-133.000	ACCUM DEPREC-LAND & IMPROV	(1,129,076.26)
252-000-159.000	MACHINERY & EQUIPMENT	34,200.00
252-000-160.000	ACCUM DEPREC-MACH & EQUIP	(20,520.00)
252-000-163.000	ROADS & INFRASTRUCTURE	9,772,855.05
252-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(3,584,609.29)
<b>Total Assets</b>		<b>22,748,780.34</b>
<b>*** Liabilities ***</b>		
252-000-275.000	DUE TO TAXPAYERS	(811.24)
<b>Total Liabilities</b>		<b>(811.24)</b>
<b>*** Fund Equity ***</b>		
252-000-390.000	FUND BALANCE	22,957,845.15
<b>Total Fund Equity</b>		<b>22,957,845.15</b>
<b>Total Fund 252:</b>		
<b>TOTAL ASSETS</b>		<b>22,748,780.34</b>
<b>BEG. FUND BALANCE</b>		<b>22,957,845.15</b>
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		<b>(208,253.57)</b>
<b>= ENDING FUND BALANCE</b>		<b>22,749,591.58</b>
<b>+ LIABILITIES</b>		<b>(811.24)</b>
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<b>22,748,780.34</b>

BALANCE SHEET REPORT FOR CITY OF AUBURN HILLS  
Balance As of 12/31/2025

GL Number	Description	YTD Balance 12/31/2025
<b>Fund: 253 TIFA D</b>		
<b>*** Assets ***</b>		
253-000-001.000	CASH	5,637,478.22
253-000-017.002	INVESTMENT MANAGER - INSIGHT	13,831.00
253-000-017.004	CASH - MICLASS	1.33
253-000-019.000	TAXES RECEIVABLE	(76,579.77)
253-000-130.000	LAND	2,017,211.00
253-000-132.000	LAND IMPROVEMENTS	3,726,962.87
253-000-133.000	ACCUM DEPREC-LAND & IMPROV	(1,543,314.80)
253-000-136.000	BLDGS, BLDG ADDITIONS AND	20,940,615.53
253-000-137.000	ACCUM DEPREC-BLDGS & ADDS & IMPROVEMNTS	(10,497,535.98)
253-000-146.000	OFFICE EQUIPMENT AND FURN	25,794.03
253-000-147.000	ACC. DEPR. - OFFICE EQUIP	(15,475.74)
253-000-158.000	CONSTRUCTION-IN-PROGRESS	68,829.17
253-000-159.000	MACHINERY & EQUIPMENT	42,919.48
253-000-160.000	ACCUM DEPREC-MACH & EQUIP	(38,886.21)
253-000-163.000	ROADS & INFRASTRUCTURE	8,984,067.60
253-000-164.000	ACCUM DEPREC-ROAD & INFRASTURE	(2,975,684.59)
<b>Total Assets</b>		<b>26,310,233.14</b>
<b>*** Liabilities ***</b>		
253-000-275.000	DUE TO TAXPAYERS	(47,340.20)
253-000-339.000	UNEARNED (DEFERRE) REVENUE	(76,579.77)
<b>Total Liabilities</b>		<b>(123,919.97)</b>
<b>*** Fund Equity ***</b>		
253-000-390.000	FUND BALANCE	25,791,591.90
<b>Total Fund Equity</b>		<b>25,791,591.90</b>
<b>Total Fund 253:</b>		
<b>TOTAL ASSETS</b>		<b>26,310,233.14</b>
<b>BEG. FUND BALANCE</b>		<b>25,791,591.90</b>
<b>+ NET OF REVENUES &amp; EXPENDITURES</b>		<b>642,561.21</b>
<b>= ENDING FUND BALANCE</b>		<b>26,434,153.11</b>
<b>+ LIABILITIES</b>		<b>(123,919.97)</b>
<b>= TOTAL LIABILITIES AND FUND BALANCE</b>		<b>26,310,233.14</b>

# REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 12/31/2025

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

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025	Activity For 12/31/2025	Available Balance 12/31/2025	% Bdg't Used
<b>Fund: 251 TIFA A</b>						
<b>Account Category: Revenues</b>						
<b>Department: 735 TIFA A</b>						
251-735-402.000	AD VALOREM	1,144,736.00	1,065,105.67	31,112.24	79,630.33	93.04
251-735-412.000	DELINQUENT PERSONAL PROPERTY	1,500.00	0.00	0.00	1,500.00	0.00
251-735-414.000	MTT YE ACCRUAL	(117,442.00)	(117,442.00)	0.00	0.00	100.00
251-735-573.000	LOCAL COMMUNITY STABILIZATION SHARE	213,706.00	288,568.31	0.00	(74,862.31)	135.03
251-735-651.400	U&A FEES - ELECTRIC VEHICLE CHARGING	300.00	4,304.65	431.85	(4,004.65)	1,434.88
251-735-665.000	INTEREST REVENUE	91,513.00	106,381.87	0.00	(14,868.87)	116.25
251-735-667.000-CHAMBER_3395	BUILDING RENTAL - EXTERNAL	21,912.00	20,116.00	1,868.00	1,796.00	91.80
251-735-667.000-PKSTRUC_3381	BUILDING RENTAL - EXTERNAL	36,409.00	36,782.40	0.00	(373.40)	101.03
251-735-669.001	INTEREST REV EXT MANAGERS	11,539.00	12,366.00	0.00	(827.00)	107.17
251-735-674.000-TREELIGHTING	CONTRIBUTIONS/DONATIONS	0.00	100.00	0.00	(100.00)	100.00
Total Dept 735 - TIFA A		1,404,173.00	1,416,282.90	33,412.09	(12,109.90)	100.86
Revenues		1,404,173.00	1,416,282.90	33,412.09	(12,109.90)	100.86
<b>Account Category: Expenditures</b>						
<b>Department: 735 TIFA A</b>						
251-735-708.000-TREELIGHTING	OVERTIME WAGES	0.00	2,447.19	2,447.19	(2,447.19)	100.00
251-735-715.000-TREELIGHTING	SOCIAL SECURITY	0.00	184.52	184.52	(184.52)	100.00
251-735-722.000	WORKERS COMPENSATION	92.00	54.93	0.00	37.07	59.71
251-735-729.000	PRINTING	1,500.00	0.00	0.00	1,500.00	0.00
251-735-730.000	POSTAGE	250.00	180.85	0.00	69.15	72.34
251-735-732.000	SOFTWARE & LICENSES SUBSCRIPTIONS	8,850.00	8,850.00	0.00	0.00	100.00
251-735-799.000	EQUIPMENT UNDER \$5,000	4,766.00	10,670.00	0.00	(5,904.00)	223.88
251-735-800.199	LANDSCAPE/GEN MAINT	331,853.33	362,237.69	4,602.66	(30,384.36)	109.16
251-735-802.000-CHAMBER_3395	CONTRACTED SERVICES	5,000.00	1,100.00	0.00	3,900.00	22.00
251-735-802.000-THE DEN__3388	CONTRACTED SERVICES	5,000.00	54,797.00	17,861.75	(49,797.00)	1,095.94
251-735-810.000	INVESTMENT MANAGEMENT FEES	420.00	236.28	0.15	183.72	56.26
251-735-817.000	CONSULTANT SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
251-735-851.000-PKSTRUC_3381	TELEPHONE	1,207.00	954.76	0.00	252.24	79.10
251-735-851.000-THE DEN__3388	TELEPHONE	0.00	987.29	0.00	(987.29)	100.00
251-735-885.000	COMMUNITY RELATIONS	3,000.00	104.34	0.00	2,895.66	3.48
251-735-885.000-TREELIGHTING	COMMUNITY RELATIONS	15,000.00	10,591.84	550.00	4,408.16	70.61
251-735-921.000-CHAMBER_3395	ELECTRIC	2,214.00	1,865.81	135.26	348.19	84.27
251-735-921.000-PKSTRUC_3381	ELECTRIC	25,000.00	23,865.76	4,449.14	1,134.24	95.46
251-735-921.000-THE DEN__3388	ELECTRIC	2,460.00	1,107.90	68.62	1,352.10	45.04
251-735-922.000	STREET LIGHTING	48,000.00	56,999.56	1,819.02	(8,999.56)	118.75
251-735-922.000-RIVERSD_3311	STREET LIGHTING	8,000.00	8,624.15	846.72	(624.15)	107.80
251-735-922.000-SKATEPRK_202	STREET LIGHTING	300.00	277.27	27.87	22.73	92.42
251-735-923.000-CHAMBER_3395	HEAT	1,700.00	1,601.24	190.86	98.76	94.19
251-735-923.000-PKSTRUC_3381	HEAT	250.00	215.22	21.88	34.78	86.09
251-735-923.000-THE DEN__3388	HEAT	2,000.00	1,371.78	237.50	628.22	68.59
251-735-924.000-CHAMBER_3395	CABLE TV SERVICES	1,514.00	1,460.35	0.00	53.65	96.46
251-735-924.000-THE DEN__3388	CABLE TV SERVICES	2,225.00	2,757.06	0.00	(532.06)	123.91
251-735-927.000-CHAMBER_3395	WATER CONSUMPTION	1,000.00	76.37	10.91	923.63	7.64
251-735-927.000-FIREST1_3483	WATER CONSUMPTION	4,100.00	1,257.75	21.25	2,842.25	30.68
251-735-927.000-PKSTRUC_3381	WATER CONSUMPTION	710.00	104.45	9.73	605.55	14.71
251-735-927.000-RIVERSD_3311	WATER CONSUMPTION	27,800.00	19,118.38	109.08	8,681.62	68.77
251-735-927.000-RIVERWDS_300	WATER CONSUMPTION	1,200.00	486.52	5.46	713.48	40.54

# REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 12/31/2025

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

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025	Activity For 12/31/2025	Available Balance 12/31/2025	% Bdgt Used
<b>Fund: 251 TIFA A</b>						
<b>Account Category: Expenditures</b>						
<b>Department: 735 TIFA A</b>						
251-735-927.000-THEDEN__3388	WATER CONSUMPTION	1,000.00	444.47	71.29	555.53	44.45
251-735-929.000	IRRIGATION WATER AND MAINT.	40,000.00	32,297.15	724.88	7,702.85	80.74
251-735-929.000-SKATEPRK_202	IRRIGATION WATER AND MAINT.	0.00	2.91	0.00	(2.91)	100.00
251-735-931.000	BLDG. MAINTENANCE	60,000.00	190.00	0.00	59,810.00	0.32
251-735-931.000-CHAMBER_3395	BLDG. MAINTENANCE	6,253.00	4,736.87	0.00	1,516.13	75.75
251-735-931.000-PKSTRUC_3381	BLDG. MAINTENANCE	5,000.00	6,134.50	6,134.50	(1,134.50)	122.69
251-735-931.000-SUMMERFESTXX	BLDG. MAINTENANCE	0.00	34.16	0.00	(34.16)	100.00
251-735-931.000-THEDEN__3388	BLDG. MAINTENANCE	4,000.00	568.20	126.20	3,431.80	14.21
251-735-933.000-THEDEN__3388	EQUIPMENT MAINTENANCE	0.00	4,732.62	0.00	(4,732.62)	100.00
251-735-937.000	PARKING LOT MAINTENANCE	2,500.00	1,200.00	0.00	1,300.00	48.00
251-735-937.001	PATHWAY MAINTENANCE	10,000.00	5,122.50	0.00	4,877.50	51.23
251-735-937.003	SIDEWALK MAINTENANCE	10,000.00	5,122.50	0.00	4,877.50	51.23
251-735-957.000	MISC/CONTINGENCY	1,000.00	0.00	0.00	1,000.00	0.00
251-735-957.002	LIABILITY INSURANCE	6,715.00	7,953.00	0.00	(1,238.00)	118.44
251-735-959.000	PROPERTY TAXES	1,900.00	3,726.83	0.00	(1,826.83)	196.15
251-735-967.100	SITE IMPROVEMENT GRANTS	190,000.00	0.00	0.00	190,000.00	0.00
251-735-975.000-THEDEN__3388	BLDG. ADDITIONS & IMPROVEMENTS	69,000.00	0.00	0.00	69,000.00	0.00
251-735-984.000	FURNITURE	73,965.64	73,965.64	0.00	0.00	100.00
251-735-995.004	ADMINISTRATIVE CHARGES	66,267.00	62,383.00	0.00	3,884.00	94.14
251-735-995.007	INTERFUND SERVICES	43,110.00	40,243.00	0.00	2,867.00	93.35
251-735-995.101	TRANSFER TO GENERAL FUND	120,000.00	0.00	0.00	120,000.00	0.00
251-735-995.101-PUBLICSQ3388	TRANSFER TO GENERAL FUND	79,188.33	79,188.33	79,188.33	0.00	100.00
251-735-995.203-BUTLERROADXX	TRANSFER TO LOCAL STREETS	287,153.25	287,153.25	0.00	0.00	100.00
Total Dept 735 - TIFA A		1,587,463.55	1,189,785.19	119,844.77	397,678.36	74.95
Expenditures		1,587,463.55	1,189,785.19	119,844.77	397,678.36	74.95
<b>Fund 251 - TIFA A:</b>						
TOTAL REVENUES		1,404,173.00	1,416,282.90	33,412.09	(12,109.90)	100.86
TOTAL EXPENDITURES		1,587,463.55	1,189,785.19	119,844.77	397,678.36	74.95
NET OF REVENUES & EXPENDITURES:		(183,290.55)	226,497.71	(86,432.68)	(409,788.26)	

# REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 12/31/2025

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

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025	Activity For 12/31/2025	Available Balance 12/31/2025	% Bdg Used
<b>Fund: 252 TIFA B</b>						
<b>Account Category: Revenues</b>						
<b>Department: 736 TIFA B</b>						
252-736-402.000	AD VALOREM	1,730,315.00	1,818,280.30	121,727.75	(87,965.30)	105.08
252-736-412.000	DELINQUENT PERSONAL PROPERTY	1,500.00	683.58	0.00	816.42	45.57
252-736-414.000	MTT YE ACCRUAL	(7,112.00)	(47,112.00)	0.00	40,000.00	662.43
252-736-573.000	LOCAL COMMUNITY STABILIZATION SHARE	90,378.00	165,433.71	0.00	(75,055.71)	183.05
252-736-665.000	INTEREST REVENUE	224,339.00	340,660.72	0.00	(116,321.72)	151.85
252-736-669.001	INTEREST REV EXT MANAGERS	320,546.00	344,115.00	0.00	(23,569.00)	107.35
Total Dept 736 - TIFA B		2,359,966.00	2,622,061.31	121,727.75	(262,095.31)	111.11
Revenues		2,359,966.00	2,622,061.31	121,727.75	(262,095.31)	111.11
<b>Account Category: Expenditures</b>						
<b>Department: 736 TIFA B</b>						
252-736-732.000	SOFTWARE & LICENSES SUBSCRIPTIONS	30,000.00	0.00	0.00	30,000.00	0.00
252-736-799.000	EQUIPMENT UNDER \$5,000	0.00	30,000.00	0.00	(30,000.00)	100.00
252-736-800.199	LANDSCAPE/GEN MAINT	6,000.00	0.00	0.00	6,000.00	0.00
252-736-810.000	INVESTMENT MANAGEMENT FEES	6,600.00	6,024.61	4.35	575.39	91.28
252-736-885.000	COMMUNITY RELATIONS	16,000.00	5,284.52	0.00	10,715.48	33.03
252-736-901.000	ADVERTISING/MARKETING	1,000.00	0.00	0.00	1,000.00	0.00
252-736-922.000	STREET LIGHTING	11,000.00	10,066.12	610.80	933.88	91.51
252-736-929.000	IRRIGATION WATER AND MAINT.	40,000.00	15,486.72	11.83	24,513.28	38.72
252-736-957.000	MISC/CONTINGENCY	500.00	0.00	0.00	500.00	0.00
252-736-967.100	SITE IMPROVEMENT GRANTS	115,553.08	714,913.08	0.00	(599,360.00)	618.69
252-736-972.000	LAND AND IMPROVEMENTS	1,950,000.00	125,718.00	0.00	1,824,282.00	6.45
252-736-972.000-EXECUTIVESAD	LAND AND IMPROVEMENTS	506,476.00	352,456.78	0.00	154,019.22	69.59
252-736-973.005	NON MOTORIZED PATHWAYS	10,000.00	0.00	0.00	10,000.00	0.00
252-736-995.004	ADMINISTRATIVE CHARGES	35,150.00	28,929.00	0.00	6,221.00	82.30
252-736-995.007	INTERFUND SERVICES	30,207.00	36,471.00	0.00	(6,264.00)	120.74
252-736-995.101	TRANSFER TO GENERAL FUND	102,263.00	42,266.79	0.00	59,996.21	41.33
252-736-995.203-CENTRERD_SAD	TRANSFER TO LOCAL STREETS	22,504.96	22,504.96	0.00	0.00	100.00
252-736-995.203-EXECUTIVESAD	TRANSFER TO LOCAL STREETS	2,601,944.81	1,089,966.00	0.00	1,511,978.81	41.89
252-736-995.203-INNOVATION	TRANSFER TO LOCAL STREETS	9,391.23	0.00	0.00	9,391.23	0.00
252-736-995.301	TRANSFER TO PATROL DEPT	261,044.00	69,583.80	3,124.84	191,460.20	26.66
252-736-995.592	TRANSFER TO WATER & SEWER	280,643.50	280,643.50	280,643.50	0.00	100.00
Total Dept 736 - TIFA B		6,036,277.58	2,830,314.88	284,395.32	3,205,962.70	46.89
Expenditures		6,036,277.58	2,830,314.88	284,395.32	3,205,962.70	46.89
<b>Fund 252 - TIFA B:</b>						
TOTAL REVENUES		2,359,966.00	2,622,061.31	121,727.75	(262,095.31)	111.11
TOTAL EXPENDITURES		6,036,277.58	2,830,314.88	284,395.32	3,205,962.70	46.89
NET OF REVENUES & EXPENDITURES:		(3,676,311.58)	(208,253.57)	(162,667.57)	(3,468,058.01)	



# REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 12/31/2025

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

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025	Activity For 12/31/2025	Available Balance 12/31/2025	% Bdg't Used
<b>Fund: 253 TIFA D</b>						
<b>Account Category: Revenues</b>						
<b>Department: 737 TIFA D</b>						
253-737-402.000	AD VALOREM	385,204.00	321,842.39	15,531.52	63,361.61	83.55
253-737-412.000	DELINQUENT PERSONAL PROPERTY	1,000.00	308.38	0.00	691.62	30.84
253-737-414.000	MTT YE ACCRUAL	(80,596.00)	10,992.73	0.00	(91,588.73)	(13.64)
253-737-573.000	LOCAL COMMUNITY STABILIZATION SHARE	653,253.00	944,132.57	0.00	(290,879.57)	144.53
253-737-651.400	U&A FEES - ELECTRIC VEHICLE CHARGING	250.00	2,007.73	123.07	(1,757.73)	803.09
253-737-665.000	INTEREST REVENUE	68,149.00	102,073.62	0.00	(33,924.62)	149.78
253-737-669.001	INTEREST REV EXT MANAGERS	55,293.00	59,414.00	0.00	(4,121.00)	107.45
Total Dept 737 - TIFA D		1,082,553.00	1,440,771.42	15,654.59	(358,218.42)	133.09
Revenues		1,082,553.00	1,440,771.42	15,654.59	(358,218.42)	133.09
<b>Account Category: Expenditures</b>						
<b>Department: 737 TIFA D</b>						
253-737-703.000	WAGES - TEMPORARY & PART-TIME	24,000.00	27,409.75	3,811.50	(3,409.75)	114.21
253-737-715.000	SOCIAL SECURITY	1,836.00	2,024.77	291.58	(188.77)	110.28
253-737-799.000	EQUIPMENT UNDER \$5,000	15,935.00	15,935.00	0.00	0.00	100.00
253-737-800.199	LANDSCAPE/GEN MAINT	6,383.00	9,518.90	0.00	(3,135.90)	149.13
253-737-810.000	INVESTMENT MANAGEMENT FEES	1,400.00	1,087.83	0.75	312.17	77.70
253-737-885.000	COMMUNITY RELATIONS	1,750.00	7.20	0.00	1,742.80	0.41
253-737-922.000	STREET LIGHTING	65,000.00	76,105.29	3,351.10	(11,105.29)	117.09
253-737-927.000	WATER CONSUMPTION	100.00	327.24	0.00	(227.24)	327.24
253-737-927.000-2458ESEYBURN	WATER CONSUMPTION	0.00	36.86	0.98	(36.86)	100.00
253-737-927.000-ADMBLDG_1827	WATER CONSUMPTION	6,000.00	4,550.29	125.75	1,449.71	75.84
253-737-927.000-FIREADM_3410	WATER CONSUMPTION	0.00	243.92	16.80	(243.92)	100.00
253-737-927.000-LIBRARY_3400	WATER CONSUMPTION	4,000.00	2,458.78	130.11	1,541.22	61.47
253-737-927.000-SEYBURN MNSN	WATER CONSUMPTION	0.00	15,434.37	0.00	(15,434.37)	100.00
253-737-927.000-SPORTFD_1800	WATER CONSUMPTION	12,000.00	9,558.23	22.47	2,441.77	79.65
253-737-929.000	IRRIGATION WATER AND MAINT.	78,000.00	52,760.44	0.00	25,239.56	67.64
253-737-931.000	BLDG. MAINTENANCE	35,000.00	0.00	0.00	35,000.00	0.00
253-737-931.000-ADMBLDG_1827	BLDG. MAINTENANCE	216,666.84	335,802.29	126,890.97	(119,135.45)	154.99
253-737-931.000-COMMCTR_3350	BLDG. MAINTENANCE	40,000.00	0.00	0.00	40,000.00	0.00
253-737-937.003	SIDEWALK MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
253-737-957.000	MISC/CONTINGENCY	150.00	0.00	0.00	150.00	0.00
253-737-972.000	LAND AND IMPROVEMENTS	813,727.65	117,243.30	99,548.80	696,484.35	14.41
253-737-972.000-CAMPUSSIGNXX	LAND AND IMPROVEMENTS	150,000.00	0.00	0.00	150,000.00	0.00
253-737-975.000	BLDG. ADDITIONS & IMPROVEMENTS	51,180.00	51,180.00	0.00	0.00	100.00
253-737-975.000-FIRE2_1899__	BLDG. ADDITIONS & IMPROVEMENTS	35,531.88	3,879.50	0.00	31,652.38	10.92
253-737-995.004	ADMINISTRATIVE CHARGES	29,764.00	25,077.00	0.00	4,687.00	84.25
253-737-995.007	INTERFUND SERVICES	14,667.00	10,416.00	0.00	4,251.00	71.02
253-737-995.203-BUTLERROADXX	TRANSFER TO LOCAL STREETS	37,153.25	37,153.25	0.00	0.00	100.00
Total Dept 737 - TIFA D		1,645,244.62	798,210.21	234,190.81	847,034.41	48.52
Expenditures		1,645,244.62	798,210.21	234,190.81	847,034.41	48.52
<b>Fund 253 - TIFA D:</b>						
TOTAL REVENUES		1,082,553.00	1,440,771.42	15,654.59	(358,218.42)	133.09
TOTAL EXPENDITURES		1,645,244.62	798,210.21	234,190.81	847,034.41	48.52
NET OF REVENUES & EXPENDITURES:		(562,691.62)	642,561.21	(218,536.22)	(1,205,252.83)	

# REVENUE AND EXPENDITURE REPORT FOR CITY OF AUBURN HILLS

Balance As of 12/31/2025

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

GL Number	Description	2025 Amended Budget	YTD Balance 12/31/2025	Activity For 12/31/2025	Available Balance 12/31/2025	% Bdgt Used
Report Totals:						
TOTAL REVENUES - ALL FUNDS		4,846,692.00	5,479,115.63	170,794.43	(632,423.63)	113.05
TOTAL EXPENDITURES - ALL FUNDS		9,268,985.75	4,818,310.28	638,430.90	4,450,675.47	51.98
NET OF REVENUES & EXPENDITURES:		(4,422,293.75)	660,805.35	(467,636.47)	(5,083,099.10)	



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

FROM: Andrew Hagge, Assistant to the City Manager, TIFA Executive Director; Stephen Baldante, Public Works Director

DATE: January 2, 2026

SUBJECT: To authorize a budget amendment and approve a funding request for Forested Wetland Credits as part of the Riverwalk Pathway

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### **INTRODUCTION AND HISTORY**

Budgeted in 2026 and 2027 is the construction of the Riverwalk Pathway Project which extends mostly along the Clinton River Trail. In 2026, the project consists of Phases B and C which extend pathway through Riverwoods Park down to the Skate Park. In 2027, Phase A will continue from Riverwoods Park out to Old Adams Road upon the completion of the Residences at River Trail project along Adams Road. The Riverwalk Pathway Project will provide significant community benefits, including improved pedestrian access, enhanced recreational opportunities, and increased connectivity within Auburn Hills.

Staff is requesting TIFA approval for \$81,000 to purchase forested wetland credits required for the Riverwalk Pathway Project. These credits are necessary to obtain a permit attached as Exhibit A) from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and allow the project to proceed as planned in 2026. A copy of the Wetland Mitigation Credit Sales Agreement is attached as Exhibit B. To secure the necessary permit for construction, EGLE is requiring the City to purchase 0.54 acres of forested wetland credits to mitigate the project's impact upon wetlands and the floodplain in the area. This requirement falls under Part 303 (Wetland Protection) of the Natural Resources and Environmental Protection Act.

EGLE has established a methodology for the operation of wetland mitigation banks, which offer wetland mitigation credits to permit applicants. Purchasing these credits from an approved mitigation bank will satisfy Part 303 permit requirements and allow the project to move forward.

The total cost for purchasing 0.54 acres of forested wetland credits is \$81,000. The City respectfully requests that TIFA allocate these funds to ensure compliance with EGLE regulations and enable timely completion of the Riverwalk Pathway Project.

### **STAFF RECOMMENDATION**

Staff recommend increasing appropriations to the 2026 TIF-A budget by \$81,000 in account 251-735-995.101

### **An appropriate motion is:**

**Move to authorize a budget amendment to the 2026 TIF-A budget increasing appropriations in account 251-735-995.101 by \$81,000.**



**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
WATER RESOURCES DIVISION  
PERMIT**

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**Issued To:**

**City of Auburn Hills, Attn: Steve Baldante  
1500 Brown Rd  
Auburn Hills, MI 48326**

**Permit No: WRP047478 v.1  
Submission No.: HQ7-7NXE-1ZSJQ  
Site Name: Auburn Hills CM  
Issued: DRAFT  
Revised:  
Expires: DRAFT**

**This permit is being issued by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division, under the provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA); specifically:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <b>Part 301, Inland Lakes and Streams</b>                                    | <input type="checkbox"/> <b>Part 323, Shorelands Protection and Management</b> |
| <input checked="" type="checkbox"/> <b>Part 303, Wetlands Protection</b>   | <input type="checkbox"/> <b>Part 325, Great Lakes Submerged Lands</b>          |
| <input type="checkbox"/> <b>Part 315, Dam Safety</b>   | <input type="checkbox"/> <b>Part 353, Sand Dunes Protection and Management</b> |
| <input checked="" type="checkbox"/> <b>Part 31, Water Resources Protection (Floodplain Regulatory Authority)</b> |  |

**EGLE certifies that the activities authorized under this permit are in compliance with the State Coastal Zone Management Program and certifies without conditions under the Federal Clean Water Act, Section 401 that the discharge from the activities authorized under this permit will comply with Michigan's water quality requirements in Part 31, Water Resources Protection, of the NREPA and associated administrative rules, where applicable.**

**Permission is hereby granted, based on permittee assurance of adherence to State of Michigan requirements and permit conditions, to:**

**Authorized Activity:**

**For the purposes of constructing trailways at River Woods Park:**

**Construct a 82 foot, 10 inch-long and 10 foot-wide bridge across the Clinton River and approximately 190 linear feet of approximately 10 foot-wide boardwalk through wetland upon a series of 12 piers on either side of the bridge, 75 feet on one side and 115 feet on the other, and connected to the bridge by concrete abutments constructed in wetland. This permit authorizes 1.5 cubic yards of fill within the floodway.**

Install 24 foot-long, 45-inch by 29-inch elliptical culvert with 7 foot-long flared end sections on either end in an unnamed stream flowing into the Clinton River.

Place 171 cubic yards of fill in wetland, and excavate 71 cubic yard of fill from wetland, to construct a series of asphalt and aggregate pathways as described in the attached approved plans that would permanently impact 0.31 acres of wetlands.

Temporarily impact an additional 0.1 acres of wetland during the period of construction and restore with a wetland seed mix.

All work shall be in accordance with the attached approved plans and the specific terms and conditions of this permit.

Waterbody Affected: Clinton River, unnamed stream, unnamed wetland, 100-year floodplain area  
Property Location: Oakland County, City of Auburn Hills, Town/Range/Section 03N10E14,  
Property Tax No.14-25-380-005, 14-25-401-004, 14-22-327-005, 14-25-401-003, 14-25-401-006, and 14-25-276-006

**Authority granted by this permit is subject to the following limitations:**

- A. Initiation of any work on the permitted project confirms the permittee's acceptance and agreement to comply with all terms and conditions of this permit.
- B. The permittee, in exercising the authority granted by this permit, shall not cause unlawful pollution as defined by Part 31 of the NREPA.
- C. This permit shall be kept at the site of the work and available for inspection at all times during the duration of the project or until its date of expiration.
- D. All work shall be completed in accordance with the approved plans and specifications submitted with the application and/or plans and specifications attached to this permit.
- E. No attempt shall be made by the permittee to forbid the full and free use by the public of public waters at or adjacent to the structure or work approved.
- F. It is made a requirement of this permit that the permittee give notice to public utilities in accordance with 2013 PA 174 (Act 174) and comply with each of the requirements of Act 174.
- G. This permit does not convey property rights in either real estate or material, nor does it authorize any injury to private property or invasion of public or private rights, nor does it waive the necessity of seeking federal assent, all local permits, or complying with other state statutes.
- H. This permit does not prejudice or limit the right of a riparian owner or other person to institute proceedings in any circuit court of this state when necessary to protect his rights.
- I. Permittee shall notify EGLE within one week after the completion of the activity authorized by this permit by completing and forwarding the attached preaddressed postcard to the office addressed thereon.
- J. This permit shall not be assigned or transferred without the written approval of EGLE.
- K. Failure to comply with conditions of this permit may subject the permittee to revocation of permit and criminal and/or civil action as cited by the specific state act, federal act, and/or rule under which this permit is granted.
- L. All dredged or excavated materials shall be disposed of in an upland site (outside of floodplains, unless exempt under Part 31 of the NREPA, and wetlands).
- M. In issuing this permit, EGLE has relied on the information and data that the permittee has provided in connection with the submitted application for permit. If, subsequent to the issuance of a permit, such information and data prove to be false, incomplete, or inaccurate, EGLE may modify, revoke, or suspend the permit, in whole or in part, in accordance with the new information.

- N. The permittee shall indemnify and hold harmless the State of Michigan and its departments, agencies, officials, employees, agents, and representatives for any and all claims or causes of action arising from acts or omissions of the permittee, or employees, agents, or representative of the permittee, undertaken in connection with this permit. The permittee's obligation to indemnify the State of Michigan applies only if the state: (1) provides the permittee or its designated representative written notice of the claim or cause of action within 30 days after it is received by the state, and (2) consents to the permittee's participation in the proceeding on the claim or cause of action. It does not apply to contested case proceedings under the Administrative Procedures Act, 1969 PA 306, as amended, challenging the permit. This permit shall not be construed as an indemnity by the State of Michigan for the benefit of the permittee or any other person.
- O. Noncompliance with these terms and conditions and/or the initiation of other regulated activities not specifically authorized shall be cause for the modification, suspension, or revocation of this permit, in whole or in part. Further, EGLE may initiate criminal and/or civil proceedings as may be deemed necessary to correct project deficiencies, protect natural resource values, and secure compliance with statutes.
- P. If any change or deviation from the permitted activity becomes necessary, the permittee shall request, in writing, a revision of the permitted activity from EGLE. Such revision request shall include complete documentation supporting the modification and revised plans detailing the proposed modification. Proposed modifications must be approved, in writing, by EGLE prior to being implemented.
- Q. This permit may be transferred to another person upon written approval of EGLE. The permittee must submit a written request to EGLE to transfer the permit to the new owner. The new owner must also submit a written request to EGLE to accept transfer. The new owner must agree, in writing, to accept all conditions of the permit. A single letter signed by both parties that includes all the above information may be provided to EGLE. EGLE will review the request and, if approved, will provide written notification to the new owner.
- R. Prior to initiating permitted construction, the permittee is required to provide a copy of the permit to the contractor(s) for review. The property owner, contractor(s), and any agent involved in exercising the permit are held responsible to ensure that the project is constructed in accordance with all drawings and specifications. The contractor is required to provide a copy of the permit to all subcontractors doing work authorized by the permit.
- S. Construction must be undertaken and completed during the dry period of the wetland. If the area does not dry out, construction shall be done on equipment mats to prevent compaction of the soil.
- T. Authority granted by this permit does not waive permit requirements under Part 91, Soil Erosion and Sedimentation Control, of the NREPA, or the need to acquire applicable permits from the County Enforcing Agent (CEA).
- U. Authority granted by this permit does not waive permit requirements under the authority of Part 305, Natural Rivers, of the NREPA. A Natural Rivers Zoning Permit may be required for construction, land alteration, streambank stabilization, or vegetation removal along or near a natural river.
- V. The permittee is cautioned that grade changes resulting in increased runoff onto adjacent property is subject to civil damage litigation.
- W. Unless specifically stated in this permit, construction pads, haul roads, temporary structures, or other structural appurtenances to be placed in a wetland or on bottomland of the water body are not authorized and shall not be constructed unless authorized by a separate permit or permit revision granted in accordance with the applicable law.
- X. For projects with potential impacts to fish spawning or migration, no work shall occur within fish spawning or migration timelines (i.e., windows) unless otherwise approved in writing by the Michigan Department of Natural Resources, Fisheries Division.

Y. Work to be done under authority of this permit is further subject to the following special instructions and specifications:

### **Wetland Mitigation Credits**

The permittee shall, as a primary condition of this permit, mitigate the loss of 0.31 acres of wetland, consisting of emergent (0.17 acres), and forested (0.14 acres) wetland by acquiring the following credits from the Berlin Mitigation Bank: 0.26 emergent acres, and 0.28 forested acres.

The permittee shall submit documentation of credit acquisition to EGLE prior to signature and issuance of this permit by EGLE.

### **Federal Threatened and Endangered Species:**

Issuance of this permit is contingent upon the effect determinations to federally listed threatened and endangered species, as can be found within the United States Fish and Wildlife Service "All Species Michigan Determination Key" verification letter provided with the permit application. The permittee is responsible for adhering to all of the agreed-upon conservation measures listed in the verification letter.

#### **Eastern massasauga:**

- a. Materials used for erosion control and site restoration must be wildlife friendly. Do not use erosion control products containing plastic mesh netting or other similar material that could entangle eastern massasauga rattlesnake (EMR). Several products for soil erosion and sedimentation control exist that do not contain plastic netting including net-less erosion control blankets (for example, made of excelsior), loose mulch, hydraulic mulch, soil binders, unreinforced silt fences, and straw bales. Others are made from natural fibers (such as jute) and loosely woven together in a manner that allows wildlife to wiggle free.
- b. To increase human safety and awareness of EMR, those implementing the project must first review the EMR factsheet (available at <https://www.fws.gov/media/easternmassasauga-rattlesnake-fact-sheet>), and watch MDNR's "60-Second Snakes: The Eastern Massasauga Rattlesnake" video (available at [https://www.youtube.com/watch?v=-PFnXe\\_e02w](https://www.youtube.com/watch?v=-PFnXe_e02w)).
- c. During project implementation, report sightings of any federally listed species, including EMR, to the Service within 24 hours.

#### **Listed bats:**

- a. When installing new or replacing existing permanent lights, the permittee will use downward-facing, full cut-off lens lights (with same intensity or less for replacement lighting); or for those transportation agencies using the BUG system developed by the Illuminating Engineering Society, the goal is to be as close to 0 for all three ratings with a priority of "uplight" of 0 and "backlight" as low as practicable. The permittee will direct temporary lighting away from suitable listed bat habitat during the active season.
- b. All tree clearing activities associated with this permitted project shall be limited to between October 1 and March 31 of any year this permit is active.

1. Prior to the start of construction, all adjacent non-work wetland areas shall be protected by a properly trenched sedimentation barrier to prevent sediment from entering the wetland. Orange construction fencing shall be installed as needed to prohibit construction personnel and equipment from entering or performing work in these areas. Fence shall be maintained daily throughout the construction process. Upon project completion, the accumulated materials shall be removed and disposed of at an upland site, the sedimentation barrier shall then be removed in its entirety and the area restored to its original configuration and cover.
2. All raw areas in uplands resulting from the permitted construction activity shall be effectively stabilized with sod and/or seed and mulch (or other technology specified by this permit or project plans) in a sufficient quantity and manner to prevent erosion and any potential siltation to surface waters or wetlands. Temporary stabilization measures shall be installed before or upon commencement of the permitted activity and shall be maintained until permanent measures are in place. Permanent measures shall be in place within five (5) days of achieving final grade.
3. Upon completion of the project, all temporarily disturbed wetland areas shall be restored to the original contour elevation, revegetated and reseeded with species native to Michigan appropriate to the site as indicated in the attached approved plans, and mulched to prevent erosion.
4. Submit to this office within 60 days of project completion "as-built" plans, signed and sealed by a qualified design professional licensed by the State of Michigan, certifying that the project, including any required compensating cut and fill, has been completed in accordance with this permit.
5. All fill/backfill shall consist of clean inert material that will not cause siltation nor contain soluble chemicals, organic matter, pollutants, or contaminants. All fill shall be contained in such a manner so as not to erode into any surface water, floodplain, or wetland. All raw areas associated with the permitted activity shall be stabilized with sod and/or seed and mulch, riprap, or other technically effective methods as necessary to prevent erosion.
6. All fill shall consist of clean, washed rock or stone that is free of fines, other soil materials, any contaminants, or pollutants.
7. If the project, or any portion of the project, is stopped and lies incomplete for any length of time other than that encountered in a normal work week, every precaution shall be taken to protect the incomplete work from erosion, including the placement of temporary gravel bag riprap, temporary seed and mulch, or other acceptable temporary protection.
8. No work shall be done in the stream during periods of above-normal flows except as necessary to prevent erosion.
9. Road fill side slopes shall associated with the culvert not be steeper than 1-on-2 (1 vertical to 2 horizontal) except where headwalls of reinforced concrete, mortar masonry, dry masonry, or other acceptable methods are used.
10. Under Appendix G of the Michigan Building Code 2009, a local building permit is required for development located in flood hazard areas.



11. The project is located within a community that participates in the National Flood Insurance Program (NFIP). As a participant in the NFIP, the community must comply with the Michigan Building Code (including Appendix G and listed supporting materials); the Michigan Residential Code; and Title 44 of the Code of Federal Regulations, Part 60, Criteria for Land Management and Use. The community is also responsible to ensure that its floodplain maps and studies are maintained to show changes to flood elevations and flood delineations as described in 44 CFR, Part 65, Identification and Mapping of Special Hazard Areas.
12. Authority granted by this permit does not waive permit or program requirements under Part 91 of the NREPA or the need to acquire applicable permits from the CEA. To locate the Soil Erosion Program Administrator for your county, visit <https://www.michigan.gov/egle/about/organization/water-resources/soil-erosion/sesc-overview> and select "Soil Erosion and Sedimentation Control Agencies".
13. The authority to conduct the activity as authorized by this permit is granted solely under the provisions of the governing act as identified above. This permit does not convey, provide, or otherwise imply approval of any other governing act, ordinance, or regulation, nor does it waive the permittee's obligation to acquire any local, county, state, or federal approval or authorization necessary to conduct the activity.
14. No fill, excess soil, or other material shall be placed in any wetland, floodplain, or surface water area not specifically authorized by this permit, its plans, and specifications.
15. This permit does not authorize or sanction work that has been completed in violation of applicable federal, state, or local statutes.
16. The permit placard shall be kept posted at the work site in a prominent location at all times for the duration of the project or until permit expiration.
17. This permit is being issued for the maximum time allowed and no extensions of this permit will be granted. Initiation of the construction work authorized by this permit indicates the permittee's acceptance of this condition. The permit, when signed by EGLE, will be for a five-year period beginning on the date of issuance. If the project is not completed by the expiration date, a new permit must be sought.
18. All work shall be in accordance with the attached approved plans and the specific terms and conditions of this permit.

Upon signing by the permittee named herein, this permit must be returned to EGLE's Water Resources Division, Warren District Office, for final execution. This permit shall become effective on the date of the EGLE representative's signature.

Permittee hereby accepts and agrees to comply with the terms and conditions of this permit.

X

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Permittee

Date

X

---

Printed Name and Title of Permittee

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

Robert Primeau  
Warren District Office  
Water Resources Division  
586-256-7274

cc: Pat Durack, EGLE  
Cleyo Harris, DNR Fisheries  
Auburn Hills City Clerk  
Oakland County Water Resources Commission - CEA  
Oakland County  
Hannah Driesenga, OHM Advisors  
Abby Boger, OHM Advisors  
Nick Nelson, OHM Advisors  
Adam Rychwalski, OHM Advisors

## WETLAND MITIGATION CREDIT SALES AGREEMENT

This AGREEMENT made is by and between 72<sup>nd</sup> Ave Farm, LLC (“Banker”) and City of Auburn Hills (“Buyer”).

WHEREAS the Michigan Department of Environment, Great Lakes, and Energy (“EGLE”) has adopted a methodology for the establishment and operation of wetland mitigation banks including the sale of wetland mitigation credits, as set forth in the EGLE Wetland Mitigation Banking Handbook (“State Guidance”) and in the Rules for the Establishment, Use, and Operation of Mitigation Banks promulgated under Part 303 Wetland Protection of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended: (“Part 303 Rules”); and

WHEREAS, Part 303 provides in part for the issuance of Part 303 permits (that may require wetland mitigation), for the creation, operation, and certification of wetland mitigation banks, for the authorization of the use of wetland mitigation banks and the sale and purchase of wetland mitigation credits offered by certified mitigation banks to qualifying Part 303 permittees; and

WHEREAS, on May 21, 2024, Banker entered into a Wetland Mitigation Banking Agreement with EGLE (the “Banking Agreement”), has created the Bank in compliance with the Part 303 Rules and the Banking Agreement, and has received certification from EGLE for the Bank in accordance with the Part 303 Rules and the Banking Agreement; and

WHEREAS, the Berlin Mitigation Bank (“Bank”) is located in the Clinton River Mitigation Banking Watershed and the Sandusky Lake Plain (VI.5.1) Ecoregion; and

WHEREAS, Buyer wishes to purchase from Banker wetland mitigation credits presently available from Bank and listed below (“Credits”) in accordance with the terms of this Agreement in order to meet the mitigation requirements of its Part 303 Permit, in full or in part, as set forth in Part 303 file number: **EGLE # WRP047478 v.1 (Auburn Hills CM)**, which required the purchase of 0.26 acres of emergent and 0.28 acres of forested wetland credits from a mitigation bank in the Clinton River Watershed.

NOW, THEREFORE, in consideration of the mutually binding covenants herein of the parties and in reliance on the foregoing representations by the Banker, it is agreed as follows:

1. Banker has successfully constructed and is and will continue to be solely responsible for all management and monitoring of the Bank as required by the Banking Agreement and Part 303 Banking Rules.

2. Banker agrees to sell and Buyer agrees to purchase the following Credits:

0.54 acres of forested wetland credits

0.54 acres total

- for the Purchase Price of \$150,000.00/acre for scrub-shrub and forested wetland credits, for a Total Purchase Price of Eighty-One Thousand Dollars and No Cents (\$81,000.00) ("Total Purchase Price"). This Agreement constitutes an irrevocable commitment by Buyer to purchase and an irrevocable commitment by Banker to sell the Credits and to manage and monitor the Bank in accordance with the Banking Agreement and Part 303 Banking Rules.
3. Transfer of the Credits to Buyer and payment of the Purchase Price to Banker shall occur no later than June 30, 2026.
  4. Banker may convey, assign or transfer the Bank property and/or long-term management of the Bank with approval of the EGLE and execution of transfer agreements approved by the EGLE.
  5. Buyer's rights and obligations under this Agreement shall not be assigned, transferred, pledged, encumbered or in any way restricted without the prior written consent of Banker (such approval not to be unreasonably withheld or delayed), and, if required under any applicable rules, regulations and policies, without prior written approval of the EGLE.
  6. All notices to the parties pursuant to this Agreement shall be personally delivered or sent by certified mail, return receipt requested, to the following address:

If to Banker: **72nd Ave Farm, LLC**  
Attn: Steve Niswander  
8953 Deer Trail  
Brighton, MI 48114

If to Buyer: **City of Auburn Hills**  
Attn: Steve Baldante  
1827 N Squirrel Road  
Auburn Hills, MI 48326

Notice sent by certified mail shall be effective on the third business day following the date of mailing. The parties may change the address to which notice must be sent under this Agreement by written notice to the other party.

7. (A) Buyer shall be solely responsible for determining whether the Bank's Credits will be suitable for the Buyer's purpose, and except as set forth in Paragraph 7(B), neither the Bank nor the Banker represent or warrant in any way the suitability of the Credits to fulfill the Buyer's obligation and/or its Part 303 Permit conditions.

(B) Banker warrants and represents to Buyer that: i) Bank has been duly certified by the EGLE in accordance with Part 303 Rules and the corresponding Banking Agreement and will continue to be so certified; ii) Bank is in full compliance with the Part 303 Rules and Banking Agreement; iii) at the time of payment for the Credits that are the subject of this Agreement, they have been released by EGLE and are currently available for sale; and iv) Banker hereby has full right and title to the Credits and v) that Steven Niswander, executing the transfer on behalf of Banker, has authority to sell same to Buyer on behalf of Banker.

8. This Agreement shall inure to the benefit of and be binding upon the parties and their respective successors, representatives and permitted assigns. The parties have reviewed this Agreement and have had the opportunity to have their respective legal counsel review the same. The drafting of this Agreement shall be deemed to have been mutual by the parties. The parties agree that the laws of Michigan control the interpretation of this Agreement, and that venue is proper in Livingston County Circuit Court. Buyer is specifically entitled to the remedy of specific performance if Banker breaches this Agreement to transfer or buy back the Credits.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.

BANKER

BUYER

\_\_\_\_\_  
72<sup>nd</sup> Ave Farm, LLC  
By: Steven F. Niswander, Member  
Dated:\_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Dated:\_\_\_\_\_

## FORM OF BILL OF SALE

TO: **City of Auburn Hills**  
Attn: Steve Baldante  
1827 N Squirrel Road  
Auburn Hills, MI 48326

FROM: **72nd Ave Farm, LLC**  
Attn: Steve Niswander  
8953 Deer Trail  
Brighton, MI 48114

DATE: \_\_\_\_\_

Subject to the terms and conditions of that certain Wetland Mitigation Credit Sales Agreement, dated between Buyer and Seller, and for the consideration of the sum of for the Purchase Price of \$150,000.00/acre for forested wetland credits for a Total Purchase Price of Eighty-One Thousand Dollars and No Cents (\$81,000.00) ("Total Purchase Price"), receipt of which is hereby acknowledged, Seller hereby sells 0.54 acres of forested wetland credits located in the Berlin Mitigation Bank to Buyer.

\_\_\_\_\_  
72<sup>nd</sup> Ave Farm, LLC  
By: Steven F. Niswander



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

FROM: Andrew Hagge, Assistant to the City Manager, TIFA Executive Director; Jason Hefner, Manager of Fleet & Roads

DATE: January 6, 2026

SUBJECT: Design Services for the Municipal Fuel Island and Campus Infrastructure Improvements

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### **INTRODUCTION AND HISTORY**

Included in the Department of Public Works Capital Improvement Plan in 2026 is the installation of a new municipal fueling island for City fleet vehicles, reconstruction of a portion of Seyburn Drive, rehabilitation of the Community Center and Library parking lots, and installation of a new water main loop along Seyburn to serve the new fuel island. However, it should be noted that the TIFA Board has budgeted funds in the 2026 budget to support the Campus Fuel Island, both the Library and Community Center Parking Lots, and Seyburn Drive. The TIFA Board has not provided funding for the water main loop project, though OHM completed design work for all campus improvements as one package.

Due to the time sensitive nature of all the components and the relationship that the City and OHM Advisors have, OHM began design without contract for the fuel island to meet necessary Planning Commission and City Council timelines so that construction could happen in 2026. Included in Exhibit 1 is the City Council agenda item 9a from September 17, 2025, that includes details of the Municipal Campus Fuel Island design and the Planning Commission's recommendation of approval. While OHM has predesigned some of the Municipal Campus fuel island, there are additional details for the sitework that need to be completed in addition to adding the sections of parking lot and Seyburn Drive. A breakdown of these design services is provided below and total a not-to-exceed amount of \$185,000. G2 Consulting will be utilized for material testing services in the design as well; their services are estimated at \$15,000. The Seyburn Drive Portion will be transferred to the Local Streets fund and subsequently paid from the Local Streets fund.

Oscar W Larson (OWL) has been the City's Underground Storage Tank Class A/B Operator's for many years. They are responsible for the fact that the City meets all the requirements of the Federal and State Governing Authorities as it relates to fuel storage and dispensing. A portion of their services include design and installation of fuel islands (in essence, the box within the site). When it comes time for installation, all materials and equipment include a discount through OWL under a Sourcewell contract. For better understanding of the system from an installation and maintenance standpoint, staff recommend awarding the design contract to OWL as well. In earlier discussions, the City expressed a desire to match the existing architecture on the Municipal Campus with the new fuel island canopy and the service building that will be adjacent to it. With these two items having similar materials, OWL will design the service building as well. The cost for design of the Fuel Island is \$36,875 while the service building design is \$27,671.30 for a total OWL design cost of \$64,546.30.

**Butler Road Improvements Design**

Project Div	GL	OHM Advisors	G2 Consulting	OWL	Total	Budget
Fuel Island	253-737-972.000	\$ 85,000.00	\$ 7,000.00	\$ 64,546.30	\$156,546.30	\$900,000
Comm Ctr. PL	253-737-937.000	\$ 30,000.00	\$ 2,500.00	-	\$ 32,500.00	\$720,000
Library PL	253-737-937.000	\$ 20,000.00	\$ 1,500.00	-	\$ 21,500.00	\$480,000
Seyburn Dr Road	253-737-995.203	\$ 25,000.00	\$ 2,000.00	-	\$ 27,000.00	\$425,000
Seyburn WM	592-536-971.002	\$ 25,000.00	\$ 2,000.00	-	\$ 27,000.00	
		\$185,000.00	\$15,000.00	\$ 64,546.30	\$264,546.30	

**STAFF RECOMMENDATION**

Staff recommends approval of the OHM Advisors engineering services scope for the 2026 Civic Campus Improvements including the Fuel Island, Seyburn Drive, & Parking Lots in the not to exceed amount of \$185,000, material testing to G2 Consulting in the estimated amount of \$15,000, and Fuel Island Design to Oscar W Larson in the amount of \$64,546.30 totaling \$264,546.30. Funding will be provided from the accounts as broken down in the body of this memo.

**An appropriate motion is:**

**Move to approve the OHM Advisors engineering services scope for the 2026 Civic Campus Improvements including the Fuel Island, Seyburn Drive, & Parking Lots in the not to exceed amount of \$185,000, material testing to G2 Consulting in the estimated amount of \$15,000, and Fuel Island Design to Oscar W Larson in the amount of \$64,546.30 totaling \$264,56.30 with funding to be provided from the accounts as broken down in the body of this memo.**

**EXHIBITS**

Exhibit 1 – City Council Sept. 17, 2025 Item 9a

Exhibit 2 – OHM Design Scope

Exhibit 3 – OWL Fuel Island Design Scope

Exhibit 4 – OWL Service Building Design Scope



**To:** Mayor and City Council  
**From:** Thomas A. Tanghe, City Manager; Steven J. Cohen, AICP, Director of Community Development; Devin Lang, Assistant Director of Community Development  
**Submitted:** September 17, 2025  
**Subject:** Municipal Campus Fuel Island  
**Motion – Approval of Site Plan and Tree Removal Permit**

## INTRODUCTION AND HISTORY

This is a request from the Auburn Hills Tax Increment Finance Authority and Department of Public Works to construct a dual dispenser fuel island on the City's municipal campus, located at 1827 N. Squirrel Road. The new fuel island, which will serve only municipal vehicles, will not be available for public use.

The island will provide a secondary location for refueling municipal vehicles with gasoline, diesel, and diesel exhaust fluid. This addition will reduce the City's reliance on its current fueling point at the Department of Public Works facility. Locating this resource at the municipal campus will enhance fleet operations, maintain the readiness of emergency vehicles, and reduce service interruptions caused by traveling off-site to refuel.

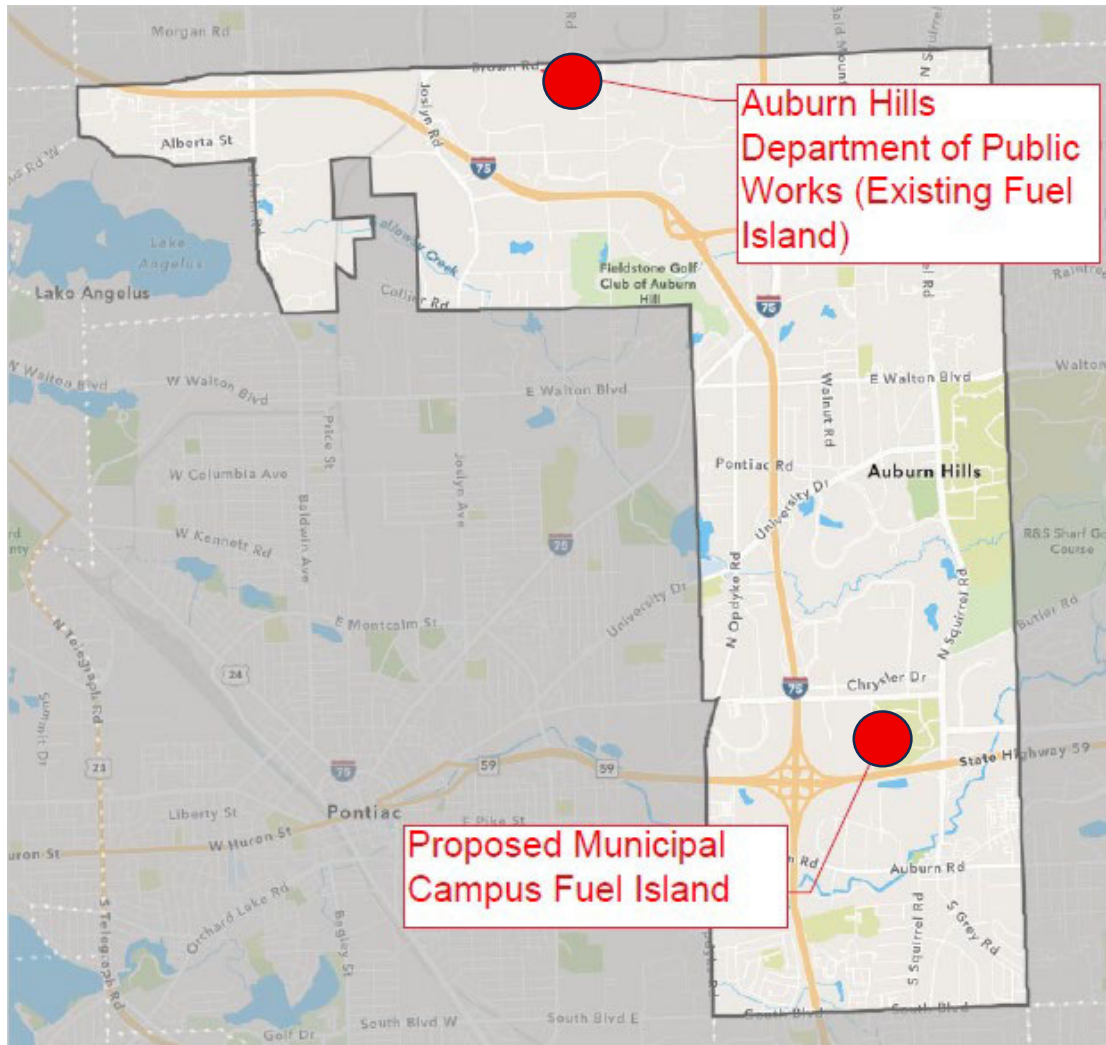
## Site Plan



*Illustrated Site Plan*

### **INTRODUCTION AND HISTORY (cont.)**

Currently, the only location available for refueling municipal vehicles is the Department of Public Works facility, located at 1500 Brown Road, situated in the northernmost part of the City. This creates a reliability issue and inefficiencies for the Police, Fire, and Senior Services Department, located on the municipal campus, as well as Fire Station #1, located Downtown. Currently, these vehicles must travel 10-17 miles round-trip to the Department of Public Works facility to refuel.

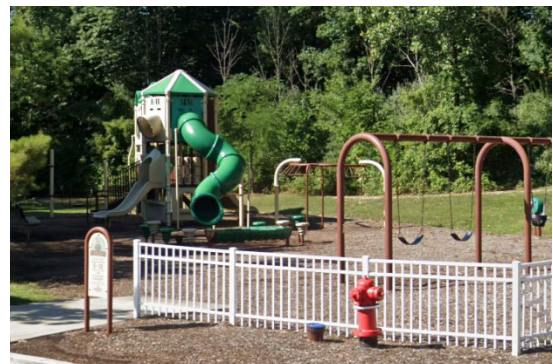


*Existing Fuel Island at DPW - 1500 Brown Road, and Proposed Municipal Campus Fuel Island*

### **KEY ISSUES**

#### **1. Community Center - Playground Removal**

The playground west of the Community Center was slated for replacement in 2027; however, to minimize grading and maximize the amount of trees preserved, the playground will be removed as part of this project. **The playground will be replaced.** The Department of Public Works will collaborate with the Department of Recreation and Senior Services to identify an appropriate location on the municipal campus for the construction of a new playground in 2026.



*Existing playground to be removed*



**KEY ISSUES (cont.)****2. Enhanced Landscaping and Architectural Design**

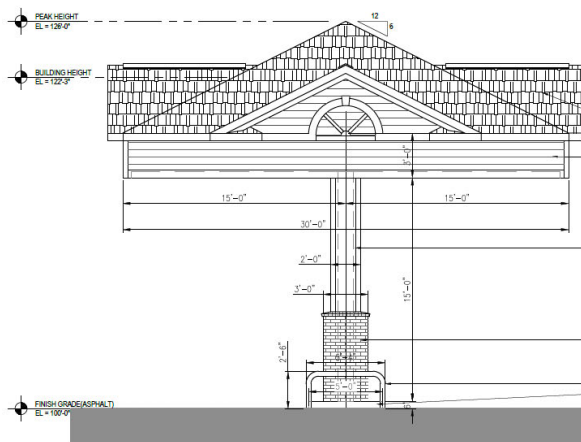
To mitigate the aesthetic impact of the fuel island, the site has been designed to maximize landscaping and screening by preserving as many existing trees and associated vegetation as possible and installing new plantings between the fuel island and the Community Center. In addition to enhanced landscaping, the fuel island canopy and control building have been designed to incorporate Colonial Revival elements with New England farmhouse influences, similar to those found in the Community Center and other buildings on the municipal campus.



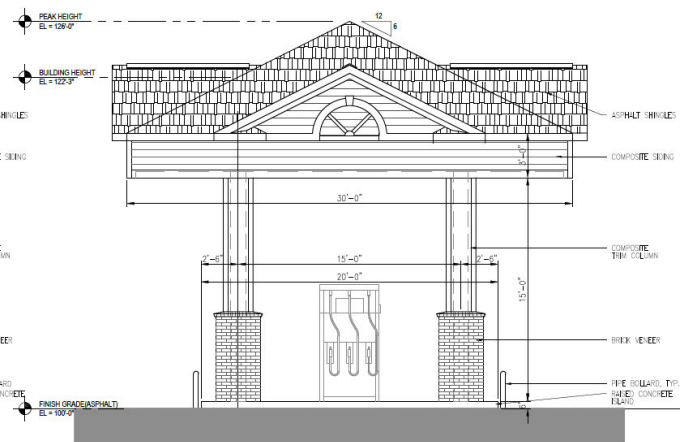
**(A) EXISTING COMMUNITY CENTER**  
NONE



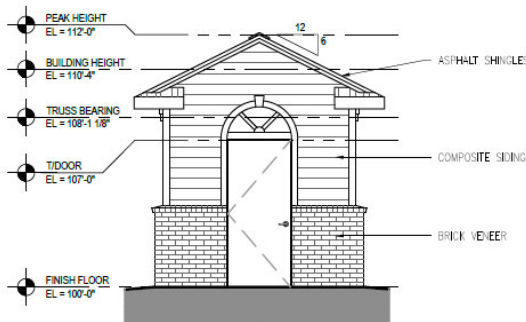
**(B) EXISTING COMMUNITY CENTER**  
NONE



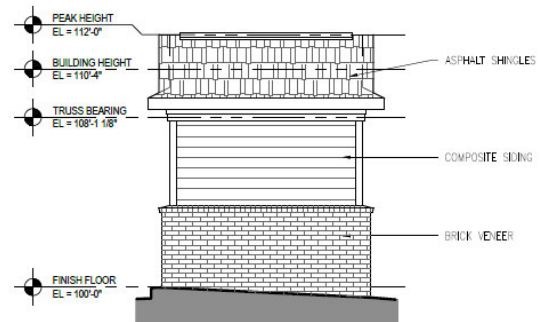
**(7) NORTH & SOUTH ELEVATION**  
1/4" = 1'-0"



**(8) EAST & WEST ELEVATION**  
1/4" = 1'-0"



**(3) NORTH ELEVATION**  
1/4" = 1'-0"



**(4) EAST ELEVATION**  
1/4" = 1'-0"

*Enhanced architectural features were added to the fuel island canopy and control building*

**STAFF RECOMMENDATION**

Please be advised that the City's Administrative Review Team has reviewed this project and recommended approval.

Staff recommend Approval of the Site Plan and Tree Removal Permit and offer the following discretionary findings of fact:

1. The Site Plan contains sufficient basic information required by the Zoning Ordinance for a recommendation.
2. The requirements of Section 1815, Items 7A-7E of the Zoning Ordinance can be met as follows:
  - a) All requirements and standards of the Zoning Ordinance and other City Ordinances can be met.
  - b) Safe, convenient vehicular ingress/egress has been depicted; primary access will be to Seyburn Drive.
  - c) Traffic circulation features within the site avoid common traffic problems and can promote safety.
  - d) A satisfactory and harmonious relationship will exist between the proposed development and the surrounding area.
  - e) The proposed use will not have an unreasonable, detrimental, or injurious effect upon the natural characteristics of the subject parcel or the adjacent area.
3. Greenbelts will be provided.
4. Landscape requirements will be met, and calculations have been submitted.
5. A note indicates that exterior lighting shall meet the requirements of the Zoning Ordinance. Pole and wall-mounted lighting shall be shielded and directed downward. The light poles will not exceed 22 feet in height. Lamp bulbs and lenses shall not extend below the light fixture shields.
6. A note indicates that outside storage, including pallet storage, overnight vehicles, and trailer storage, will not be permitted.
7. A Tree Removal Permit is required - 56 replacement trees are required, and 72 replacement trees are proposed.

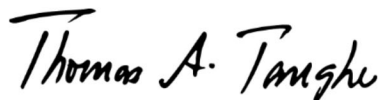
**PLANNING COMMISSION RECOMMENDATION**

Recommended Approval on September 10, 2025 (7-0 vote)

**RECOMMENDED ACTION**

Move to accept the Planning Commission's recommendation and approve the Site Plan and Tree Removal Permit for the Auburn Hills Municipal Campus Fuel Island subject to the conditions of the City's Administrative Review Team.

I CONCUR:



THOMAS A. TANGHE, CITY MANAGER



CITY OF AUBURN HILLS  
PLANNING COMMISSION  
MINUTES - EXCERPT  
**NOT YET APPROVED**

September 10, 2025

**CALL TO ORDER:** Chairperson Ouellette called the meeting to order at 7:00 p.m.

**ROLL CALL:** Present: **Carolyn Shearer, Darlene MacMillan, Jack Ferguson, Cynthia Pavlich, Sam Beidoun, Dominic Patrus, Greg Ouellette**  
Absent: Dominick Tringali, Raymond Saelens  
Also Present: Director of Community Development Steve Cohen, Assistant to the Director of Community Development Devin Lang, City Engineer Hannah Driesenga, Director of the Department of Public Works Stephen Baldante, DPW Manager of Fleet and Roads Jason Hefner  
Guests: None

**LOCATION:** Council Chambers, 1827 N. Squirrel Road, Auburn Hills, MI 48326

## **5. PETITIONERS**

### **5a. Municipal Campus Fuel Island (7:01 p.m.)**

**Public Hearing/Motion – Recommendation to City Council for Site Plan and Tree Removal Permit approval to construct a new municipal fueling island.**

This is a request from the Auburn Hills Tax Increment Finance Authority and Department of Public Works to construct a dual dispenser fuel island on the City's municipal campus, located at 1827 N. Squirrel Road. The new fuel island will only serve municipal vehicles.

The island will provide a secondary location for refueling municipal vehicles with gasoline, diesel and diesel exhaust fluid. This addition will reduce the City's reliance on its current fueling location at the Department of Public Works facility. Locating this resource at the municipal campus will enhance fleet operations, maintain the readiness of emergency vehicles, and reduce service interruptions caused by traveling off-site to refuel.

Locating a second fuel island on the municipal campus will reduce the inefficiencies of requiring the Police, Fire and Senior Services departments to travel 10-17 miles round-trip to refuel at the Department of Public Works facility in the northernmost part of the City.

To minimize the aesthetic impact of the fuel island, there will be maximum landscaping and screening, preserving many existing trees and associated vegetation and installing new plantings between the fuel island and the Community Center. The architectural design will also blend in well with the other buildings on the municipal campus.

The existing playground west of the Community Center will be removed. The Department of Public Works will work with the Department of Recreation and Senior Services to identify an appropriate location on the municipal campus for the construction of a new playground in 2026.

**City Engineer Hannah Driesenga, Director of the Department of Public Works Stephen Baldante, DPW Manager of Fleet and Roads Jason Hefner** were available to answer any questions of the Commission.

The Commission asked about the following:

1. The financial benefit to the City;
2. Choosing the supplier;
3. The number of vehicles per day;
4. Security of the area;
5. Hours of availability.

Mr. Baldante stated that the City Manager estimated that the financial benefit of installing this second fuel island will be realized in 4-5 years. He further explained that the choice of the fuel supplier follows the City's bid proposal process and that approximately 20 vehicles per day will use this new fueling island. The DPW vehicles will continue

to use the original fuel island on Brown Road. However, this new fuel island will help with refueling snow plows working in the south end during storm events.

Mr. Hefner explained that there is a key required to access the fuel island and that the system is controlled through Fuel Master whereby each vehicle has a vehicle-specific key. The fuel island is available 24 hours per day. Mr. Baldante stated that security cameras may be considered in the future if necessary.

Mr. Ouellette opened the public hearing at 7:07 p.m.

There being no public comments, Mr. Ouellette closed the public hearing at 7:07 p.m.

**Moved by Shearer to recommend to City Council approval of the Site Plan and Tree Removal Permit for the Auburn hills Municipal Campus Fuel Island subject to the conditions of the City's Administrative Review Team.**

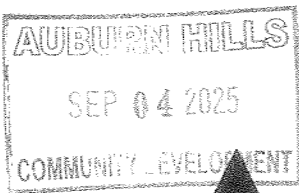
**Second by MacMillan.**

**VOTE:**

**Yes: MacMillan, Beidoun, Patrus, Pavlich, Shearer, Ferguson, Ouellette**

**No: None**

**Motion Carried (7-0)**



# Development Application

Project Name: Municipal Campus Fuel Island

General Project Location: 1827 N Squirrel Rd.

Parcel Size: 60.11 Zoning: R-1

Sidwell Number(s): 14-13-300-008 (Part of)

Project Description: Additiion of one dual fuel dispenser, canopy, and small support building

Building Size (sq. ft.): Canopy - 900 Support Building - 100

Check requested review(s)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Site Plan             | <input type="checkbox"/> Subdivision  |
| <input checked="" type="checkbox"/> Tree Removal Permit   | <input type="checkbox"/> Planned Unit Development - Step 1/Step 2/Combined                |
| <input type="checkbox"/> Special Land Use Permit(s) _____ | <input type="checkbox"/> Rezoning _____ to _____  |
| <input type="checkbox"/> Land Division                    | <input type="checkbox"/> ZBA Variance or Interpretation<br>(see supplemental application) |
| <input type="checkbox"/> Land Exchange                    | <input type="checkbox"/> Other _____  |

City Use Only

Address: 1827 N Squirrel Rd.

Date Received: 9/4/25

Fees Paid: NO FEE - CITY PROJECT

SP #: 250016

SLU #(s): \_\_\_\_\_

LD/LE/SUB #: \_\_\_\_\_

RZ #: \_\_\_\_\_

PUD #: \_\_\_\_\_

ZBA #: \_\_\_\_\_

PTR #: 250006

Applicant

Name: Andrew Hagge - TIFA Executive Director Signature: [Signature]

Business Name and Address: Auburn Hills Tax Increment Finance Authority - 1827 N. Squirrel Rd.

City: Auburn Hills State: MI Zip Code: 48326 Phone Number: 248-364-6804

Fax Number: \_\_\_\_\_ Alt. Phone Number(s): \_\_\_\_\_

Property Owner(s)

Name: Tom Tanghe - City Manager Signature: [Signature]

Business Name and Address: City of Auburn Hills - 1827 N. Squirrel Rd.

City: Auburn Hills State: MI Zip Code: 48326 Phone Number: 248-370-9440

(Provide additional sheet if necessary for multiple property owners)

Please contact the City of Auburn Hills Community Development Department,  
1827 N. Squirrel Road, Auburn Hills, MI 48326 / Phone: 248-364-6900 Fax: 248-364-6939  
www.auburnhills.org

September 5, 2025

Mr. Steven Cohen, AICP  
Director of Community Development  
CITY OF AUBURN HILLS  
1827 North Squirrel Road  
Auburn Hills, Michigan 48326

RE: City Campus Fueling Station  
Site Plan 1<sup>st</sup> Review

Dear Mr. Cohen:

We have prepared this summary regarding the above referenced project with respect to grading, paving, storm drainage/detention, and availability of municipal utilities to serve the site. The site plan was prepared by OHM on behalf of the City as this is a public infrastructure project. The site comments are noted below.

**PERMITS:**

Various permits will be required for this site, including but not limited to the following:

- Soil erosion permit from O.C.W.R.C.
- Water main extension permit from E.G.L.E.

**GENERAL:**

The site is located on the Auburn Hills Civic Campus, west of the Community Center. The City is proposing to construct a new fuel station at this location to improve fleet operations with City vehicles not having to travel to the DPW site on Brown Road for fueling. The fuel station will consist of two pumps for diesel and gasoline. The station will include a canopy over the pumps as well as a small control building and vacuum pedestal on the south side of the site. The site is part of the larger Civic Campus parcel, which is zoned One Family Residential (R-1). The adjacent property to the west is zoned Technology & Research (T&R). A legal description of the overall parcel is included on the plan. The City of Auburn Hills Standard Notes and Fire Department Notes are included on the plan. A landscape plan and a soil erosion and sedimentation control plan were included in the plan set and appear to be acceptable.

It should be noted that the existing play structure adjacent to the Community Center will be removed as part of the project. A new play structure is being planned for a different location on the Civic Campus. In addition, the project will also include reconstruction of a portion of Seyburn Blvd, pavement replacement within the Community Center and Library parking lots, and water main looping.

**MUNICIPAL UTILITIES:**

There is an existing 8-inch water main that extends along the north side of the Community Center, ending with a hydrant near the northwest corner of the building. The project will include installation of new 8-inch water main from the end of this main, through the new fuel station drive and north along Seyburn Blvd to connect to existing water main west of the Library. This new water main will create an additional loop within the system for improved





service to the Community Center. A new fire hydrant is proposed at the corner of the fuel station driveway to provide adequate coverage for the new facility. No new water service is proposed for the fuel station.

There is an existing 12-inch sanitary sewer that runs along the east side of Seyburn Blvd and through the proposed site, continuing south through the Civic Campus parcel. No new sanitary sewer or services are proposed as part of the new fuel station. The proposed pavement for the fuel station has been set so that the existing sanitary sewer manhole will be located within the pavement area to allow for maintenance access by the City DPW.

#### STORM SEWER AND DETENTION:

The site is part of the City's Civic Campus, which has been allocated storm water runoff to the downstream drainage system at an average C-factor of 0.60. The additional impervious area resulting from the new fuel station pavement does not significantly change the overall site runoff and the overall C-factor is still well below what is allocated. Therefore, no additional detention is required for the proposed fuel station improvements.

Storm water runoff for the site will be collected via a series of catch basins and routed to existing storm sewer near the northwest corner of the Community Center. This storm sewer flows east in front of the building, then south to the existing drainage course through the Civic Campus, and ultimately to Galloway Creek. A water quality unit has been indicated on the plans prior to the storm water exiting the site in accordance with City requirements.

#### TRAFFIC/PAVING:

The fuel station will include a new drive approach at the end of Seyburn Blvd to access the site. The site will include a large area of asphalt pavement for vehicle maneuvering to the fuel pumps as well as fuel delivery truck access. A vehicle turning diagram is included on the plan. An approximately 40-ft by 50-ft concrete pad will be located around the pumps and fuel tank area. Pavement details for the proposed asphalt and concrete sections are included in the plan meeting City requirements. New concrete sidewalk is proposed from the existing sidewalk in front of the Community Center along the west side of the building to provide improved access to an existing door.

#### GRADING:

Existing and proposed grades are shown with contours and spot elevations. The site significantly slopes to the south and east, and the proposed site grading is consistent with that pattern. Slope grading around the proposed pavement areas are 1 on 4 or less per City standards. Pavement slopes are also consistent with City standards and are to remain between 1% and 6% for drive areas and between 1% and 4% for parking areas. Sidewalk slopes shall comply with ADA standards. No retaining walls are proposed for this site.

#### RECOMMENDATIONS:

The site plan is in substantial compliance with City of Auburn Hills requirements, and has been stamped "Approved" by our office. If you have any questions or are in need of any further information, please feel free to contact our office.

Sincerely,

**OHM Advisors**

Timothy J. Juidici, P.E.

Transmitted via e-mail to Steven Cohen: September 5, 2025

cc: File

P:\0101\_0125\0120240410\_CITY\_CAMPUS\_FUEL\_ISLAND\PM\CORRESPONDENCE\CAMPUS\_FUEL\_STATION\_SITE  
REV.DOCX

September 5, 2025

Steve Cohen, Director Community Development  
City of Auburn Hills, Community Development Department  
1827 North Squirrel Road  
Auburn Hills, MI 48326

Subject: City Campus Fuel Station, Auburn Hills, MI

Dear Mr. Cohen,

The submittals regarding the above-mentioned project were reviewed and a site visit made. See tree detail chart below for tree inventory, removal and replacement tree requirements.

#### TREE DATA TABLE

DESCRIPTION	TOTAL TREES	Required/REPLACEMENT TREES
Total Trees Surveyed	101	
Trees Saved	50	0
Removed Regulated Trees	33	33
Non-regulated/Dead Trees Removed	9	0
Removed Landmark Trees	8 (232" x .25)/2.5	23
<b>TOTAL Required Replacement Trees</b>		<b>56 Trees</b>

Applicant is removing 41 regulated trees at the site; 8 are Landmark trees. Total replacement trees required to satisfy the Woodlands Ordinance is 56;  $33 + (232 \times .25)/2.5$ . The landscape plans provide 72 trees.

Woodland consultant reserves the right to identify trees requiring individual tree protection prior to land clearing. Land clearing to commence after November 1, 2025 to prevent oak wilt. This project is approved based on site conditions, tree inventory data, accompanying landscape plans, as stated.

Best regards,

  
Julie Stachecki

City of Auburn Hills Woodland Consultant



Site Specific, Inc.

JULIE STACHECKI, ISA Certified Arborist MI-0650, TRAQ, MI Oak Wilt Qualified  
Howell, MI 48843 ♦ 810.599.0343 ♦ stachec1@me.com



# Site Plan



## City of Auburn Hills Conceptual Fueling Station

**A** Asphalt Entry Drive

**B** Fuel Station on Concrete

**C** Covered Fueling

**D** Underground Storage

**E** Playground Removal

**F** Landscape & Restoration

**G** Building & Vacuum  
Pedestal



Advancing Communities™

3350 E SEYBURN DRIVE  
AUBURN HILLS, OAKLAND COUNTY, MICHIGAN  
PARCEL ID: 14-13-300-008



APPLICATION DATE	PERMITS	APPROVAL DATE
	OAKLAND COUNTY SESC PERMIT	

DATE/ISSUE: 2025/09/04





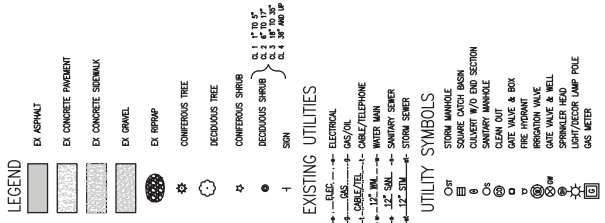








1. EXISTING CONDITIONS ARE PRESENTED BASED ON TOPOGRAPHIC SURVEY BY JOHN W. BARNES, ALL EXISTING IMPROVEMENTS ARE SHOWN AS THEY EXISTED IN 1971. THE EXISTING UTILITY LOCATIONS ARE SHOWN AS THEY EXISTED IN 1971. THE EXISTING UTILITY LOCATIONS ARE SHOWN AS THEY EXISTED IN 1971. THE EXISTING UTILITY LOCATIONS ARE SHOWN AS THEY EXISTED IN 1971.
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ASPH	ASPHALT		
CB	CATCH BASIN (STORM)		
CL	CENTERLINE		
CONC	CONCRETE		
DA	DAMETER		
ELEC	ELECTRICAL		
FT	FEET		
GV	GATE VALVE		
IN	INCHES		
MAN	MANHOLE STRUCTURE		
DM	DOWN ADJUSTORS		
SAN	SANITARY SEWER / SERVICE		
STM	STORM SEWER		
SW	SEWER SERVICE (WATER/SANITARY)		
WMC	WATER MAIN / SERVICE		

Know what's below.  
**Call before you dig.**

EXISTING SANITARY STRUCTURES

#1190 SANITARY MANHOLE T/OAST 921.75  
8" IRON E 1/PPE 914.32  
8" IRON E 1/PPE 914.32

#1104 SANITARY MANHOLE T/OAST 921.75  
12" CLAY SE RW 980.03  
12" CLAY SE RW 906.75  
8" IRON E 1/PPE 914.11

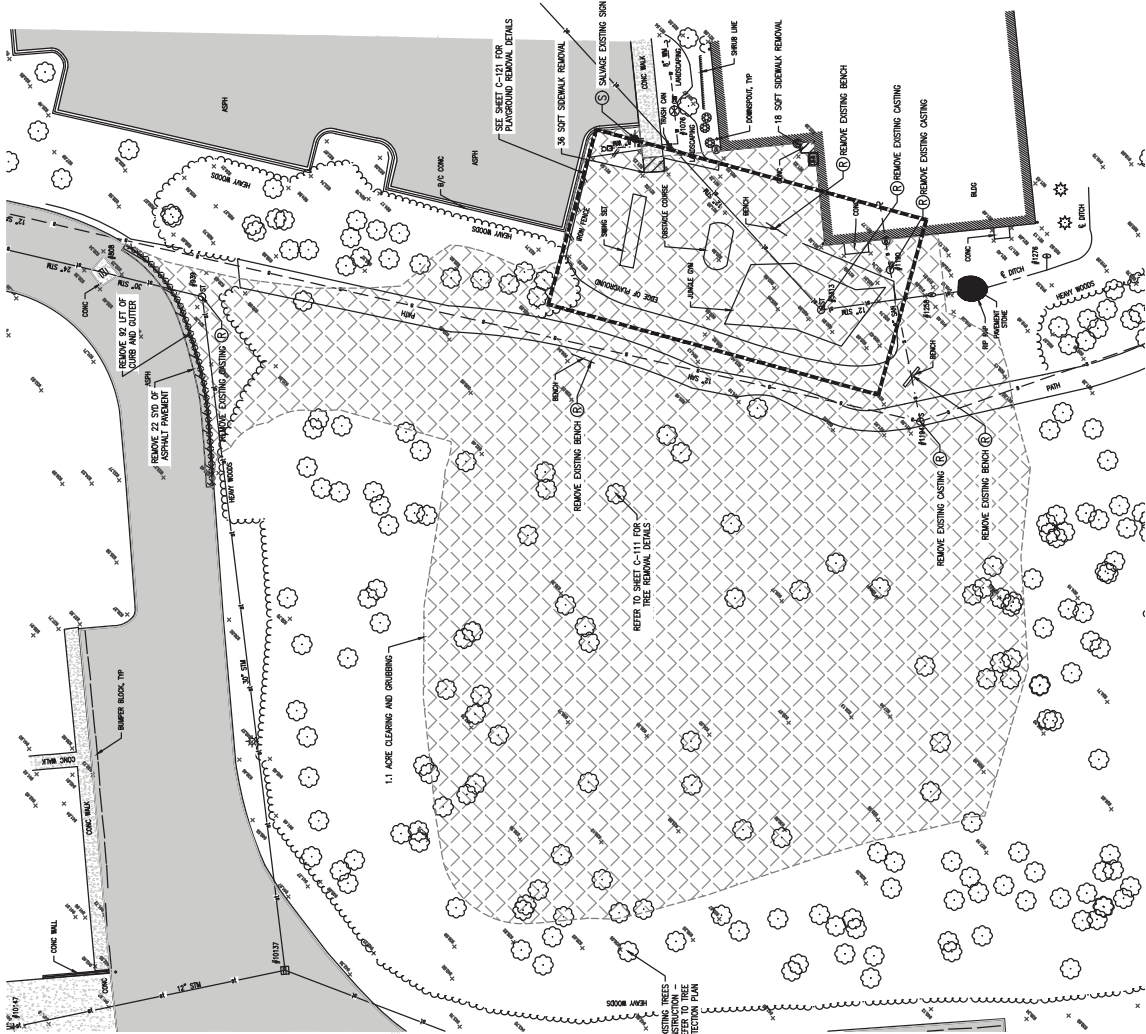
EXISTING WATER MAIN STRUCTURES

#1076 GATE WELL T/OAST 921.81



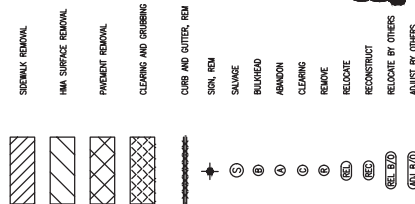


Know what's below.  
**Call** before you dig.



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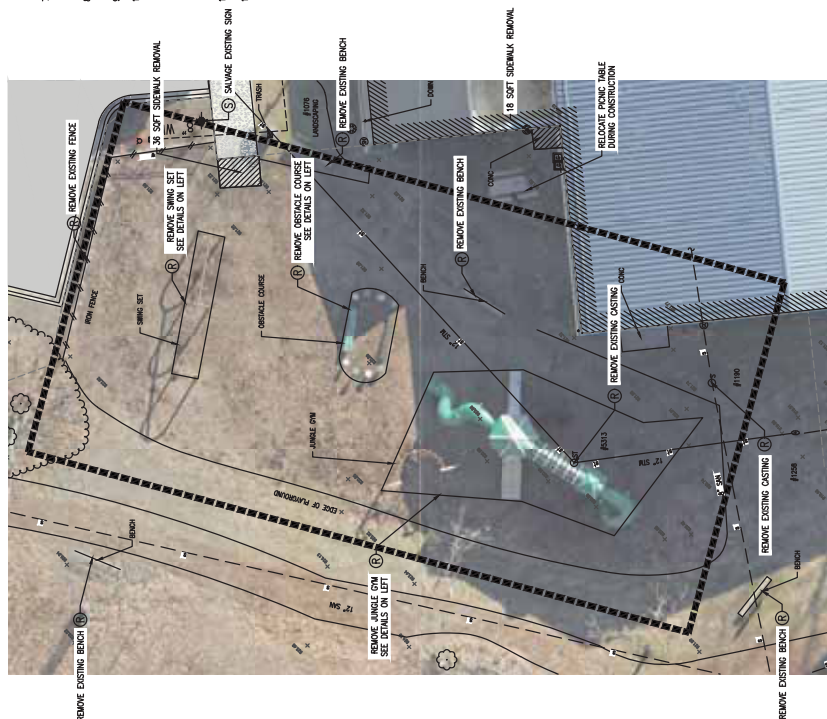
### REMOVAL LEGEND

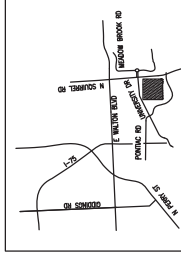


**PRELIMINARY - NOT  
FOR CONSTRUCTION**

SIDWELL # 14-13-300-008

Now what's below.  
**Call** before you dig.



[illegible][illegible] $\mathbb{Z} -$ 

SIDWELL # 14-13-300-008



Know what's below.  
Call before you dig.


10

NO  
PARKING  
FIRE  
LANE

1 NO PARKING SIGN DETAIL

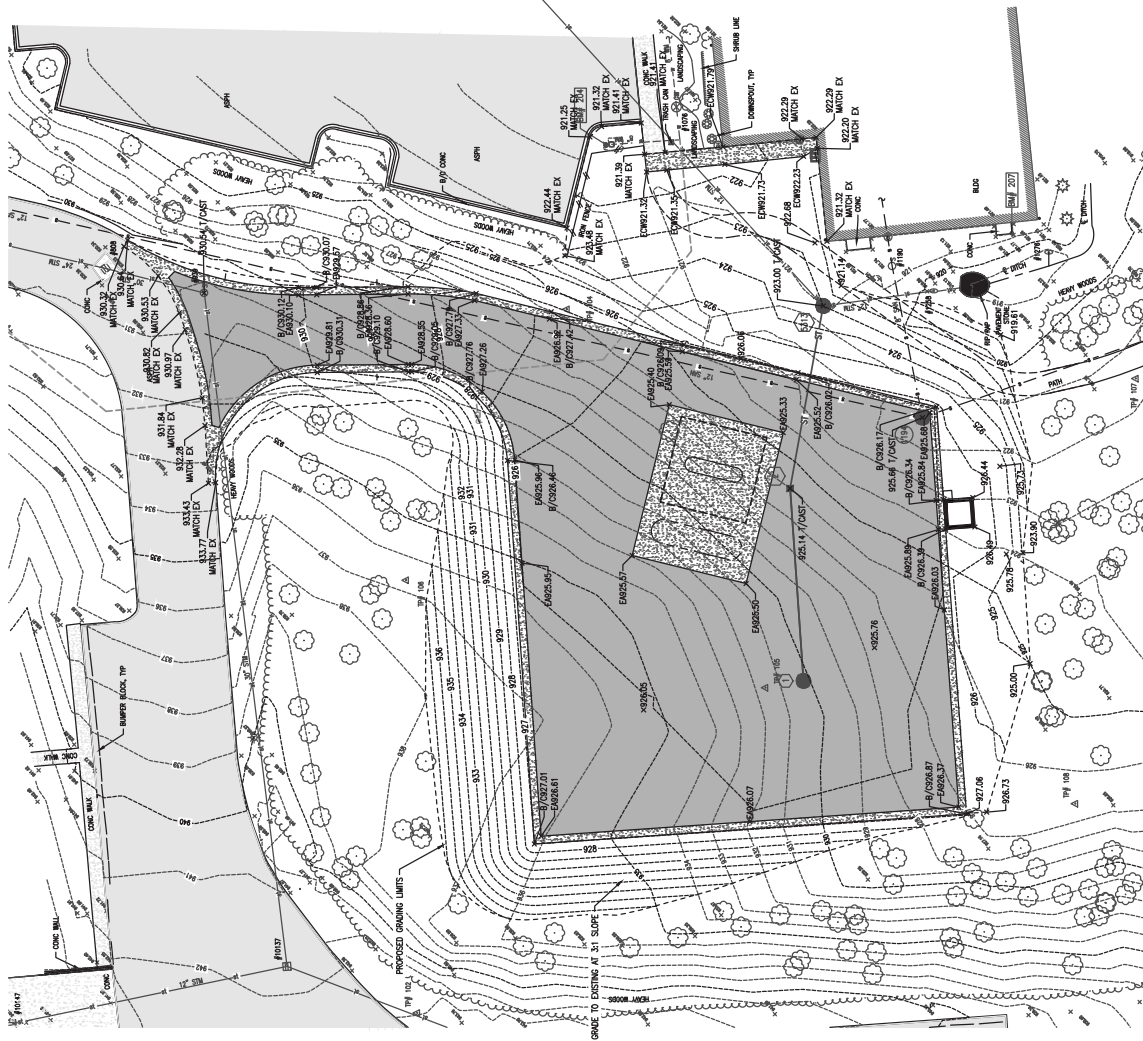




 Know what's below.  
**Call before you dig.**

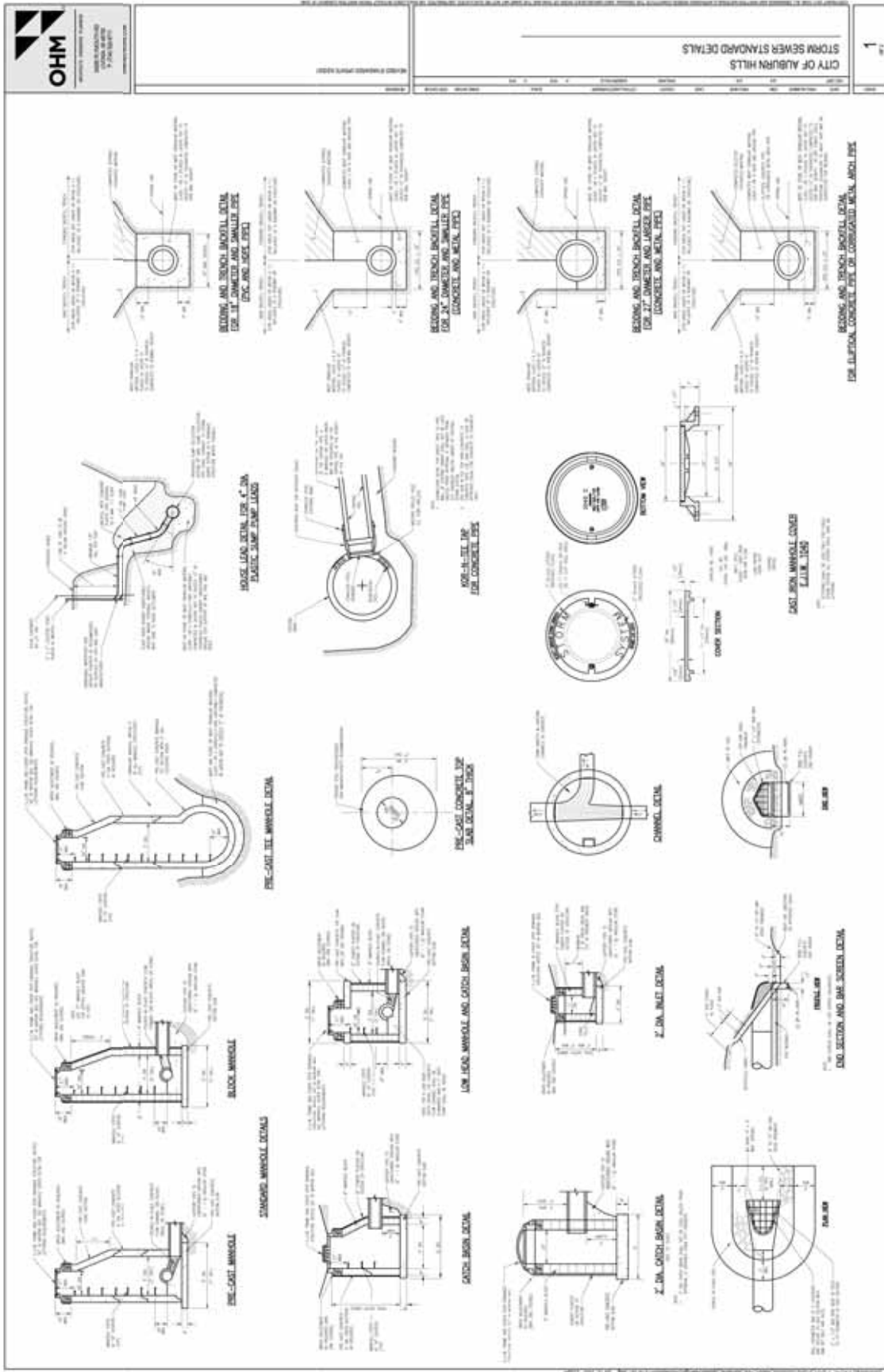


Know what's below.  
**Call** before you dig.



JOB BENCHMARK 7504	THUNDERBOLT POINT 102	ELEV 922.21
CONCRETE PAD IN THE	THUNDERBOLT POINT 103	ELEV 924.18
NORTH EAST CORNER OF BURNING HILLS	THUNDERBOLT POINT 104	ELEV 925.20
COMMUNITY CENTER PLAYGROUND.	THUNDERBOLT POINT 105	ELEV 931.74
JOB BENCHMARK 7077	THUNDERBOLT POINT 106	ELEV 935.79
CONCRETE PAD IN THE	THUNDERBOLT POINT 107	ELEV 921.83
SOUTH WEST CORNER OF CONCRETE PAD IN THE	THUNDERBOLT POINT 108	ELEV 906.17
THUNDERBOLT COMMUNITY CENTER.		

**BENCHMARK ELEVATIONS NOTE:**  
BENCHMARK ELEVATIONS SHOWN ON  
THESE PLANS ARE BASED ON  
MAY088 DATUM.



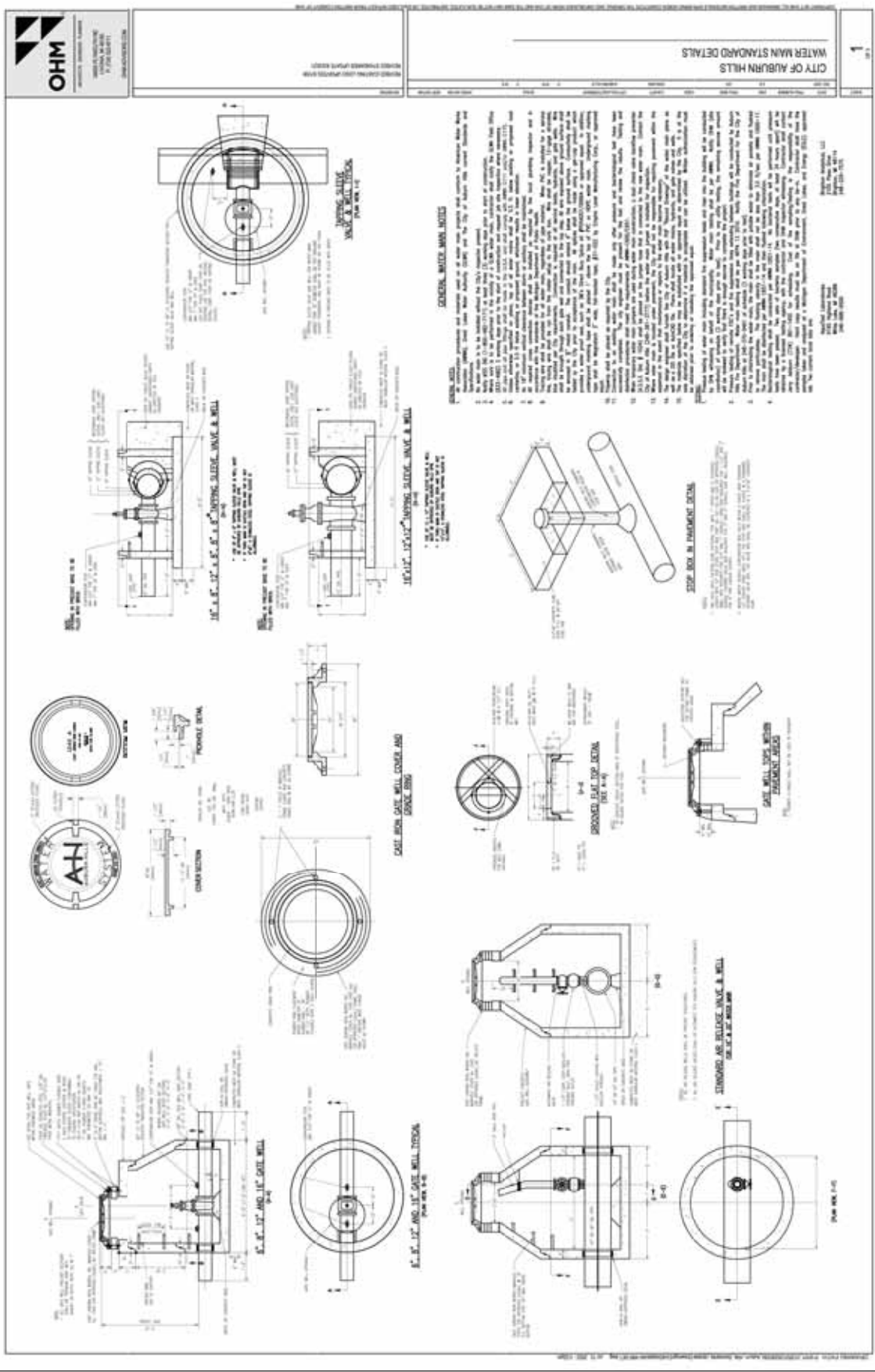


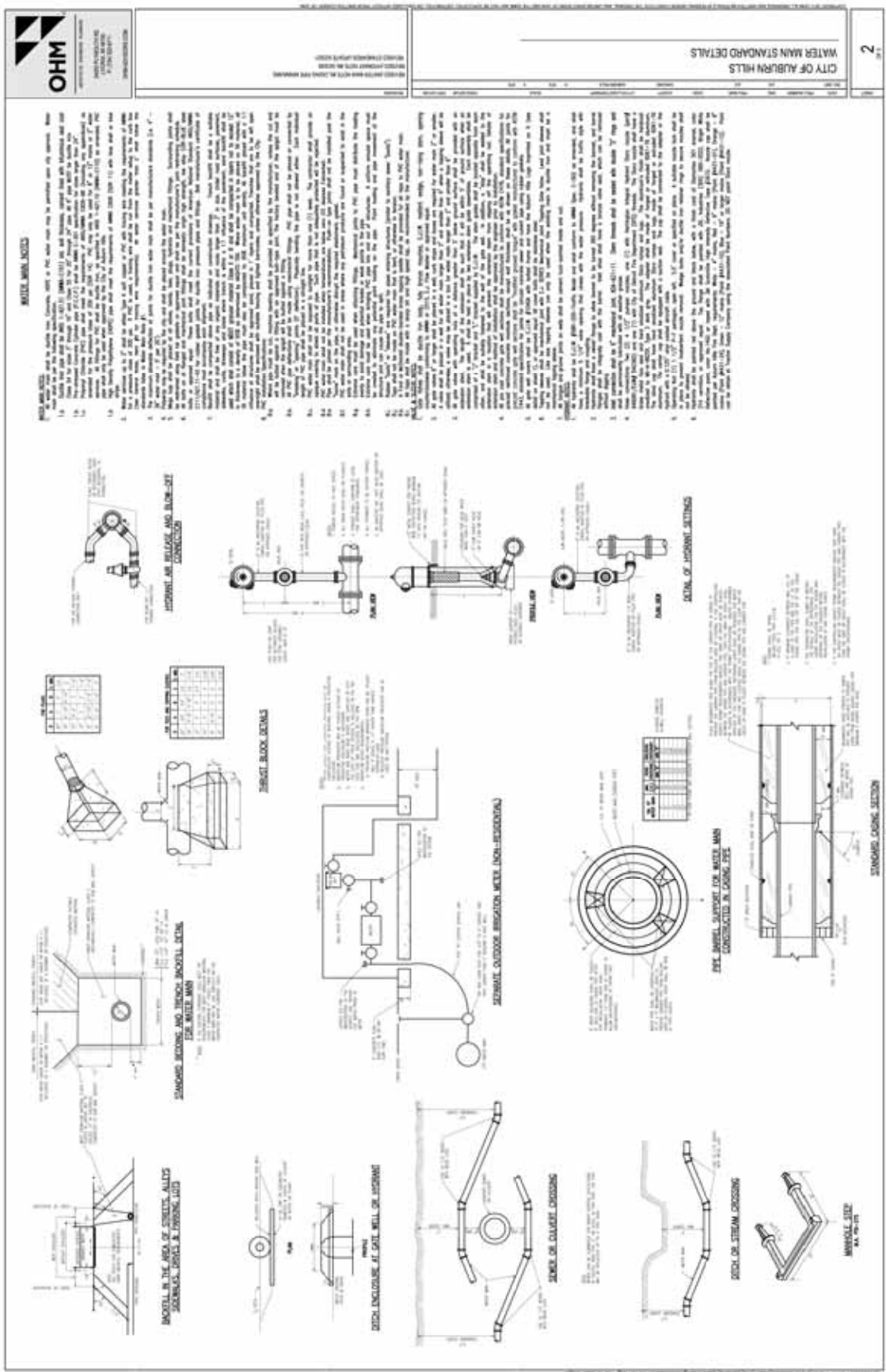


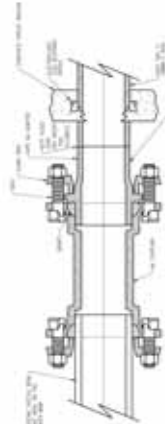
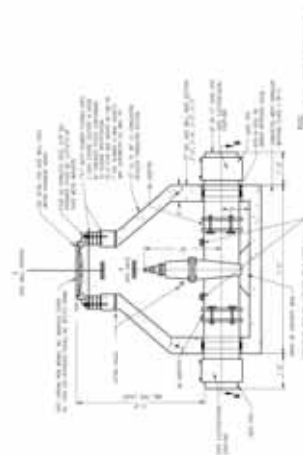
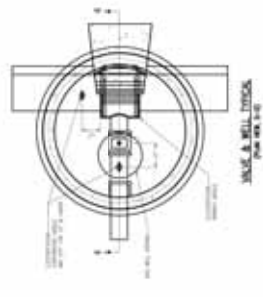
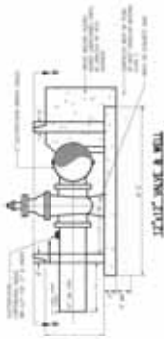
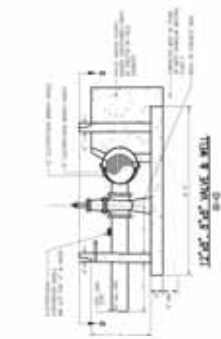
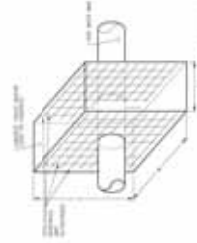
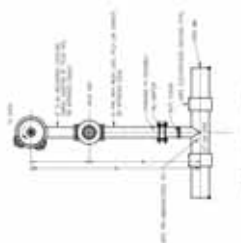
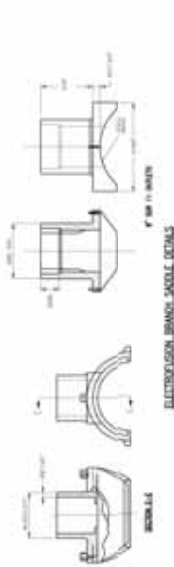


PROJECT NUMBER PM	ISSUED FOR: SITE PLAN APPROVAL	DATE 2/25/2024
PROJECT NAME CITY OF AUBURN HILLS CITY CAMPUS FUELING STATION	DESIGN DESCRIPTION WATER MAIN STANDARD DETAILS	DATE 2/25/2024
PROJECT ADDRESS 3350 E SEVYURN DR, AUBURN HILLS, MI 48326	DESIGNER CITY OF AUBURN HILLS	DATE 2/25/2024
PROJECT NUMBER PM	ISSUED FOR: SITE PLAN APPROVAL	DATE 2/25/2024

**PRELIMINARY - NOT  
FOR CONSTRUCTION**  
SHEET # 14-13-300-008







CLONING WITH ARTIFICIAL CHAOS: INTUITION VS. LOGIC - HIGH-POSSIBILITY POLYMERIZATION

FREE VERMONT ACTUALLY

CONCRETE THRUST ANCHOR FOR HOPE PIPE

### STATE OF A WILL: PRINCIPLES

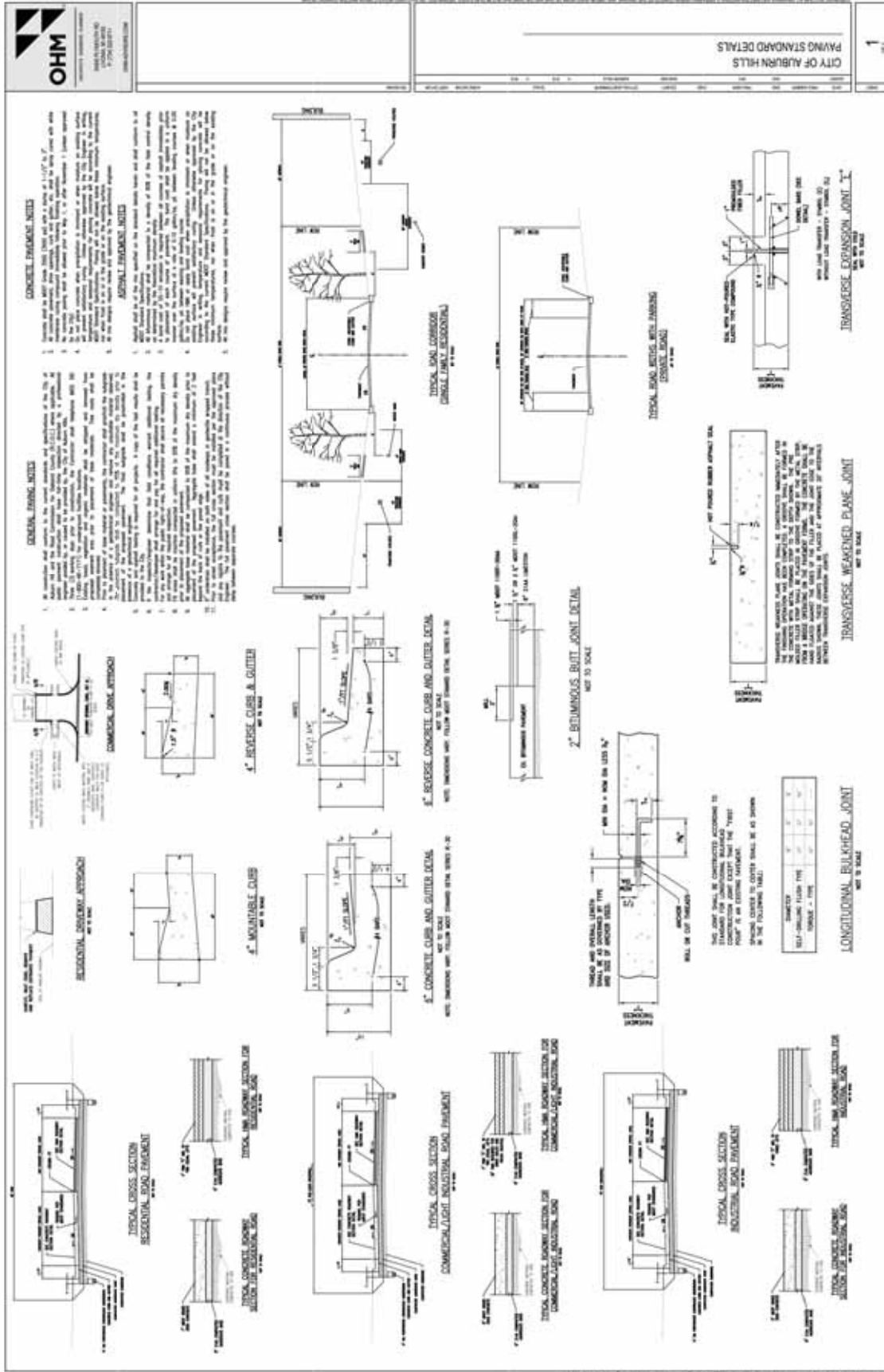
**MILWAUKEE**

ELECTROFUSION DIPS COUPLINGS

**HOPE WATER MAIN JOINT REINFORCED**

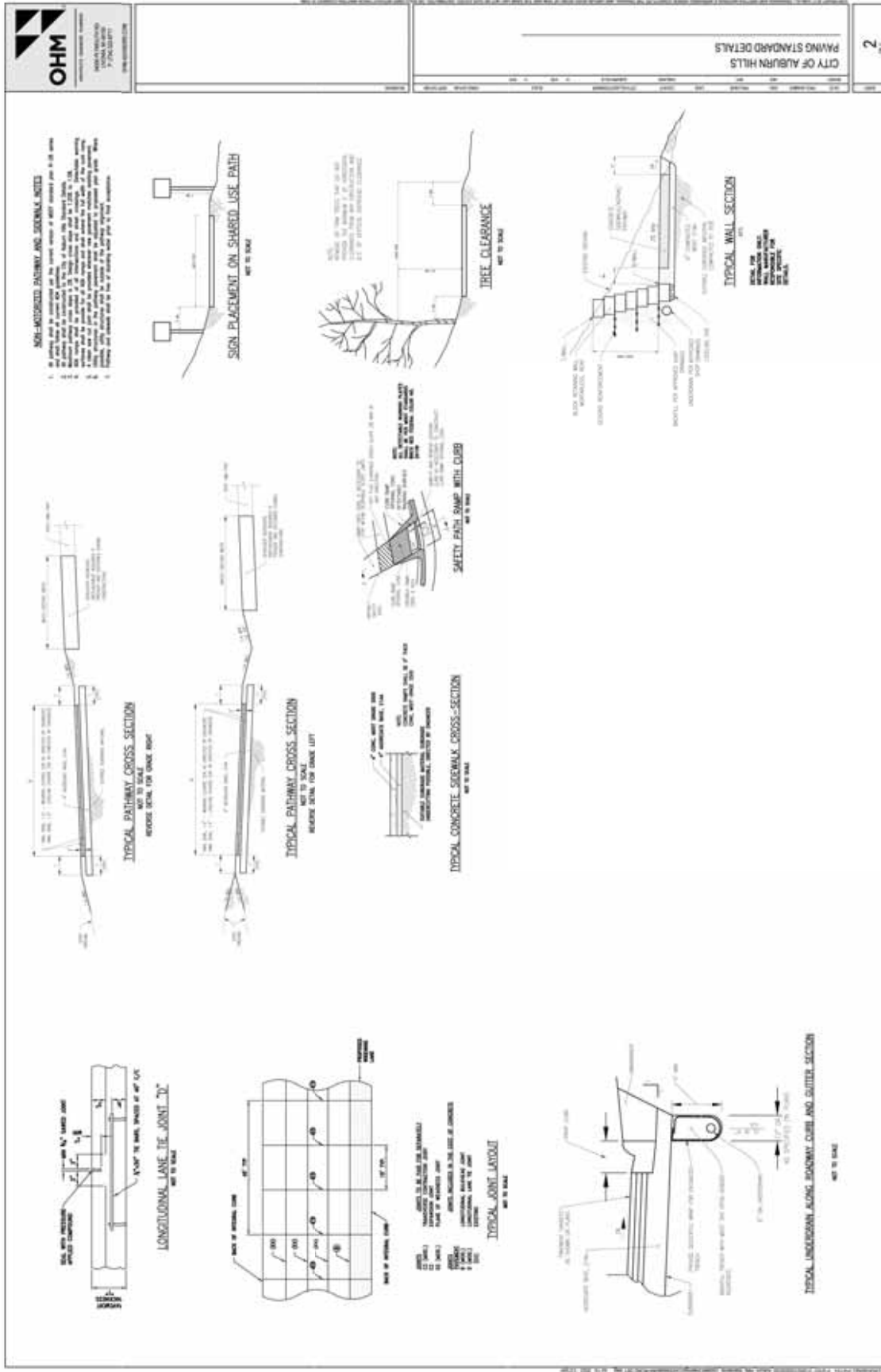
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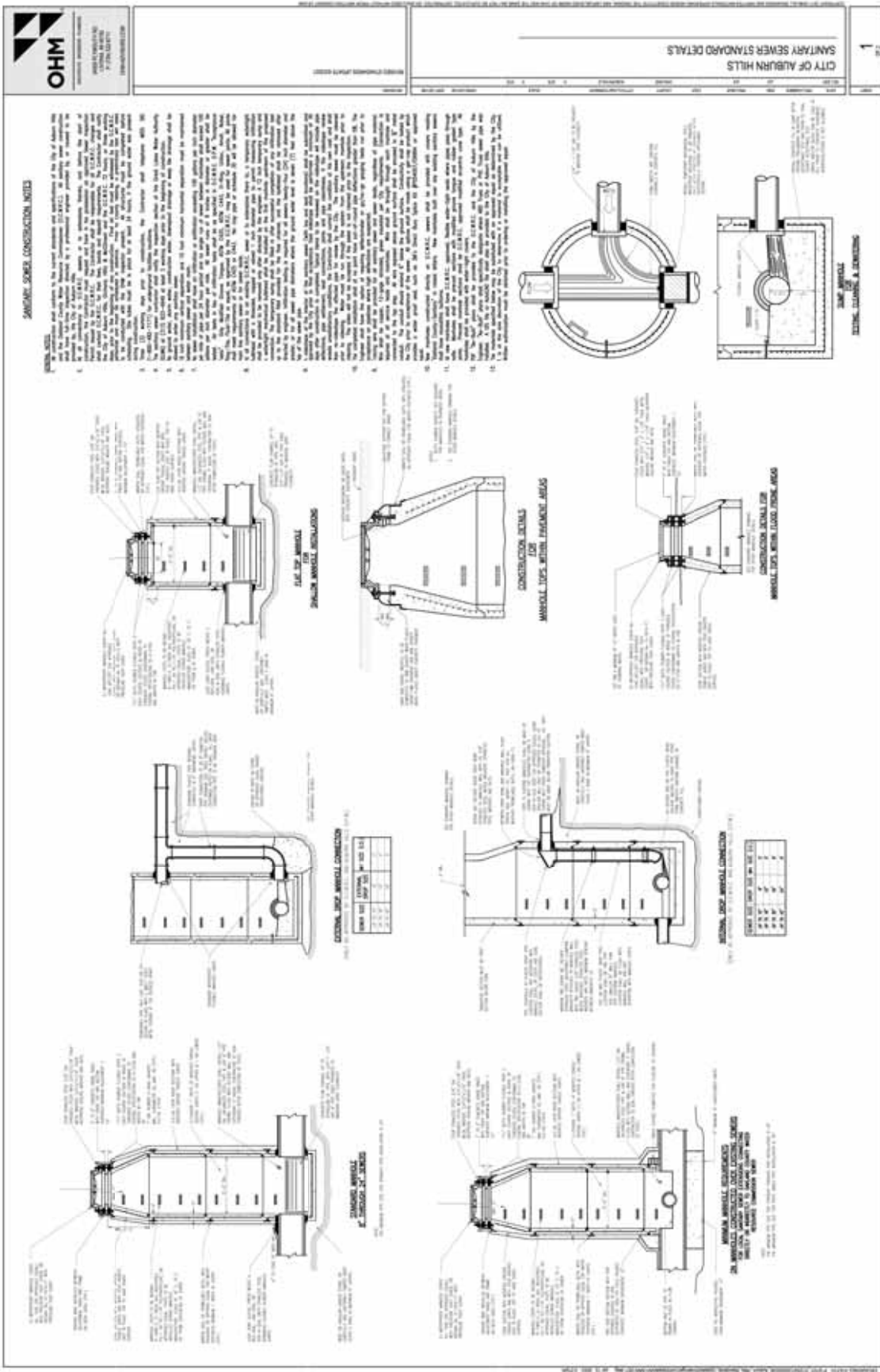




PROJECT NUMBER PM	20250904
CITY OF AUBURN HILLS CITY CAMPUS FUELING STATION 3350 E SEVYRN DR, AUBURN HILLS, MI 48326 CITY OF AUBURN HILLS PAVING STANDARD DETAILS	
ISSUED FOR: SITE PLAN APPROVAL	20250904
DESIGN DESCRIPTION	
DATE	

**PRELIMINARY - NOT  
FOR CONSTRUCTION**  
SHEET # 14-15-300-008











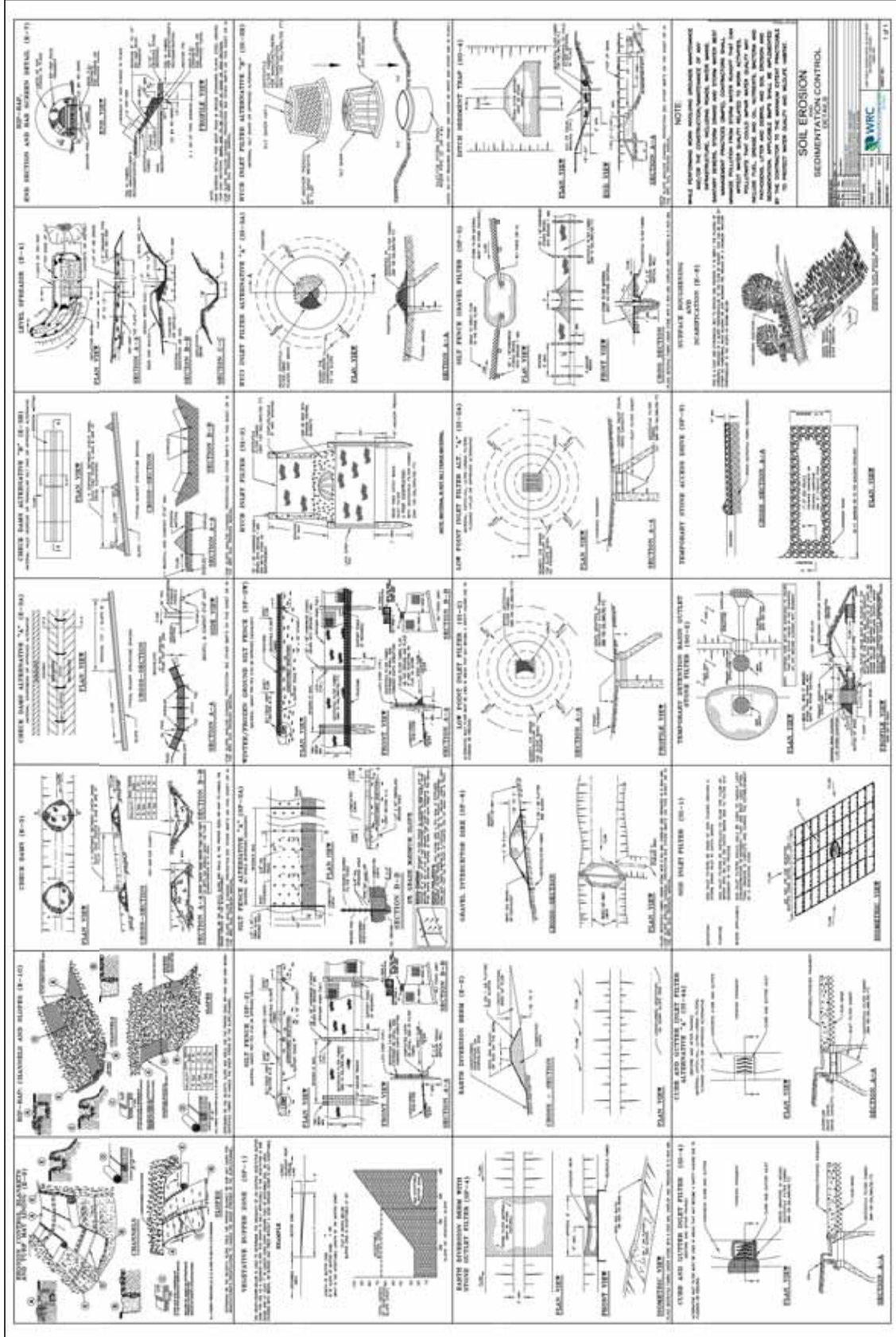


PROJECT NUMBER: PM  
 03030403  
 3350 E SEVYUR DR, AUBURN HILLS, MI 48326  
**CITY OF AUBURN HILLS**  
**CITY CAMPUS FUELING STATION**  
**SOIL EROSION AND SEDIMENTATION CONTROL DETAILS**

DESIGN DESCRIPTION: 20250904  
 DATE: 09/04/25

**C-710**

**PRELIMINARY - NOT FOR CONSTRUCTION**  
 SHEET # 14-15-300-008









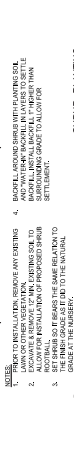
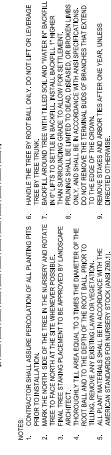
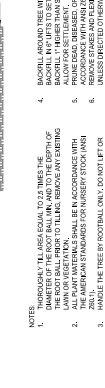
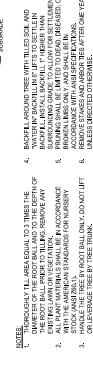
1. STRIP TOPSOIL FROM EXISTING LAWN AREAS WITHIN PROJECT WORK LIMITS EXCEPT IN TREE PROTECTION ZONES. REMOVE ALL GRASS, WEEDS, OR VEGETATION OVER THE AREA BEFORE STRIPPING.
2. ASSUMED EXISTING TOPSOIL AVERAGE DEPTH IS 6 INCHES.
3. EXISTING TOPSOIL AVERAGE DEPTH SHALL BE 12 INCHES. IF LESS, ADD MORE AND UNLESS OTHERWISE SPECIFIED, TO A MINIMUM DEPTH OF 24 INCHES. EXISTING STONES DEEPER THAN 1/2 INCHES FROM THE SURFACE AND STICKS, RUBBER, AND OTHER DEBRIS SHALL BE REMOVED.
4. EXISTING TOPSOIL SHALL BE PLACED TO A DEPTH OF 12" AFTER COMPACTING AND GRADE TOPSOIL TO A SMOOTH, UNIFORM SURFACE PLANE WITH LOOSE, UNIFORM TEXTURE. ROLL AND GRADE TO FINISH. EXISTING TOPSOIL SHALL BE PLACED TO A DEPTH OF 12" AFTER COMPACTING AND GRADE TOPSOIL TO A SMOOTH, UNIFORM SURFACE PLANE WITH LOOSE, UNIFORM TEXTURE. ROLL AND GRADE TO FINISH.
5. COST FOR ALL WORK, LABOR, EQUIPMENT, AND MATERIAL SHALL BE INCLUDED IN THE UNIT PRICE FOR THIS ITEM.

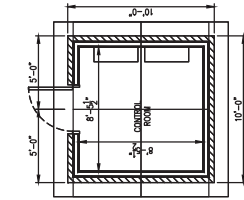
1. WORK SHALL INCLUDE FURNISHING AND PLACING PLANTING SOIL IN PROPOSED PLANTING BEDS PER PLANTING DETAILS.
2. FURNISHED PLANTING SOIL SHALL MEET THE FOLLOWING REQUIREMENTS. PROVIDE TEST REPORT.

- ## SEEDING AND MULCHING

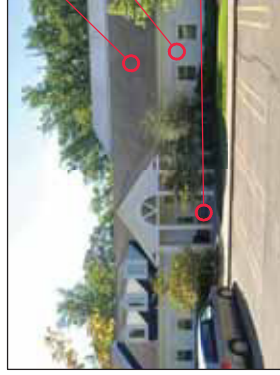
- [illegible]

1. PROVIDE ORGANIC MULCH FREE FROM DELETERIOUS MATERIALS CONSISTING OF:  
100X DOUBLE SHREDDED HARDWOOD BARK MULCH WITH NO FILLERS OR COMPOST,  
3 INCHES MAXIMUM, 1/2" MINIMUM SIZE RANGE.  
NATURAL COLOR (NO DYES).
2. COST FOR ALL WORK, LABOR, EQUIPMENT, AND MATERIAL SHALL BE INCLUDED IN THE UNIT PRICE FOR THIS ITEM.

[illegible]



1 CONCEPTUAL FLOOR PLAN - CONTROL ROOM  N



**EXISTING COMMUNITY CENTER**



**B** **EXISTING COMMUNITY CENTER**  
NONE

**GENERAL PROJECT INFORMATION:**

USEFUL INFORMATION

TYPE OF CONSTRUCTION: MB

CONTROLS: BUILDING

GROUND FLOOR AREA: 100 S.F.

USABLE FLOOR AREA: 71.5 S.F.

NON-SHEDDING

FLUENT GAS: 100 S.F. (GROSS)

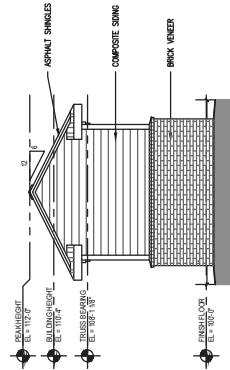
BUILDING HEIGHT: 10'-8"

FUELING CAPACITY: 100 S.F. (GROSS)

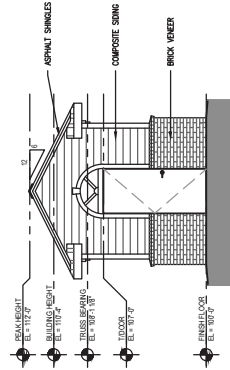
SUPPRESSED PER FUELING STATION REQUIREMENTS

PERMITS: 22-5"

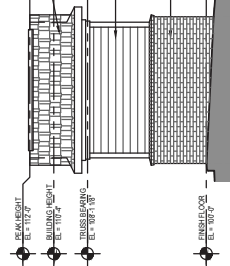
ANY MODIFICATIONS TO THE PHASE PLAN (INCLUDING COLOR) MUST BE RESUBMITTED TO THE CITY OF ALBUQUERQUE FOR REVIEW APPROVAL. THE CITY OF ALBUQUERQUE SHALL BE PROHIBITED PER SITE PLAN REVIEW. ANY CHANGES TO THE PHASE PLAN SHALL BE SUBMITTED TO THE CITY OF ALBUQUERQUE FOR REVIEW APPROVAL.



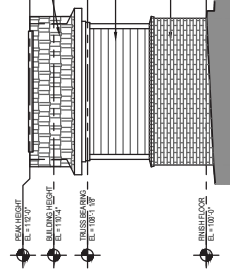
2 SOUTH ELEVATION  $\frac{1}{4}'' = 1'-0''$



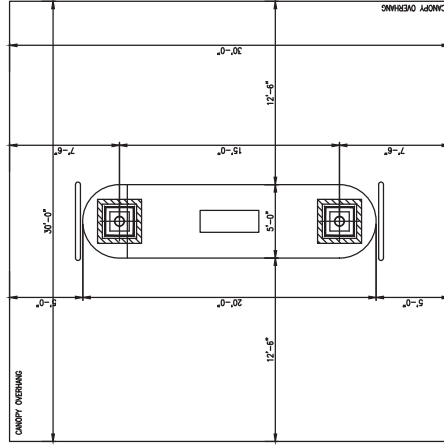
3 NORTH ELEVATION  
1/4" = 1'-0"



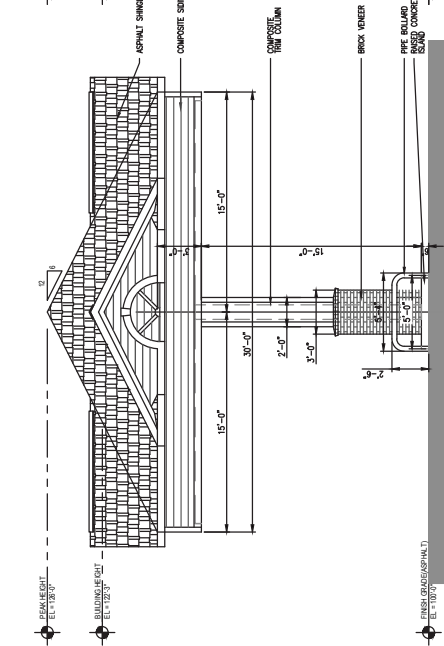
4 EAST ELEVATION  $\frac{1}{4}" = 1'-0"$



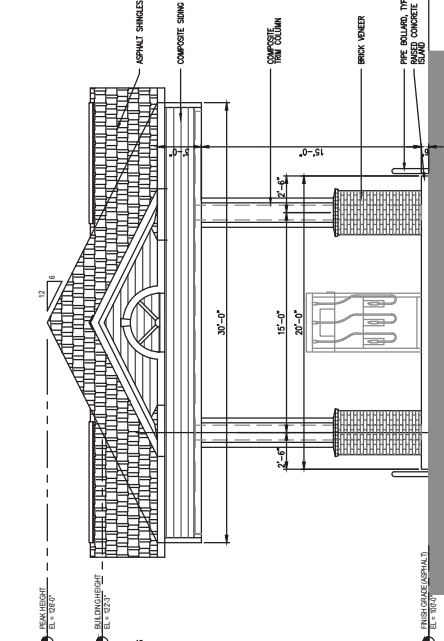
5 WEST ELEVATION  $\frac{1}{4}'' = 1'-0''$



6  $\frac{1}{4}'' = 1'-0''$  CONCEPTUAL FLOOR PLAN - CANOPY



7 NORTH & SOUTH ELEVATION  
1/4" = 1'-0"



8 EAST & WEST ELEVATION  $\frac{1}{4}" = 1'-0"$





# CHECKLIST

## PROJECT NAME

AH Municipal Campus - Fuel Island

(Check all that apply)

- ✓ SITE PLAN
- SPECIAL LAND USE
- ✓ TREE REMOVAL PERMIT
- REZONING
- PUD

The following items have not been included in your packet of information since they are either common, non-controversial items or the recommendations have been noted in the project's cover letter.

Public Notice  
Police Department Approval Letter  
Fire Department Approval Letter  
Citizen Participation Letter  
Citizen Participation Response

However, if you wish to see a copy of the above documents, they are on file in the Community Development Department.



January 5, 2026

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

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

Regarding: **2026 Civic Campus Improvements**  
**Fuel Island, Seyburn Drive, & Parking Lots**  
Scope of Engineering Services

Dear Mr. Baldante:

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

## **PROJECT UNDERSTANDING**

It is our understanding that the City of Auburn Hills plans to move forward with several infrastructure improvements at the Civic Center Campus. These improvements include the installation of a new municipal fueling island for use by City fleet vehicles, reconstruction of a portion of Seyburn Drive, rehabilitation of the Community Center and Library parking lots, and installation of a new water main loop along Seyburn to serve the new fuel island.

The new fuel island will be constructed on a vacant portion of the campus at the end of Seyburn Drive, adjacent to the Community Center. The fuel island will include a dual-dispenser pump for both gasoline and diesel fuel, underground fuel storage tanks, a canopy, a small service/equipment building with storage for Diesel Exhaust Fluid (DEF), paved area for vehicle/truck circulation, lighting, and landscaping. It should be noted that the site plan for the fuel island has been reviewed and approved by the Planning Commission and City Council. The City has engaged with Oscar W. Larson Services (OWL), to design and install all fuel storage and filling infrastructure, fuel area pad, the canopy, and service building. OHM will coordinate design details with OWL as needed.

Seyburn Drive will be reconstructed from the end of the concrete portion from University Drive south to the end at the new driveway for the fuel island. The work will include removal of the existing asphalt pavement and base, and installation of a new thicker aggregate base and HMA pavement section. This thicker pavement section will accommodate vehicle traffic utilizing the new fuel island as well as truck traffic anticipated for the adjacent Westcast Industries development. The road work will also include removal and replacement of deteriorated sections of curb/gutter as well as drainage structure repairs.

Rehabilitation of the parking lots at the Community Center and Library will consist of removal and replacement of the asphalt pavement, select areas of base improvements, curb/gutter repairs, drainage structure repairs, storm sewer improvements, and sidewalk ramp updates as needed.



## **SCOPE OF SERVICES**

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

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

- Organize and attend a kickoff meeting with City staff to review project objectives, prepare design criteria, and establish a specific delivery schedule.
- Review existing utility information and record drawings for the project areas.
- Perform a site review to identify elements that are sensitive to project, i.e. driveway locations and other access issues, utility facilities in the area, geometric deficiencies, landscape/aesthetic features, and drainage items.
- Obtain specific topographic survey information for the project areas.
- Perform tree survey in accordance with City requirements for site plan approval.
- Notify known utility agencies of the proposed work and verify locations of existing known utilities, including both public and private, within the project limits for conflicts and coordinate relocations if necessary.
- Coordinate with a Geotechnical Engineer to obtain soil borings and pavement cores along the project route.
- Arrange and attend three separate meetings with City staff and stakeholders to review project concepts, alternatives, and constraints.

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

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

- Review field information collected to identify any deficient areas in the existing conditions.
- Determine preliminary water main alignment, constraints, and conflicts.
- Prepare typical cross-sections for the project.
- Determine preliminary site layout for the proposed fuel island and prepare site plan package.
- Coordinate with the Geotechnical Engineer and assist in developing pavement cross-sections.
- Develop building/architectural plans for new equipment building to support fuel island.
- Evaluate existing power supply from Community Center and develop electrical plan for service extension to fuel island building.
- Develop parking lot plans based on comments received from the City on base plans. Plans will be prepared using a scale of 1"=20' (profile scale 1"=4').
- Coordinate with OWL on fuel station infrastructure/equipment location, details, grading, etc.
- Develop proposed drainage and storm sewer plans in accordance with City standards as necessary.
- Prepare or reference technical specifications entailing materials, equipment, and labor necessary to perform the work.
- Compute preliminary quantities and prepare a preliminary Engineer's Opinion of Probable Construction Cost.
- Develop pavement marking and signing plans within the affected influence of the project in accordance with MMUTCD requirements.
- Evaluate grading and impacts associated with the proposed work and determine construction limits.
- Prepare proposed preliminary schedule for work including the construction start, substantial completion, and final completion dates.
- Prepare documents to obtain a Oakland County Water Resources Commissioner (OCWRC) soil erosion permit, Michigan Department of Environment, Great Lakes, & Energy (EGLE) water main construction permit, and other permits deemed necessary to complete the project as described.
- Arrange and attend a meeting with City staff to review the preliminary plans and specifications.

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

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

- Finalize design plans based on comments obtained.



- Complete construction details.
- Finalize detailed grading.
- Prepare a bid sheet entailing all items of work and associated quantities.
- Prepare a final engineer's opinion of probable cost.
- Prepare and place an advertisement for bid.
- Finalize schedule for proposed work including the construction start, substantial completion, and final completion dates.
- Produce copies of contract documents.
- Attend the bid opening.
- Prepare and evaluate a project bid tab.
- Check references for the three lowest bidding contractors.
- Provide a recommendation of award.
- OHM will assist in executing the Contract books including the following
  - i. Create and mail out a Notice of Award letter to the awarded Contractor.
  - ii. Coordinate the execution of six (6) copies of contract book.
  - iii. Produce two (2) executed copies of contract documents for the City. One copy will be delivered to the City Clerk and one copy will be delivered to the DPW.
- If the City Council does not award the contract, then OHM will communicate that information to the appropriate Contractors.

## SCHEDULE

The project will commence upon authorization to proceed. The field work for the project has been completed with design, and permitting underway. We anticipate that the project could be bid for a presentation to City Council in early 2026. If the project is approved, construction could commence in April/May of 2026. This schedule is based upon an authorization to proceed given by January 19, 2026 and coordination with equipment to be provided/installed by OWL.

## COMPENSATION

The services outlined above will be performed on an hourly basis for the not-to-exceed amount of one hundred eighty-five thousand dollars (\$185,000.00). This amount is based on the assumptions listed below. The City will be invoiced for services on a monthly basis. The estimated budget breakdown is as follows:

Fuel Island	\$ 85,000
Community Center Parking Lot	\$ 30,000
Library Parking Lot	\$ 20,000
Seyburn Drive Roadway	\$ 25,000
Seyburn Water Main	<u>\$ 25,000</u>
Total	\$185,000
Geotechnical Services Estimate (G2 Consulting)	\$ 15,000

## FURTHER CLARIFICATIONS AND ASSUMPTIONS

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

- The City will be responsible for all permit application fees and permit fees.
- Geotechnical Services will be provided by G2 under a separate contract and are not included in this scope of services. The estimated amount for this service is indicated above.
- All fuel station components (including canopy, pumps, tanks, controls, electrical, concrete pad, etc.) will be supplied and constructed by OWL under separate contract with the City. This work will be coordinated with the Contractor selected for this project.
- No permanent right-of-way or property acquisition is anticipated. City will obtain temporary grading easements,



if required.

- OHM will be pleased to provide any additional services for this project on an hourly basis. Services not included in this proposal:
  - a. Construction phase services such as, but not limited to, construction management, construction engineering, construction administration, construction observation and/or construction layout.
  - b. Wetland delineation and survey, mitigation, and permitting.
  - c. Environmental assessments or reports, drainage studies, or other environmental evaluations associated with potential contaminated soils.
  - d. Location of private utilities, other than requesting as-built information from private utility owners.

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

Sincerely,

**OHM Advisors**

Timothy J. Juidici, P.E.

Principal-in-Charge

cc: Jason Hefner, Manager of Roads & Fleet  
Brandon Skopek, Assistant City Manager  
Hannah Driesenga, OHM

**City of Auburn Hills  
2026 Civic Campus Improvements  
Engineering Design Services**

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

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

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

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





CORPORATE OFFICE: 10100 DIXIE HIGHWAY, CLARKSTON, MI 48348  
PH: (248) 620-0070 • FAX: (248) 620-0072

To: City of Auburn Hills Main Campus  
3350 E. Seyburn Dr.  
Auburn Hills, MI 48326

Date: December 16, 2025  
Phone: 248 364-6931

Jason

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

Special Notice: Due to recent volatility in the availability and market prices of fuels, raw materials, equipment, tooling, labor and other operating costs, OWL reserves the right to update and amend this quotation (including pricing and completion date) prior to entering into a definitive agreement and performing the services described herein.

Conditions:

1. This proposal is open for 30 days from the date stated above. However, prices of components, equipment and raw materials may increase before the date such items are ordered. If so, such increases will be added to the quoted cost. THE OSCAR W. LARSON COMPANY will itemize such costs upon receipt of signed proposal. If such cost increases are unacceptable to the customer, the customer may elect to cancel order under terms of the Master Service Agreement.
2. This proposal and the Master Service Agreement constitute the full and complete agreement of the parties, and any inconsistent terms stated in any acceptance, invoice, purchase order, or any document whatsoever are ineffective. This provision conforms to the requirements of RC 1302.10(B)(1).
3. Contract documents incorporated by references as though fully stated herein.

Special Terms 25% upon acceptance of proposal, 25% on commencement, balance prior to start-up (or) upon completion of proposal (Based on Approved Credit).

## Project Description 30'X30' Canopy Architectural Design.

- OWL to provide professional design services for an approximately **30' x 30' freestanding, two-column fuel station canopy** at the City Campus Fueling Station project location.

## Scope of Work

- Complete **architectural and structural design and construction documents** for an approximately 30' x 30' two-column fueling station canopy. The design will be based on the following provided documents:
  - *City Campus Fueling Station Architectural Concept* prepared by OHM Architects, Engineers, Planners, dated 09/04/2025
  - *Canopy Plan and Elevations* prepared by Superior Canopy Corporation, dated 10/29/2025
- Services shall include:
  - Preparation of architectural and structural construction documents suitable for **building permits, bidding, and construction**, in compliance with all applicable State and Local Jurisdictional Codes
  - Inclusion of written project specifications within the construction drawings
  - Coordination with the Owner, General Contractor, Structural Engineer, and Building Department
  - Filing of required plans and building permit applications with the City
  - Response to contractor Requests for Information (RFIs)

## Services Not Provided

- The following services are **excluded** from this proposal:
  - Environmental Impact Statement
  - Application, permit, environmental, or other municipal/governmental fees
  - Project management services



- Geotechnical investigations (soil borings)
- Construction cost estimates
- Phase I Environmental Site Assessment
- Review of shop drawings
- Fire protection engineering services (to be provided by fire protection design-build contractor if required)
- Construction site visits or punch list services
- Civil engineering services

•The above services may be provided as **additional services upon request**.

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## **Project Schedule**

- Construction documents for bidding, permitting, and construction are anticipated to be completed within **six (6) to seven (7) weeks** from authorization to proceed.
- 

## **Deliverables**

- Reproducible construction documents for Owner use in bidding and construction
  - Signed and sealed plan sets as required for building permit approvals
- 

## **Professional Liability Insurance**

- OWL shall provide professional liability insurance for the services outlined herein.
- 

## **Fees**

- OWL shall provide the above services for a **lump sum fee** as follows:
  - Architectural Services:
  - Construction Administration:
  - Structural Engineering:

•**Total Fee: \$36,875.00**

## **Notes:**

- Price excludes the outbuilding due to no drawing or site plan provided to OWL as requested.
- Price does not include any additional equipment not listed in the above scope of work.
- Price does not include repairs to existing equipment that is not outlined in the above scope of work.
- All OWL Service normal terms and conditions apply.

**ACCEPTANCE:** This Proposal, when accepted by the purchaser, and approved by a Corporate Officer of the Oscar W. Larson Company, will constitute a contract between us, subject to all terms and conditions contained in the Master Environmental Services Agreement. It is expressly agreed that there are no promises, agreements, or understanding, oral or written, not specified in this proposal and the Master Environmental Services Agreement. *A surcharge of 3% of the invoice total will be added for payments made with a credit card.*

\_\_\_\_\_  
Company Name

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

*Shawn Adamski*

\_\_\_\_\_  
**Shawn Adamski, Project Manager**

**The Oscar W. Larson Company**

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

Its: **Charles A. Burns, President**





CORPORATE OFFICE: 10100 DIXIE HIGHWAY, CLARKSTON, MI 48348  
PH: (248) 620-0070 • FAX: (248) 620-0072

To: City of Auburn Hills Main Campus  
3350 E. Seyburn Dr.  
Auburn Hills, MI 48326

Date: January 6, 2026  
Phone: 248 364-6931

Jason

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

Special Notice: Due to recent volatility in the availability and market prices of fuels, raw materials, equipment, tooling, labor and other operating costs, OWL reserves the right to update and amend this quotation (including pricing and completion date) prior to entering into a definitive agreement and performing the services described herein.

Conditions: 1. This proposal is open for 30 days from the date stated above. However, prices of components, equipment and raw materials may increase before the date such items are ordered. If so, such increases will be added to the quoted cost. THE OSCAR W. LARSON COMPANY will itemize such costs upon receipt of signed proposal. If such cost increases are unacceptable to the customer, the customer may elect to cancel order under terms of the Master Service Agreement.  
2. This proposal and the Master Service Agreement constitute the full and complete agreement of the parties, and any inconsistent terms stated in any acceptance, invoice, purchase order, or any document whatsoever are ineffective. This provision conforms to the requirements of RC 1302.10(B)(1).  
3. Contract documents incorporated by references as though fully stated herein.

Special Terms 25% upon acceptance of proposal, 25% on commencement, balance prior to start-up (or) upon completion of proposal (Based on Approved Credit).

**OWL to provide professional design services for an approximately 10' x 10' freestanding, control building to support fuel island power and fuel equipment controls.**

## Architectural Services Fee Quote

### A. Project Description

A 10' x 10' freestanding, one-story control room building to support the proposed fueling station at the subject project location. Exterior finishes shall match the existing adjacent Community Center.

### B. Scope of Work

- Creation of construction documents for a 10' x 10' control room building.
- Design based on the following provided document: City Campus Fueling Station architectural concept prepared by OHM Architects, Engineers, Planners, dated 09/04/2025.
- Preparation of complete architectural construction documents for building permits, bidding, and construction, including:
  - Architectural and structural drawings compliant with all applicable State and Local jurisdictional codes.
  - Written specifications incorporated into the drawings.
  - Coordination with the Owner, General Contractor, Structural Engineer, and Building Department.
  - Filing of required plans and building permit application with the City.
  - Responses to contractor RFIs.

## Total Quoted Fee

**\$27,671.30**

**ACCEPTANCE:** This Proposal, when accepted by the purchaser, and approved by a Corporate Officer of the Oscar W. Larson Company, will constitute a contract between us, subject to all terms and conditions contained in the Master Environmental Services Agreement. It is expressly agreed that there are no promises, agreements, or understanding, oral or written, not specified in this proposal and the Master Environmental Services Agreement.

*A surcharge of 3% of the invoice total will be added for payments made with a credit card.*

\_\_\_\_\_  
Company Name

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

*Shawn Adamski*

\_\_\_\_\_  
**Shawn Adamski, Project Manager**

**The Oscar W. Larson Company**

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

Its: **Charles A. Burns, President**





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

FROM: Andrew Hagge, Assistant to the City Manager, TIFA Executive Director; Thomas A. Tanghe, City Manager

DATE: December 16, 2026

SUBJECT: Request for Funding Support of the "Auburn Hills Celebrates America's 250<sup>th</sup> Birthday" Event

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#### **INTRODUCTION AND HISTORY**

In 2026, the United States will celebrate its 250<sup>th</sup> birthday. It is the goal of the City of Auburn Hills to recognize this monumental occasion, and we are seeking support from the Auburn Hills Tax Increment Finance Authority for an event we are calling "Auburn Hills Celebrates America's 250<sup>th</sup> Birthday." The event is scheduled for Thursday evening, June 18, 2026, with a rain date of Thursday, July 9.

To celebrate, we are proposing a drone show that will be conducted by one of the nation's largest drone show companies headquartered right here in Auburn Hills, MI, Firefly Drone Shows. A team of city staff has joined together to work out the logistics of such an event, with expectations that between 2,500 and 5,000 people may attend. The drone show will launch from the city's baseball field, and the primary audience will watch from the multi-sports athletic field located approximately nine hundred feet to the west of the launch site.

The show will have four parts to it. Musical entertainment (likely a DJ playing patriotic music) will take place from 9:00 – 10:00 p.m. At 10:00 p.m., sponsored drone images of the logos of some of our great corporations will be on display. The show will be narrated to introduce each logo, and each logo will appear for approximately 20-25 seconds, and the logo drone show will have a duration of fifteen minutes. There will then be a thirty-minute break with music and then a 250<sup>th</sup> birthday celebration drone show will take place for another fifteen minutes and will include patriotic images as well as images dedicated to the men and women of the armed services. The show will conclude at 11:00 p.m.

In all, the expected cost for the evening is \$75,000. It is our hope that we raise \$50,000 from our corporate community. Their contributions will include their corporate logos displayed in the air over the crowd.

A \$25,000 request from the TIFA is the purpose of this memo. It will include 25 tickets. Those tickets will provide access to each guest of the TIFA to reserved, VIP Parking as well as to a hospitality tent (food and beverage included) as well as reserved VIP seating.

#### **STAFF RECOMMENDATION**

Staff recommend the TIFA Board approve the necessary funding to support the "Auburn Hills Celebrates America's 250<sup>th</sup> Birthday" event.

**An appropriate motion is:**

**Move to authorize a budget amendment to the 2026 TIF-D budget increasing appropriations in account 253-737-885.000 by \$25,000 in support of the "Auburn Hills Celebrates America's 250<sup>th</sup> Birthday" event.**