# Auburn Hills Meeting Schedule

February, 2020

<table>
<thead>
<tr>
<th>DAY</th>
<th>TITLE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Election Commission Meeting</td>
<td>10:00AM</td>
<td>Council Conference Room 1827 N. Squirrel Road</td>
</tr>
<tr>
<td>3</td>
<td>City Council Workshop</td>
<td>5:30PM</td>
<td>Administrative Conference Room 1827 N. Squirrel Road</td>
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<tr>
<td>3</td>
<td>City Council Meeting</td>
<td>7:00PM</td>
<td>Council Chamber 1827 N. Squirrel Road</td>
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<tr>
<td>5</td>
<td>Planning Commission</td>
<td>7:00PM</td>
<td>Council Chamber 1827 N. Squirrel Road</td>
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<tr>
<td>10</td>
<td>Library Board</td>
<td>7:00PM</td>
<td>Auburn Hills Public Library 3400 Seyburn Drive</td>
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<tr>
<td>11</td>
<td>Tax Increment Finance Authority</td>
<td>4:00PM</td>
<td>Administrative Conference Room 1827 N. Squirrel Road</td>
</tr>
<tr>
<td>13</td>
<td>Zoning Board of Appeals - CANCELED</td>
<td>7:00PM</td>
<td>Council Chamber 1827 N. Squirrel Road</td>
</tr>
<tr>
<td>17</td>
<td>City Council Meeting</td>
<td>7:00PM</td>
<td>Council Chamber 1827 N. Squirrel Road</td>
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<tr>
<td>18</td>
<td>Brownfield Redevelopment Authority</td>
<td>6:00PM</td>
<td>Administrative Conference Room 1827 N. Squirrel Road</td>
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<tr>
<td>19</td>
<td>Beautification Advisory Commission</td>
<td>6:00PM</td>
<td>Council Conference Room 1827 N. Squirrel Road</td>
</tr>
<tr>
<td>25</td>
<td>Public Safety Advisory Commission</td>
<td>6:00 PM</td>
<td>Public Safety Building 1899 N. Squirrel Road</td>
</tr>
<tr>
<td>27</td>
<td>Board &amp; Commission Training</td>
<td>6:00 PM</td>
<td>Council Conference Room 1827 N. Squirrel Road</td>
</tr>
</tbody>
</table>

NOTE: Anyone planning to attend the meeting who has need of special assistance under the American’s with Disabilities Act (ADA) is asked to contact the City Clerk’s Office at 248.370.9402 or the City Manager’s Office at 248.370.9440 48 hours prior to the meeting. Staff will be pleased to make the necessary arrangements.
<table>
<thead>
<tr>
<th>DAY</th>
<th>TITLE</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>City Council Workshop</td>
<td>5:30PM</td>
<td>Administrative Conference Room</td>
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<td>1827 N. Squirrel Road</td>
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<tr>
<td>2</td>
<td>City Council Meeting</td>
<td>7:00PM</td>
<td>Council Chamber</td>
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<td></td>
<td>1827 N. Squirrel Road</td>
</tr>
<tr>
<td>3</td>
<td>Board of Review</td>
<td>9:00AM</td>
<td>Council Conference Room</td>
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<td>1827 N. Squirrel Road</td>
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<tr>
<td>4</td>
<td>Planning Commission</td>
<td>7:00PM</td>
<td>Council Chamber</td>
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<td>1827 N. Squirrel Road</td>
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<tr>
<td>7</td>
<td>City Clerk’s Office will be open to accept &amp; issue absentee ballots.</td>
<td>7:00 AM – 3:00 PM</td>
<td>City Hall, City Clerk’s Office</td>
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<td>1827 N. Squirrel Road</td>
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<tr>
<td>9</td>
<td>Board of Review</td>
<td>9:00AM</td>
<td>Administrative Conference Room</td>
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<td>1827 N. Squirrel Road</td>
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<tr>
<td>9</td>
<td>Downtown Development Authority</td>
<td>5:30PM</td>
<td>Administrative Conference Room</td>
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<td>1827 N. Squirrel Road</td>
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<tr>
<td>9</td>
<td>Library Board</td>
<td>7:00PM</td>
<td>Auburn Hills Public Library</td>
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<td></td>
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<td></td>
<td>3400 Seyburn Road</td>
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<tr>
<td>10</td>
<td>Election Day</td>
<td>7:00 AM – 8:00 PM</td>
<td>Administrative Conference Room</td>
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<td></td>
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<td>1827 N. Squirrel Road</td>
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<tr>
<td>10</td>
<td>Board of Review</td>
<td>2:00PM</td>
<td>Administrative Conference Room</td>
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<td></td>
<td>1827 N. Squirrel Road</td>
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<tr>
<td>10</td>
<td>Tax Increment Finance Authority</td>
<td>4:00PM</td>
<td>TBD</td>
</tr>
<tr>
<td>11</td>
<td>Pension Board</td>
<td>3:00PM</td>
<td>Administrative Conference Room</td>
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<td>1827 N. Squirrel Road</td>
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<tr>
<td>11</td>
<td>Retiree Health Care</td>
<td>3:00PM</td>
<td>Administrative Conference Room</td>
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<td>1827 N. Squirrel Road</td>
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<tr>
<td>12</td>
<td>Zoning Board of Appeals</td>
<td>7:00PM</td>
<td>Council Chamber</td>
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<td>1827 N. Squirrel Road</td>
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<tr>
<td>16</td>
<td>City Council Meeting</td>
<td>7:00PM</td>
<td>Council Chamber</td>
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<td></td>
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<td>Beautification Advisory Committee</td>
<td></td>
<td>Council Conference Room</td>
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CITY OF AUBURN HILLS
Regular City Council Meeting
Monday, February 3, 2020 ♦ 7:00 PM
Workshop Session ♦ 5:30 PM

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

Workshop Topic:
• 2020 Millage Question

1. MEETING CALLED TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL OF COUNCIL
4. APPROVAL OF MINUTES
   4a. City Council Minutes, January 20, 2020
5. APPOINTMENTS AND PRESENTATIONS
   5a. Proclamation recognizing the achievements of Jibril Syed.
   5b. Proclamation recognizing Oakland County’s Bicentennial Celebration.
   5c. Presentation by the Pontiac School District.
   5d. 2019 Fourth Quarter Investment Report, presented by Brian Green, AndCo Consulting.
   5e. Motion – To confirm appointment of Ordon Donovan Hierlihy III to the position of General Manager at Fieldstone Golf Club.

6. PUBLIC COMMENT

7. CONSENT AGENDA
   All items listed are considered to be routine by the City council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.
   7a. Board and Commission Minutes
      7a1. Downtown Development Authority, January 13, 2020
      7a2. Tax Increment Finance Authority, January 14, 2020
      7a3. Election Commission, January 16, 2020
      7a4. Brownfield Redevelopment Authority, January 21, 2020
   7b. Motion - To receive and file the AndCo Consulting 4th Quarter 2019 Cash Management Summary and Executive reports.

8. OLD BUSINESS

9. NEW BUSINESS
   9a. Motion – To adopt corrected resolution declaring tentative necessity and tentative intent to proceed with the project and setting a Public Hearing (Resolution No. 2) for proposed West Entrance Drive Special Assessment District No. 7.

10. COMMENTS AND MOTIONS FROM COUNCIL

11. CITY ATTORNEY REPORT
12. CITY MANAGER REPORT
13. ADJOURNMENT

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

4a. City Council Workshop Minutes, January 6, 2020

Moved by Verbeke, Seconded by Burmeister.

RESOLVED: To approve the City Council Workshop Minutes of January 6, 2020 as presented.

VOTE: Yes: Burmeister, Kittle, Knight, Marzolf, McDaniel, Moniz, Verbeke

No: None

Resolution No. 20.01.05

Motion Carried (7 - 0)

4b. City Council Minutes, January 6, 2020

Moved by Verbeke, Seconded by Kittle.

RESOLVED: To approve the City Council Minutes of January 6, 2020 as presented.

VOTE: Yes: Burmeister, Kittle, Knight, Marzolf, McDaniel, Moniz, Verbeke

No: None

Resolution No. 20.01.06

Motion Carried (7 - 0)

5. APPOINTMENTS AND PRESENTATIONS

6. PUBLIC COMMENT

7. CONSENT AGENDA

7a. Board and Commission Minutes

7a1. Planning Commission Meeting, December 11, 2019

7a2. Planning Commission Meeting, January 8, 2020
RESOLVED: To receive and file the Board and Commission Minutes.

Moved by Verbeke, Seconded by Marzolf.
RESOLVED: To approve the Consent Agenda.
VOTE: Yes: Burmeister, Kittle, Knight, Marzolf, McDaniel, Moniz, Verbeke
No: None

Resolution No. 20.01.07 Motion Carried (7 - 0)

8. OLD BUSINESS
9. NEW BUSINESS
9a. Motion – To approve a one-year extension of the Site Plan and Tree Removal Permit for Harmon Road Development.

Mr. Keenan presented the need for an extension on the approval that was granted on February 25, 2019. Mr. Bennet Donaldson of JB Donaldson Company, 30610 Hills Tech Dr., Farmington Hills, MI was present. He shared that the property was cleared and the detention pond, which is near the road, was installed and will remain with landscaping being added later. There are no signed contracts at this time but there is a very positive lead.

Moved by Moniz, Seconded by Knight.
RESOLVED: To approve a one-year extension of the Site Plan and Tree Removal Permit for Harmon Road Development. The approval shall expire on February 25, 2021.
VOTE: Yes: Burmeister, Kittle, Knight, Marzolf, McDaniel, Moniz, Verbeke
No: None

Resolution No. 20.01.08 Motion Carried (7 - 0)

9b. Public Hearing/Motion – To approve Resolution No. 3, declaring necessity and proceeding with the project for the proposed Special Assessment District No. 7 regarding the repair of and improvements to West Entrance Drive.

Mr. Stahly presented the need to take the next step in the Special Assessment District (SAD) for West Entrance Drive. He shared that the road is rated at a PASER level 2, and that the development agreement with FANUC addresses the improvement of the road from a Class B to a Class A road. He stated that there is some water main work that needs to be performed but that will be taken care of separately from this issue. He also shared that there are no letters against the project at this time. Construction is tentatively scheduled to take place August through November 2020.

Mr. Moniz requested clarification regarding the number of properties that would be benefitting from the SAD. Mr. Stahly explained that the discrepancy lies with the number of parcels that can be developed and those that are not able to be developed. There was discussion regarding the number of properties in the resolution. Mr. Stahly stated that he would verify the number of properties.

Mayor McDaniel opened the Public Hearing at 7:16PM.

Mr. Joe Cvengros, VP of Operations for FANUC America, 1100 W. Entrance Drive, Auburn Hills shared that they are in support of this project and their commitment to improve the road for the business.

Kristine Tolan, 985 W. Entrance Dr., requested clarification if the SAD was only going to cover the road and not the water main repair. Mr. Stahly responded that the water main would be a separate project and not part of the SAD.

Hearing no further comments, Mayor McDaniel closed the Public Hearing at 7:18PM.
Moved by Verbeke, Seconded by Knight.

RESOLVED: To approve Resolution No. 3, a Resolution Declaring Necessity and to Proceed with Project and Defray a Portion of the Costs of the Project by Special Assessments upon Specially Benefited Properties for the proposed Special Assessment District No. 7 regarding the repair of and improvements to West Entrance Drive. (Attachment A)

VOTE: Yes: Burmeister, Kittle, Knight, Marzolf, McDaniel, Moniz, Verbeke
No: None

Resolution No. 20.01.09 Motion Carried (7 - 0)

9c. Public Hearing/Motion – To approve Resolution No. 3, declaring necessity and proceeding with the project for the proposed Special Assessment District No. 6 regarding the repair of and improvements to Atlantic Boulevard.

Mr. Stahly presented the need to take the next step in the Special Assessment District (SAD) for Atlantic Boulevard. He stated that this road has a PASER rating of 3. Mr. Stahly shared that the pathway will be in the bid but will not be added to the SAD given the number of stakeholders that have objected to the project. He stated that the projected construction was to take place May-July, 2020. He explained that this project will be a complete reconstruct down to the base and not a mill off and relay.

Mr. Stahly presented a slide showing the properties that have objected to the SAD which includes:
1597 Atlantic Blvd – Glenn Charest, LLC
1797 Atlantic Blvd – Kemp & Sherman Company
1755 Atlantic Blvd – Kemp & Sherman Company
Address Not Listed – R2 Land Holdings
1388 Atlantic Blvd – R2 Land Holdings
1460 Atlantic Blvd – RDB Atlantic, LLC
1377 Atlantic Blvd – RIM Properties LP
1555 Atlantic Blvd – What About Me LLC

Mayor McDaniel opened the Public Hearing at 7:24PM.

Mr. James Vlasic, 39533 Woodward Ave., Suite 200, Bloomfield Hills, Michigan, is the attorney for R2 Land Holdings which own parcels 14-03-301-021 and 14-03-301-022 on Atlantic Blvd. He objected to the assessment for the road improvements and the pathway as not being in reasonable proportion to the benefits to be derived from the proposed improvements. The owners of 8 of the 13 parcels have signed a list petition opposing the assessment. He stated that the City has not produced evidence that each parcel will benefit the amount being assessed.

Mr. Jason Scurest, 1597 Atlantic Blvd, representing Glenn Charest, LLC was present. He shared that they are not in support of this SAD. He shared that many of the businesses are small and will not be able to afford this assessment.

Ms. Nicole Prokopetz, representative for RIM Properties, LP asked for clarification to the process for when the project goes out to bid if the actual bid comes out higher than the estimated cost. Attorney Beckerleg stated that the project would come back to City Council for resolution 4 and 5 and the owners will be notified.

Hearing no further comments, Mayor McDaniel closed the Public Hearing at 7:31 PM.

Moved by Knight, Seconded by Verbeke.
RESOLVED: To approve Resolution No. 3, a Resolution Declaring Necessity and to Proceed with Project and Defray a Portion of the Costs of the Project by Special Assessments upon Specially Benefited Properties for the proposed Special Assessment District No. 6 regarding the repair of and improvements to Atlantic Boulevard. (Attachment B)

VOTE: Yes: Burmeister, Kittle, Knight, Marzolf, McDaniel, Moniz, Verbeke
No: None

Resolution No. 20.01.10 Motion Carried (7 - 0)

9d. Public Hearing/Motion – To accept the second reading and adoption of an Ordinance to Amend Chapter 2 Administration of the Auburn Hills City Code.

Mr. Tanghe presented that this item will fulfill the second reading requirement for the ordinance allowing immediate family members to be employed and working within the same department, provided that it is not in a supervisor and subordinate relationship. He stated that he would not want the City to eliminate a good candidate just because they have a relative working in the same department. Discussion took place with specific scenarios. Mr. Tanghe stated that the new ordinance will be reviewed by the collective bargaining unit to ensure that all parties are being treated fairly.

Mayor McDaniel opened the Public Hearing at 7:37PM and hearing no comments, he closed the Public Hearing at 7:38 PM.

Moved by Moniz, Seconded by Burmeister.

RESOLVED: To accept the Second Reading and Adoption of an ordinance to amend Chapter 2, Administration, of the Auburn Hills City Code. (Attachment C)

VOTE: Yes: Burmeister, Kittle, Knight, Marzolf, McDaniel, Moniz, Verbeke
No: None

Resolution No. 20.01.11 Motion Carried (7 - 0)

10. COMMENTS AND MOTIONS FROM COUNCIL

Mr. Kittle – Shared that he will be out of town for the next two meetings. He shared that he has done his inspection of Seyburn Mansion and is under the impression that the building should come down.

Mr. Moniz – Mentioned that he would like to see a flag pole in the Riverside Park area.

Mr. Marzolf – Shared that he attended the Martin Luther King event at the Community Center, it was well done and Ms. Adcock and staff did a great job. He would like to consider in the future, not holding City Council meetings on Martin Luther King Day.

Mr. Knight – Stated that he agrees with Mr. Marzolf with not holding Council meetings on Martin Luther King Day. He shared that he also was at the event at the Community Center and encourages all to come see the event next year. He provided information to Chief Baker that the light on the north end of Squirrel and M-59 is still blinking yellow.

Mayor McDaniel – Shared his gratitude to DPW, Fire Department and the Police Department for getting the City through the snow storm and keeping everyone safe with the snow emergency.

11. CITY ATTORNEY REPORT
12. CITY MANAGER REPORT
Mr. Tanghe – Shared the annual report from the Community Development Director and City Assessor showing the status of tax abatements. He also shared the passing of Charlotte Copple, former TIFA Board member and strong supporter of the City.

13. **ADJOURNMENT**

Hearing no objections, the Mayor adjourned the meeting at 7:48PM.

________________________________________  _______________________________________
Kevin R. McDaniel, Mayor                        Laura M. Pierce, City Clerk
ATTACHMENT A

CITY OF AUBURN HILLS

RESOLUTION DECLARING NECESSITY AND TO PROCEED WITH PROJECT AND TO DEFRAY A PORTION OF THE COST OF THE PROJECT BY SPECIAL ASSESSMENTS UPON SPECIALY BENEFITED PROPERTIES (RESOLUTION NO. 3)

At a regular meeting of the City Council of the City of Auburn Hills, Oakland County, Michigan, held in the Council Chambers at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326, at 7:00 p.m. on the 20\textsuperscript{th} day of January 2020, the following resolution was offered by Councilperson __________ and supported by Councilperson __________:

WHEREAS, the City has considered construction of the proposed improvement described below (the Project) and has further requested the establishment of a special assessment district to finance and defray a portion of the costs of the project; and

WHEREAS, the proposed improvement (the Project) is the repair of and improvements to West Entrance Drive; and

WHEREAS, the Project is designed and intended to specially benefit the properties identified in the special assessment district (the District) attached to this Resolution; and

WHEREAS, after an initial consideration, the City Council on November 18, 2019, adopted its Resolution No. 2 declaring its tentative intent to proceed with the Project and with the establishment of the District; and

WHEREAS, plans for the Project, and an estimate of the costs of the project in the amount of $2,089,000, of which amount it is estimated that approximately $1,044,500 will be defrayed by special assessments against the properties in the special assessment district, have been prepared and notice of public hearing has been duly given, according to law, to the owners of property in the District to inform them of their opportunity to present comments and objections to the Project and to the District; and

WHEREAS, the hearing was duly conducted and held on January 20, 2020, consistent with the notice, following which the City Council determined to proceed with the project and the establishment of the district.

NOW, THEREFORE, it is hereby resolved as follows:

1. The City Council determines that the Project is necessary.

2. The City shall proceed with the Project.

3. The plans and specifications prepared for the Project and the cost estimate for the Project in the amount of $2,089,000 presented at the hearing are approved.

4. The District shall consist of the properties identified in the special assessment district attached to this Resolution and against which 50\% of the cost of the project shall be assessed.
5. The District shall be designated and known as the West Entrance Drive Road Improvement Special Assessment District, Special Assessment District No. 7.

6. The duration of the District’s existence shall be ten (10) years, and unless paid in cash earlier with respect to a particular property, the special assessment shall be paid in ten (10) annual installments at the rate of five percent (5%) interest to be charged on said installments, with the date of the first assessment installment to be determined and set forth in the City Council’s Resolution confirming the special assessment roll.

7. The City Assessor shall prepare a special assessment roll that includes all lots and parcels of land within the District with the names of the respective record owners of each property, if known, and shall also include the total amount to be assessed against each property. The amount to be assessed against each property shall be based upon the proportionate amount of special benefit to be received by each property from the Project. The amount spread in each case shall be based upon the detailed estimate of costs as approved by the City Council.

8. When the Assessor completes the assessment roll, the Assessor shall file it with the City Clerk for presentation to the City Council, along with the Assessor’s certification that the roll has been prepared by the Assessor pursuant to the January 20, 2020, Resolution of the City Council and that in making the assessments contained in the assessment roll, the Assessor has, as near as may be, according to the Assessor’s best judgment, conformed in all respects with the directions contained in the January 20, 2020, Resolution of the City Council and the Auburn Hills City Charter and the provisions of Chapter 58 of the Auburn Hills City Code.

9. The City Manager is directed to obtain firm bids from companies and/or other entities who are interested in performing the work necessary to complete the project.

AYES: 7
NAYES: None
ABSENT: None
ABSTENTIONS: None

STATE OF MICHIGAN
COUNTY OF OAKLAND

I, LAURA M. PIERCE, the duly qualified and appointed City Clerk of the City of Auburn Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Auburn Hills City Council held on the 20th day of January, 2020, the original of which is on file in my office.

In witness whereof, I have hereunto affixed my official signature on this_____day of ________________, 2020.

LAURA M. PIERCE
City Clerk
<table>
<thead>
<tr>
<th>Parcel ID</th>
<th>Address</th>
<th>Owner Name</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
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<tbody>
<tr>
<td>1 14-25-201-005</td>
<td>3501 Hamlin Road</td>
<td>Comerica Properties</td>
<td>3501 Hamlin Road</td>
<td>Auburn Hills</td>
<td>MI</td>
<td>48326</td>
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<td>2 14-25-201-004</td>
<td>3551 Hamlin Road</td>
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<td>MI</td>
<td>48326</td>
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<td>3 14-25-226-001</td>
<td>3701 Hamlin Road</td>
<td>Comerica Properties</td>
<td>3501 Hamlin Road</td>
<td>Auburn Hills</td>
<td>MI</td>
<td>48326</td>
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<tr>
<td>4 14-24-476-024</td>
<td>1100 W Entrance Dr</td>
<td>Fanuc America Corporation</td>
<td>3900 W Hamlin Rd</td>
<td>Rochester Hills</td>
<td>MI</td>
<td>48309</td>
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<tr>
<td>5 14-24-476-022</td>
<td>1035 W Entrance Dr</td>
<td>FCA US LLC</td>
<td>800 Chrysler Drive, CIMS 482-60-03</td>
<td>Auburn Hills</td>
<td>MI</td>
<td>48326</td>
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<tr>
<td>6 14-24-476-006</td>
<td>885 W Entrance Dr</td>
<td>DXC Technology Services LLC c/o MacMunnis, Inc.</td>
<td>1840 Oak Avenue Suite 300</td>
<td>Evanston</td>
<td>IL</td>
<td>60201</td>
</tr>
<tr>
<td>7 14-24-476-009</td>
<td>985 W Entrance Dr</td>
<td>Valley View LLC</td>
<td>26711 Northwestern Hwy., STE 125</td>
<td>Southfield</td>
<td>MI</td>
<td>48033</td>
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</tbody>
</table>
ATTACHMENT B

CITY OF AUBURN HILLS

RESOLUTION DECLARING NECESSITY AND TO PROCEED WITH PROJECT AND TO DEFRAY A PORTION OF THE COST OF THE PROJECT BY SPECIAL ASSESSMENTS UPON SPECIALLY BENEFITED PROPERTIES (RESOLUTION NO. 3)

At a regular meeting of the City Council of the City of Auburn Hills, Oakland County, Michigan, held in the Council Chambers at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326, at 7:00 p.m. on the 20th day of January 2020, the following resolution was offered by Councilperson ____________ and supported by Councilperson ____________:

WHEREAS, the City has considered construction of the proposed improvement described below (the Project) and has further requested the establishment of a special assessment district to finance and defray a portion of the costs of the project; and

WHEREAS, the proposed improvement (the Project) is the repair of and improvements to Atlantic Boulevard; and

WHEREAS, the Project is designed and intended to specially benefit the properties identified in the special assessment district (the District) attached to this Resolution; and

WHEREAS, after an initial consideration, the City Council on November 18, 2019, adopted its Resolution No. 2 declaring its tentative intent to proceed with the Project and with the establishment of the District; and

WHEREAS, plans for the Project, and an estimate of the costs of the project in the amount of $3,065,000, of which amount it is estimated that approximately $1,532,500 will be defrayed by special assessments against the properties in the special assessment district, have been prepared and notice of public hearing has been duly given, according to law, to the owners of property in the District to inform them of their opportunity to present comments and objections to the Project and to the District; and

WHEREAS, the hearing was duly conducted and held on January 20, 2020, consistent with the notice, following which the City Council determined to proceed with the project and the establishment of the district.

NOW, THEREFORE, it is hereby resolved as follows:

1. The City Council determines that the Project is necessary.

2. The City shall proceed with the Project.

3. The plans and specifications prepared for the Project and the cost estimate for the Project in the amount of $3,065,000 presented at the hearing are approved.

4. The District shall consist of the properties identified in the special assessment district attached to this Resolution and against which 50% of the cost of the project shall be assessed.
5. The District shall be designated and known as the Atlantic Boulevard Road Improvement Special Assessment District, Special Assessment District No. 6.

6. The duration of the District’s existence shall be ten (10) years, and unless paid in cash earlier with respect to a particular property, the special assessment shall be paid in ten (10) annual installments at the rate of five percent (5%) interest to be charged on said installments, with the date of the first assessment installment to be determined and set forth in the City Council’s Resolution confirming the special assessment roll.

7. The City Assessor shall prepare a special assessment roll that includes all lots and parcels of land within the District with the names of the respective record owners of each property, if known, and shall also include the total amount to be assessed against each property. The amount to be assessed against each property shall be based upon the proportionate amount of special benefit to be received by each property from the Project. The amount spread in each case shall be based upon the detailed estimate of costs as approved by the City Council.

8. When the Assessor completes the assessment roll, the Assessor shall file it with the City Clerk for presentation to the City Council, along with the Assessor’s certification that the roll has been prepared by the Assessor pursuant to the January 20, 2020, Resolution of the City Council and that in making the assessments contained in the assessment roll, the Assessor has, as near as may be, according to the Assessor’s best judgment, conformed in all respects with the directions contained in the January 20, 2020, Resolution of the City Council and the Auburn Hills City Charter and the provisions of Chapter 58 of the Auburn Hills City Code.

9. The City Manager is directed to obtain firm bids from companies and/or other entities who are interested in performing the work necessary to complete the project.

AYES:
NAYES:
ABSENT:
ABSTENTIONS:

STATE OF MICHIGAN  

COUNTY OF OAKLAND  

I, LAURA M. PIERCE, the duly qualified and appointed City Clerk of the City of Auburn Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Auburn Hills City Council held on the 20th day of January, 2020, the original of which is on file in my office.

In witness whereof, I have hereunto affixed my official signature on this______day of ________, 2020.

LAURA M. PIERCE
City Clerk
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ATTACHMENT C

CITY OF AUBURN HILLS

ORDINANCE NO.________

AN ORDINANCE TO AMEND SECTION 2-58, APPOINTMENT OR EMPLOYMENT—WITHIN SAME DEPARTMENT OR SUPERVISOR/SUBORDINATE RELATIONSHIP, OF CHAPTER 2, ADMINISTRATION, AS AMENDED TO ADD NEW LANGUAGE ADDING A CITY MANAGER EXCEPTION

THE CITY OF AUBURN HILLS ORDAINS:

Section 1.

Section 2-58. Appointment or Employment—Within Same Department or Supervisor/Subordinate Relationship, of Chapter 2. Administration, of the Auburn Hills City Code, as amended, is hereby amended to read as follows:

Sec. 2-58. The appointment or employment of members of an immediate family shall not be allowed within the same department or in a supervisor/subordinate relationship where the chain of command crosses departmental lines. If employees become members of an immediate family by the process of adoption or marriage, or creation of espoused relationship, reasonable effort shall be made to place one of the employees in another department or outside the chain of command, provided that a position is available wherein the duties and rate of pay are reasonably similar to the position from which the employee is being transferred. Subject to the terms of Collective Bargaining Agreements which shall control, the City Manager shall have the authority to waive the limitations of this Section and may allow members of an immediate family to be employed and working in the same department but not in a supervisor/subordinate relationship, in those circumstances where the City Manager determines there will be no detrimental impact on the City and/or the department involved.

Section 2. Repealer.

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

Section 3. Severability.

If any section, clause or provision of this Ordinance shall be declared to be unconstitutional, void, illegal or ineffective by any Court of competent jurisdiction, such section, clause or provision declared to be unconstitutional, void or illegal shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.
Section 4. Savings.

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

Section 5. Effective Date.

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

Section 6. Adoption.

This Ordinance is hereby declared to have been adopted by the City Council of the City of Auburn Hills at a meeting thereof duly called and held on the 20th day of January 2020, and ordered to be given publication in the manner prescribed by the Charter of the City of Auburn Hills.

AYES:

NAYES:

ABSTENTIONS:

STATE OF MICHIGAN)

) ss.

COUNTY OF OAKLAND)

I, the undersigned, the duly qualified Clerk of the City of Auburn Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. ______ adopted by the Auburn Hills City Council on the 6th day of January 2020, the original of which is in my office.

LAURA PIERCE, City Clerk
RECOGNIZING THE ACHIEVEMENTS OF
JIBRIL SYED

WHEREAS, Jibril has accomplished a great deal during his time at Avondale High School; and

WHEREAS, this successful young man is not only a skilled athlete, but is also an effective student who has earned a tremendous amount of respect from his fellow classmates; and

WHEREAS, it became quickly apparent that Jibril’s talent and commitment would help define him as a gifted athlete; and

WHEREAS, Jibril exhibits leadership qualities both on and off the track and is a fine example to those in the community; and

WHEREAS, on July 31, 2019, at the AAU National Junior Olympic Games, Jibril became the first and only athlete in U.S. high school history to receive All-American Honors in both the 400m Hurdles and 2000m Steeplechase; and

WHEREAS, on September 13, 2019, Jibril announced his top six choices of colleges via an artistic rendering on which he expressed pride in both being a Muslim American and a member of the Auburn Hills community; and

WHEREAS, through the continuous support of his family, friends and school, Jibril has served as a source of inspiration for the Auburn Hills community; and

WHEREAS, given Jibril’s talents and aspirations, he has the opportunity to achieve both athletic and academic greatness; and

WHEREAS, on November 13, 2019, Jibril signed The National Letter of Intent to commit and receive his scholarship award from Georgetown University as a track and field athlete at the Auburn Hills Community Center. He also received a national and historic award in the form of a formal letter of authentication and a plaque by AAU National Secretary, Mrs. Karen Hall.

NOW THEREFORE BE IT RESOLVED that it is with the highest regard, that the City of Auburn Hills, through its Mayor and City Council, hereby recognizes the outstanding accomplishments and inspiring example of Jibril’s commitment to excellence.

Hereby presented on this 3rd day of February 2020, on behalf of the Auburn Hills City Council.

____________________________________
Kevin R. McDaniel, Mayor
Oakland County Bicentennial Celebration

WHEREAS, on March 28, 2020, Oakland County will celebrate its 200th birthday; and

WHEREAS, Oakland County’s bicentennial celebration will include all 62 Oakland County Communities in numerous events, such as the 200 Oak Tree Plantings, Festivals, Concerts and much more; and

WHEREAS, Oakland County is home to 1.25 million residents within 907 square miles; boasts model rural, suburban and urban communities and schools, as well as 11 colleges and universities; and

WHEREAS, Oakland County was a frontier of freedom, during the Civil War, the epicenter of the auto industry, arsenal of democracy, and played a pivotal role with civil rights and union organizations; and home of the titans of industry, entertainment, culture and politics; and

WHEREAS, Auburn Hills recognizes the significance of Oakland County’s Bicentennial Celebration and looks forward to participating in the many events honoring the outstanding contribution of the County. We urge the citizens of Auburn Hills, the businesses nonprofit organizations, and schools of Auburn Hills to take part in commemorating this historic endeavor.

NOW, THEREFORE, it is with the highest regard, that the City of Auburn Hills, through its Mayor and City Council, hereby joins the other 61 communities in Oakland County to designate the beginning of this celebration on March 28, 2020, the 200th Birthday of the founding of Oakland County, Michigan.

Hereby presented on this 3rd day of February 2020, on behalf of the Auburn Hills City Council.

____________________________________
Kevin R. McDaniel, Mayor
To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Donald K. Grice, Assistant City Manager
Submitted: January 27, 2020
Subject: Motion – To Confirm Appointment of Ordon Donovan Hierlihy III to the Position of General Manager at Fieldstone Golf Club

INTRODUCTION AND HISTORY
Last October, the city’s longtime and only golf club general manager retired, creating the task of recruiting a new General Manager. Through a variety of advertising methods including the national PGA network, the City accepted numerous applications for the role. An evaluation of the credentials of each applicant took place, followed by an invitation to the most qualified candidates to participate in our assessment center. The results of the credential review and assessment center produced five (5) semi-finalist candidates. An interview of these five by Human Resources and the City Manager’s office produced two (2) finalist candidates who were then also interviewed by staff along with two City Council members, Messrs. Kittle and Moniz, both of whom serve on the golf course committee.

As a result of the process summarized above, we are pleased to present for your consideration, the appointment of Ordon “Chip” Donovan Hierlihy III as the city’s next General Manager of Fieldstone Golf Club. Mr. Hierlihy’s resume is attached for your review. As you will see, his education and experience is impressive and we are pleased to have recruited a candidate of his caliber.

STAFF RECOMMENDATION
Chapter VI, Section 6.1(d) of the City Charter, states that City Council will appoint this department head with recommendation from the City Manager. Staff recommends the appointment. An employment agreement with an initial term of three years beginning February 18, 2020 and expiring on February 17, 2023 at 11:59 p.m. has been negotiated and will remain in place.

MOTION
Move to confirm the appointment of Ordon “Chip” Donovan Hierlihy III to the position of General Manager of Fieldstone Golf Club effective February 18, 2020, at a starting salary of $66,852 in accordance with the terms and conditions of his employment agreement. Furthermore, authorize the Mayor and City Clerk to execute the agreement on behalf of the City.

I CONCUR:

THOMAS A. TANGHE, CITY MANAGER
Highly accomplished, intuitive, and service-oriented professional, offering impeccable business acumen; complemented with a distinguished career in all aspects of Club operations, property management, and guest service. Visionary director, skilled at providing and driving initiatives toward improvement of organizational productivity and achievement of business objectives. Strategic leader, adept at formulating ideas and techniques as well as implementing growth tactics to ensure bottom-line results, profitability and steady growth in the hospitality industry.

- Known as talented individual and key member of the Professional Golfers Association of America.
- Armed with proven success through operational structure that provides first class service to members and guests.
- Comprehensively knowledgeable in all applicable food and beverage laws and regulations; skilled at formulating business plans and strategies to ensure bottom-line results, profitability, and steady growth of the entire Club operations.
- Armed with hands-on and effective leadership approaches in supervising various personnel, including food and beverage director, executive chef, club accountant, head golf professional, golf course superintendent, locker room manager, activities director, and membership director toward seamless execution and completion of tasks.

**Areas of Expertise**

Club Management ~ Food and Beverage ~ Event Coordination and Tournament Management
Guest Service and Member Relations ~ New Business Development ~ Revenue Growth and Profitability
Sales and Marketing ~ Leadership, Training, and Staff Motivation

**Professional Experience**

**DEARBORN HILLS GOLF COURSE — DEARBORN, MI**

**General Manager: 2016–Present**

An $1.25MM municipal golf operation featuring one 18-hole golf course, full-service dining, banquet facilities and events and outings program.

Responsible for overall execution of Club annual operating budget, capital and strategic plans. Provide hands on supervision to 6 direct senior management reports accountable to 30 front line team members. Served as facility liaison to the Mayor and City Council.

**Notable Achievements:**
- Successfully increased Club net operating profit by 26% to prior year from 2017 to 2018.
- Successfully completed Capital Projects to include but not limited to; installation of new irrigation pump station, roofing of clubhouse, interior and exterior painting, complete kitchen equipment replacement and parking lot re-paving.
- Responsible for the facilities complete instructional program to include 150 annual junior golfers and private golf lessons.
- Responsible for the execution of City of Dearborn Summer Music Under the Stars events held at the facility.
- Responsible for the execution and oversight of two outside contractors to include Davey Golf; Golf Course Maintenance and Chef Raymone Catering; banquet and grill food service provider.

**OAK POINTE COUNTRY CLUB — BRIGHTON, MI**

**General Manager: 2015–2016**

An $8.00MM private country club featuring two 18-hole golf courses, full-service dining, banquet facilities, Monday events and outings program, as well as tennis, fitness center and pool

Provide hands-on supervision to 9 direct senior management reports accountable for 150 front-line Employee Partners. Responsible for overall execution of Club annual operating budget and capital plan. Served as Club liaison to Board of Governors and all Boards and Committees.

**Notable Achievements:**
- Brought profit enhancement and maintained $8.00MM revenue budget by effectively recruiting and establishing an aggressive team and strictly implementing company policies and procedures.
- Successfully increased Club net operating profit.
- Developed and executed OPC/OP Community Fourth of July Celebration.
- Created new Boards and Committees to include House, Communications and Ambassador Committees.
- Served as Member of the Howell Chamber of Commerce Ambassador Committee.

The Club at Pradera — Parker, CO

**General Manager: 2009–2015**

A $4.75MM private country club operation featuring one 18-hole golf course, full-service dining, banquet facilities, Monday events and outings program, as well as tennis and fitness center

Provide hands-on supervision to 9 direct senior management reports accountable for 75 front-line staff. Establish and sustain open communication with members through club website, Twitter, and Instagram platforms; render additional vehicles for prospective member recruitment. Handled the preparation, launch, and execution of annual club budget and capital expenditure plans.

**Notable Achievements:**
- Brought profit enhancement and maintained $4.75MM revenue budget by effectively recruiting and establishing an aggressive team and strictly implementing company policies and procedures.
- Successfully increased Club net operating profit by more than $700K (107% to prior year) from 2013 to 2014 through innovative staffing plan and the implementation of the Club’s Summit Membership.
- Delivered $45K top-line revenue growth through execution of Pradera Wine Club program.
- Successfully generated more than $150K savings through judicial realignment of key club staff.
- Led the creative concept design of departmental expense forecasting and daily check book accounting templates, resulting in reduction of overages in expense side spending.

Prince William County Park Authority – Forest Greens Golf Club, Generals Ridge Golf Club, Prince William Golf Course, Lake Ridge Park and Marina, and The First Tee of Prince William County — Manassas, VA

**Director of Golf and Executive Director, The First Tee of Prince William County: 2005–2009**

An $8.00MM municipal golf operation featuring three 18-hole and one 9-hole courses, including full-service dining, banquet facilities, outings and tournaments, community park, marina, day camp, miniature golf, and The First Tee of Prince William County

Played an integral role as crucial member of the Prince William County Park Authority Executive Team; administered the overall operation of a $30MM agency while supervising 6 direct senior management reports responsible for 120 front-line staff. Facilitated the $900K irrigation installation and renovation at Prince William Golf Course and $100K renovation of Lake Ridge Park Activity Center.

**Notable Achievements:**
- Optimized each site functionality and ease of response to changing market needs through new website design.
- Presented vast improvement on product, service levels, and profitability of individual site golf shop operations through creation of comprehensive Golf Shop Operations Guide.
- Effectively trained and realigned key golf services staff, thereby producing significant monetary savings of more than $200K.
- Augmented net operating income by $305K year over in first half of 2006 through strategic formulation and completion of new annual pass program.
- Expertly projected departmental expense and oversaw daily check book accounting templates, resulting in elimination of overages in expense side spending.
- Boosted organizational profits while implementing $8MM revenue budget and 10-year strategic plan through development of team as well as execution of new policies and procedures; strictly adhered and achieved all Prince William County Park Authority and Prince William County Government standards.

Arnold Palmer Golf Management - Walden Golf — Crofton, MD

**General Manager: 2003–2005**

A $2.5MM, 450-member private club featuring an 18-hole course, full-service dining, casual bar and banquet facilities, and outing and tournament capabilities

Served as subject matter expert and key internal consultant to member committees and Board of Governors. Fulfilled the role of property general manager with 6 direct senior management reports accountable for 40 front-line staff. Prepared comprehensive weekly and monthly reports, including revenue reporting, labor
forecasting/reporting, membership sales/programs, banquet/outing sales, and capital projects. Minimized overages in payroll spending through accurate generation of labor report summarizing F&B and golf operations labor expenditures. Recruited new members through effective creation and promotion of Membership Orientation program.

**Notable Achievements:**
- Successfully pioneered and implemented a series of capital improvements to clubhouse and course: facilitated the complete $60K bunker renovation, design and construction of new member’s lounge and $50K 50-seat restaurant, as well as the $15K design and construction of new 250 square feet golf shop.
- Grew and surpassed previous sales by 20% in first week of roll out through the design of new menu.
- Maximized profitability, improved member satisfaction, and executed $2.5MM revenue budget and 3-year plan through implementation of new procedures as well as establishment of team; strictly followed Arnold Palmer Golf Management Corporate standards.

**Benchmark Hospitality – Glade Springs Resort — Daniels, WV**

**Director of Golf Operations: 2001–2003**

A $15MM, 150-unit resort featuring a 36-hole course and 600-member private club with revenues of $2.5MM

Expertly managed the establishment, promotion, and implementation of the Glade Springs Learning and Performance Center. Presided over the fixture and renovation of 1,300 square feet golf shop as well as the design and grand launch of 250 square feet golf Welcome Center retail space; along with the overall golf operations, maintenance, landscaping, and resort retail operations. Provided direct oversight to 3 direct reports responsible for 40 staff.

**Notable Achievements:**
- Optimized golf operations revenues by 34% year over year through strategic formulation and implementation of resort marketing and business development plan.

**Earlier Experience**

**The Raven Golf Club (Intrawest Golf) — Snowshoe, WV**

**Director of Operations: 1999–2001**

A $42MM resort featuring an 18-hole course with revenues of $1MM

**Golden Ocala Golf & Country Club — Ocala, FL**

**General Manager: 1995–1998**

18-hole, Daily Fee Course and Residential Community

**Oak Hills Golf Club — Columbia, SC**

**General Manager: 1993–1995**

**Director of Golf Operations: 1992–1993**

18-hole, Daily Fee Course and Residential Community

**Windsor Parke Golf Club — Jacksonville, FL**

**Head Golf Professional: 1990–1992**

**Amelia Island Plantation — Amelia Island, FL**

**1st Assistant Golf Professional: 1984–1990**

**Education**

Ferris State University, Big Rapids, MI

**Bachelor of Science in Business and Marketing**

Professional Golf Management Option
Golf Manufacturers and Distributors Scholarship
ORDON “CHIP” DONOVAN HIERLHY III, PGA

PROFESSIONAL DEVELOPMENT

- Graduate, Prince William County Leadership Cohort
- The First Tee Executive Director Certification
- Graduate, Palmer University
- Professional Golfers Association of America (PGA) Teaching and Coaching Summit
- Club Fitting Workshop
- Professional Golfers Association of America (PGA)/United States Golf Association (USGA) Rules of Golf
- Introduction to the Rules of Golf
- Graduate of ClubCorp Certified GM School
- ServSafe Certified
- ServSafe Allergen Certified
- TIPS Certified

PROFESSIONAL AFFILIATIONS

Professional Golfers Association of America (PGA), Class A Member
National Golf Course Owners Association Member (NGCOA)
Virginia Parks and Recreation Society Member
National Recreation and Park Association Member (NRPA)
## Technical Acumen

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EMPLOYMENT AGREEMENT

THIS AGREEMENT, made on the _____ day of _____________ 2020, by and between the City of Auburn Hills, hereinafter referred to as the “City” and Ordon “Chip” Donovan Hierlihy III, hereinafter referred to as the “FGC General Manager.”

As the City desires to retain the FGC General Manager as its FGC General Manager and the FGC General Manager desires to serve the City as its FGC General Manager; the City and the FGC General Manager agree as follows:

SECTION 1.
PERIOD OF EMPLOYMENT

This Agreement shall be effective as of February 18, 2020, and shall continue until 11:59 p.m. on February 17, 2023, subject to extension or termination as provided in this Agreement.

SECTION 2.
AUTOMATIC EXTENSION

This Agreement shall automatically be extended for an additional one-year period unless, no less that ninety (90) days before its termination date or the termination date of any automatic extension caused by the application of this section, the City Manager notifies the FGC General Manager in writing that the Agreement shall terminate at the expiration date of this Agreement or the expiration date of any extension caused by application of this section.

SECTION 3.
FGC GENERAL MANAGER’S DUTIES

During the period of employment with the City, the FGC General Manager shall perform the functions and duties in the Job Description for the FGC General Manager and perform other legally permissible and proper duties and functions as the City shall from time to time assign.
SECTION 4. OTHER EMPLOYMENT

The FGC General Manager shall devote his primary attention, knowledge and skills to the interests of the City and the City shall be entitled to the benefit of the full-time work, services, and advice of the FGC General Manager.

SECTION 5. HOURS OF WORK

The parties realize that the position of FGC General Manager requires the FGC General Manager holding such position to work the customary schedule for non-union supervisory employees of the City, including the unique circumstance of additional hours necessary during the peak season of the golf course operation. It is understood and agreed that the FGC General Manager shall work whatever hours that may be necessary in order for him to fulfill the requirements of the position of FGC General Manager, as described herein and otherwise, but in any event, no less than forty (40) hours per week.

SECTION 6. FGC GENERAL MANAGER’S SALARY

The FGC General Manager shall receive a salary at an annual rate of Sixty Six Thousand Eight Hundred Fifty Two Dollars ($66,852.00) per annum, and that salary shall be payable in installments as per the pay plan generally applicable to other City non-union supervisory employees.

The Employer shall adjust this salary by giving the FGC General Manager an annual cost of living adjustment as deemed appropriate and at the discretion of the City Manager as granted for the other non-union supervisory employees of the City.

Notwithstanding the salary provided in this Section, the City may, at any time, during the term of this Agreement, reduce the salary or other financial benefits of the FGC General
Manager in an amount equal to any applicable across-the-board reduction enacted by the City for all non-union supervisory employees.

SECTION 7.
FRINGE BENEFITS

The City agrees to provide the FGC General Manager all fringe benefits consistent with all other Department Heads of the City, as they now exist or hereafter may be amended, unless otherwise provided in this Agreement.

All provisions of City policy relating to holidays, paid time off, and working conditions, as they now exist or hereafter may be amended, also shall apply to the FGC General Manager as they would to other Department Heads of the City, unless otherwise provided in this Agreement. Such provisions can be found in the annual Benefits Resolution for Non-Union Personnel.

SECTION 8.
TERMINATION

The City or the FGC General Manager may terminate this Agreement at any time with or without cause.

1. In the event the FGC General Manager terminates this Agreement, he shall give no less than thirty (30) days prior written notice to the City and in said notice advise the City of the date of termination. If the FGC General Manager terminates this Agreement, all rights of the FGC General Manager to compensation and the further accrual of benefits pursuant to this Agreement shall cease as of the effective date of such termination.

2. In the event the City terminates the FGC General Manager’s employment under provisions of this Agreement for just cause, all rights of the FGC General Manager to compensation and the further accrual of benefits pursuant to this Agreement shall cease as of the
effective date of such termination. Just cause shall include, but is not limited to, any of the following:

(a) Fraud, dishonesty, or other intentional misconduct either:
   1. in the performance of the FGC General Manager’s duties and responsibilities pursuant to this Agreement, or
   2. which has a material adverse impact on the City, its officials, administrators or the FGC General Manager.

(b) The use by the FGC General Manager of alcohol, drugs, or any other intoxicant or controlled substance, in such a manner as to impair his ability to perform his duties and responsibilities pursuant to this Agreement in a competent and diligent manner or in a manner which harms the reputation of the City.

(c) The FGC General Manager’s arrest and binding over for trial or a plea of guilty or nolo contendere to a crime providing for a term of imprisonment (other than traffic violations and crimes not requiring the knowing involvement of the FGC General Manager in the commission thereof).

(d) (i) A pattern of neglect or persistent failure to perform the duties herein contained with respect to duties previously communicated to the FGC General Manager in writing by the City but only after the FGC General Manager has been provided notice by the City of its dissatisfaction with the performance of said duties and FGC General Manager has been provided a reasonable opportunity to correct his performance;
(ii) Otherwise willful misconduct in connection with the performance of his duties hereunder.

3. If the City terminates the FGC General Manager’s employment under the provisions of Section 8, paragraph 2, all rights of the FGC General Manager to compensation and further accrual of benefits shall cease as of the effective date of such termination unless a final determination is thereafter made by a tier of fact that the City did not have just cause to terminate the FGC General Manager, in which case the provisions of Section 8, Paragraph 4 below shall apply.

4. The City shall also have the right to terminate the FGC General Manager’s employment without cause. In the event that the City terminates the FGC General Manager’s employment without just cause, as defined above, and the FGC General Manager is willing, able, and ready to perform the duties as FGC General Manager, the City shall provide severance pay to the FGC General Manager equivalent to two (2) months of his annual base salary, as full satisfaction of the City’s obligation under this Agreement. However, no severance shall be paid if he is terminated without cause during the first year of this Agreement.

SECTION 9.
COMPLETE AGREEMENT

This written Agreement embodies the whole agreement between the parties and there are no inducements, promises, terms, conditions or other obligations in this Agreement. Any amendments to this Agreement shall be in writing and executed by both the City and the FGC General Manager.
SECTION 10.
GOVERNING LAW

This Agreement shall be construed and enforced in accordance with the laws of the State of Michigan.

SECTION 11.
SURVIVING PROVISIONS

All provisions, which by their terms or by reasonable implication may be performed after termination of this Agreement, shall survive termination of this Agreement.

SECTION 12.
REPRESENTATIONS AND WARRANTIES

FGC General Manager represents and warrants to the City that he is free to enter into this Agreement and that he has no prior or other obligations or commitments of any kind to anyone that would in any way hinder or interfere with his acceptance of, or the full, uninhibited and faithful performance of, his employment under or the exercise of his best efforts as an employee of the City.

SECTION 13.
WAIVERS

The failure of either party hereto at any time or from time to time to require performance of any of the other party’s obligations under this Agreement shall in no manner affect the right to enforce any provision of this Agreement at a subsequent time, and the waiver of any rights arising out of any breach shall not be construed as a waiver of any rights arising out of any subsequent breach.
SECTION 14. 
SURVIVAL

If any of the provisions, terms or clauses of this Agreement are declared illegal, unenforceable or ineffective in a legal forum or by the operation of law, those provisions, terms and clauses shall be deemed severable and all other provisions, terms and clauses shall remain valid and binding.

SECTION 15. 
WARRANTIES

The individuals signing this Agreement represent and warrant that they, and each of them, are duly authorized and empowered to act on behalf of and to sign for the parties for which they have signed respectively.
CITY OF AUBURN HILLS

Dated: ___________________ By: ___________________

Kevin R. McDaniel
Its: Mayor

Dated: ___________________ By: ___________________

Laura M. Pierce
Its: City Clerk

EMPLOYEE

Dated: ___________________ By: ___________________

Ordon Donovan Hierlihy III
Its: FGC General Manager
ADDENDUM

Employee shall not exceed four (4) hours on a weekly basis for golf lessons. Should the General Manager provide golf lessons, the rate for said lessons shall be pre-approved by the City Manager’s office. All income derived through lessons shall be paid through the pro shop POS system, and split 75% to General Manager and 25% to Employer. The employer shall have the unilateral right to further limit the number of hours spent conducting golf lessons or to terminate the ability of the General Manager to conduct lessons altogether.

By signing below, both parties agree to the terms of the Addendum as contained herein.

ON BEHALF OF THE CITY

___________________________________  __________________________ __________
Thomas A. Tanghe     Ordon Donovan Hierlihy III
Its: City Manager

Date:______________________________  Date:_____________________ __________

ON BEHALF OF THE EMPLOYEE
LOCATION: Auburn Hills City Hall, Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, MI 48326

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

ROLL CALL
Present: Young, Jernigan, Volk, McDaniel, Wise
Absent: Travnikar, Spurlin, Rasmussen, Gliniecki
Also Present: Brandon Skopek, Director of Authorities
Guests: None

PERSONS WISHING TO BE HEARD
None.

CORRESPONDENCE AND PRESENTATIONS
None.

APPROVAL OF MINUTES

A. Informational Meeting Minutes – December 9, 2019

Moved by Mr. Volk to approve the DDA Informational Meeting Minutes from December 9, 2019 as presented. Supported by Ms. Wise.

Yes: Young, Jernigan, Volk, McDaniel, Wise
No: None

Motion carried

B. Regular Meeting Minutes – December 9, 2019

Moved by Mr. Volk to approve the DDA Regular Meeting Minutes from December 9, 2019 as presented. Supported by Ms. Wise.

Yes: Young, Jernigan, Volk, McDaniel, Wise
No: None

Motion carried

FINANCIAL REPORT

A. FY 2019 Adopted Budget and YTD Summary – December 31, 2019
Mr. Skopek reviewed the financial report for period ending December 31, 2019. He stated that the DDA has received approximately 100% of budgeted property tax revenue to date for a total of $159,243. He stated that approximately 88% of budgeted expenditures were utilized to date. The total net position of the DDA is $306,929.

Mr. Volk asked if budget projections for the next five years and beyond were reflective of all the new and proposed development.

Mr. Skopek stated that the DDA Tax Increment Financing Plan does account for future development within the DDA district and that those projections are fairly accurate.

Mr. Volk asked if projections were based on steady growth or the rapid amount of development currently seen.

Mr. Skopek stated he will discuss revenue projections with the Finance Department and report back to the Board.

Moved by Ms. Jernigan to receive and file the financial report for period ending December 31, 2019.
Supported by Mr. Volk

Yes: Young, Jernigan, Volk, McDaniel, Wise
No: None

Motion carried

OLD BUSINESS

None.

NEW BUSINESS

A. Election of Officers

Mr. Skopek called for nominations for Chairman of the DDA Board of Directors for 2020. Mr. Young was nominated by Mr. Volk and supported by Mayor McDaniel. Mr. Skopek called roll, there were no objections or further nominations.

Yes: Young, Jernigan, Volk, McDaniel, Wise
No: None

Motion carried by roll call vote

Mr. Skopek called for nominations for Vice-Chairman of the DDA Board of Directors for 2020. Mr. Volk was nominated by Ms. Wise and supported by Ms. Jernigan. Mr. Skopek called roll, there were no objections or further nominations.

Yes: Young, Jernigan, Volk, McDaniel, Wise
No: None

Motion carried by roll call vote

B. Four Points of Main Street and Committee Responsibilities

Mr. Skopek presented a memo dated January 6, 2020. He reviewed the four points of the Main Street Approach and how each of the four points utilize a committee structure to accomplish the tasks outlined in each approach. He then discussed the proposed committee responsibilities and recommended forming a Promotion Committee and an Organization Committee. He noted that a Design Committee and an Economic Vitality Committee may be explored at a later date and are not currently needed as a majority of the responsibilities under these committees are completed collaboratively between the City Council, City staff, the DDA Board of Directors and the TIFA Board of Directors.

The Board discussed the different responsibilities of the Promotion Committee and the Organization Committee.

Chairman Young recommended appointing a Chairman and Vice-Chairman to the committees.
Ms. Jernigan will serve as the Chairman of the Organization Committee with Mr. Volk serving as the Vice-Chairman.

Ms. Wise will serve as the Chairman of the Promotion Committee with Mr. Volk serving as the Vice-Chairman.

Mr. Skopek stated that committees will report to the DDA Board as a whole and staff will work with the committees on work plans and strategies. He added that committees could be comprised of resident and merchant volunteers, as well as, other City Boards and Commissions.

Chairman Young suggested reaching out to the TIFA Board about members serving on the committees.

There was no further discussion on the agenda item.

BOARD MEMBER COMMENTS

None.

DIRECTOR UPDATES

Mr. Skopek stated that staff held the first Summerfest planning meeting to discuss event logistics and activities. He noted that one activity discussed was a bar crawl event in conjunction with Summerfest to encourage event attendees to patronize downtown. Although there are no definitive plans at this time, staff is seeking the DDA Board’s input on their sponsorship of a bar crawl activity. If there is interest, staff will proceed with research and planning.

The Board discussed different components of the activity. The consensus of the Board was for staff to proceed with research and planning for a bar crawl event.

Staff will proceed with research of event logistics and report back to the Board with a definitive plan.

Mr. Skopek stated that the bands for the Friday Night Summer Concert Series have come in under budget. Approximately $16,000 is proposed to be expended on the Friday Night Summer Concert Series, which has a budget of $20,000. Staff discussed utilizing the remaining funds to host a children’s music series during the week in order to bring patrons downtown during the weekdays around lunch time. Staff sought feedback from the Board before proceeding.

The Board discussed the children’s concert series and noted that it is worth trying out and pursuing.

Staff will bring a recommendation to the Board at the March DDA meeting.

Mr. Skopek discussed utilizing the additional $5,000 budgeted for events in 2020 for a summer movie series. He stated that the pop-up movie night last October was a success and staff is proposing to schedule four movie nights in August for Wednesday evenings.

The consensus of the Board was for staff to proceed with planning for a downtown movie series.

Mr. Skopek passed out the Downtown Dining Guide that the TIFA Board created for marketing downtown Auburn Hills. He noted that the dining guides have been placed in all the hotels located within City limits and within a three-mile radius of downtown.

ANNOUNCEMENT OF NEXT MEETING

The next Downtown Development Authority Board of Directors will be Monday, March 9, 2020, at 5:30 PM at City Hall in the Administrative Conference Room.

ADJOURNMENT

Moved by Mayor McDaniel to adjourn the DDA Board meeting.
Supported by Ms. Jernigan
Yes:    Young, Jernigan, Volk, McDaniel, Wise
No:     None

Motion carried

The DDA Board of Directors meeting adjourned at 6:35 p.m.

Respectfully submitted,
Brandon Skopek
Executive Director
CITY OF AUBURN HILLS
TAX INCREMENT FINANCE AUTHORITY MEETING

January 14, 2019

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

ROLL CALL:
- Present: Hassett, Kneffel, Goodhall, Thornton, Roberts, Klemanski
- Absent: Waltenspiel, Dolly, Price
- Also Present: Brandon Skopek, Director of Authorities
- Guests: Ron Melchert, Director of Public Works; Stan Torres, Manager of Municipal Properties

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

PERSONS WISHING TO BE HEARD

Mr. Skopek introduced Mr. Melchert and Mr. Torres.

CORRESPONDENCE AND PRESENTATIONS

A. Department of Public Works Presentation – Irrigation Overview

Mr. Torres gave a presentation on the irrigation components within the three TIFA districts. The full presentation is attached (Attachment A).

Ms. Thornton asked if the irrigation for the hanging baskets downtown was worn out or destroyed.

Mr. Torres stated that there was miscommunication on the Auburn Road construction project on whether the City or the contractor would be preserving the irrigation system and the system was removed and not replaced.

Mr. Melchert added that the downtown rehabilitation project was complex from both a construction and funding standpoint. In order to control some costs on the project, there was some work conducted in-house. It was then discovered that some of the work would be too much for in-house staff to conduct and then had to be added on to the project, which is where the irrigation for the hanging baskets was missed. The irrigation was removed and before it could be replaced, new concrete was poured for the sidewalk.

Chairman Hassett stated that the TIFA Board sought a presentation from the Department of Public Works because there has been a large increase in the irrigation costs for the TIFA districts. The Board was curious if there was a way to conduct automatic monitoring of the irrigation and if the system could shut down during a rain event.

Mr. Torres stated that every system has a rain gauge that monitors moisture in the ground. If there is sufficient moisture identified, the system will not run and send an alert to the Department of Public Works. The Department of Public Works will then discuss turf conditions to make the final determination on whether to irrigate or not. He added that if irrigation is running during a rain event, it is either not one of the City’s systems or there is a malfunction in the system.

Secretary Goodhall asked if there was any data on the accuracy of water usage measurement year to year.

Mr. Torres stated that each water meter has an audit trail of electronic records. The City’s software will let staff know if there is an abnormal event. He added that one dry month could create a large fluctuation in water usage.
Mr. Melchert added that the water meters are accurate. He noted that the difference in water usage comes down more to irrigation components and weather events.

The Board thanked Mr. Melchert and Mr. Torres. There was no further discussion on the agenda item.

**B. Correspondence from City Manager Tanghe Regarding TIF-D Projects**

Mr. Skopek read a piece of correspondence from City Manager Tanghe regarding TIF-D projects. The full correspondence is attached (Attachment B).

Dr. Klemanksi asked if there were historical considerations for the Seyburn Mansion.

Mr. Skopek stated it is not a historically designated building.

Chairman Hassett noted that the Seyburn Mansion sits in a prominent location and its removal could lead to a new inviting structure.

Chairman Hassett asked what the Board’s thoughts were if the request was made for the TIFA Board to demolish the Seyburn Mansion.

Ms. Roberts stated her hesitation is that there are not many historical sites in the City and this building is one of the few remaining historical structures.

Vice-Chairman Kneffel suggested replacing the building with a pavilion that could be utilized by the public.

Dr. Klemanski asked if there was any indication on how much the demolition of the Seyburn Mansion would cost.

Mr. Skopek stated that staff does not yet have an estimate for the demolition. City Council has directed the City Manager to obtain quotes for the demolition of the building, but to not proceed with any demolition at this time.

Ms. Roberts noted that she is for the demolition of the building, but she would like to see a dedication in way of a plaque noting this was the site of the Seyburn Mansion.

The general consensus of the Board was to provide financial support for the TIF-D projects noted by City Manager Tanghe.

**APPROVAL OF MINUTES**

**A. TIFA Informational Meeting Minutes – December 10, 2019**

Moved by Mr. Goodhall to approve the TIFA Informational Meeting minutes from December 10, 2019 as presented.

 Supported by Ms. Roberts

| Yes:     | Hassett, Kneffel, Goodhall, Thornton, Roberts, Klemanski |
| No:      | none                                                   |

Motion carried

**B. TIFA Regular Meeting Minutes – December 10, 2019**

Moved by Mr. Goodhall to approve the TIFA Regular Meeting minutes from December 10, 2019 as presented.

 Supported by Ms. Thornton

| Yes:     | Hassett, Kneffel, Goodhall, Thornton, Roberts, Klemanski |
| No:      | none                                                   |

Motion carried
FINANCIAL REPORT

A. FY 2019 Adopted Budget and YTD Summary – December 31, 2019

Mr. Skopek reviewed the financial report for the period ending December 31, 2019. He noted that these numbers have not yet been audited, but staff does not anticipate any significant changes for final numbers in fiscal year 2019.

Moved by Dr. Klemanski to receive and file the financial report for period ending December 31, 2019.
Supported by Ms. Thornton

Yes: Hassett, Kneffel, Goodhall, Thornton, Roberts, Klemanski
No: none

Motion carried

OLD BUSINESS

None.

NEW BUSINESS

None.

BOARD MEMBER COMMENTS

Ms. Thornton asked if Larco Brothers Pizzeria has started serving alcohol yet.

Mr. Skopek stated that they are anticipating to begin serving alcohol next week.

Vice-Chairman Kneffel noted that Blue Skies Brewery seemed to be progressing with their tenant build-out.

Mr. Skopek stated that there were some contractor issues in the beginning of the process, but the issues have been resolved and the owners are quickly progressing with their build-out.

Chairman Hassett asked if there has been any progress made on the TiFA owned building at 3346 Auburn Road.

Mr. Skopek stated that staff has received the architectural plans for the interior demolition of the building and the Department of Public Works is near completion with removing the furniture from the building. He added that staff has been actively marketing the site and has a tour scheduled with a developer next week.

Chairman Hassett commented that he is not in favor of painting a mural on the back of the buildings located on Squirrel Court in downtown and would rather improve the four storefront entrances on Squirrel Court. He added that improving the four storefronts would be much more attractive than painting a mural.

Ms. Roberts and Ms. Thornton concurred.

Ms. Roberts commented that painting a mural would take away from the high-quality building design seen downtown in new developments.

Vice-Chairman Kneffel concurred.

Chairman Hassett recommended framing the storefront entrances to make them more attractive and remove the paint from the buildings.

Ms. Roberts stated that the wall could be painted one uniform color and make the storefronts themselves attractive.
Vice-Chairman Kneffel asked what type of mural was envisioned.

Mr. Skopek stated that the intent was to issue a Request for Proposals for artists to submit design ideas. He noted that if the Board would like to proceed in a different direction, staff can prepare some alternative ideas for the Board to discuss at the February meeting. He added that any design sought would require approval from the building owner.

Chairman Hassett requested staff take photos of the building in its current condition for discussion purposes at the next TIFA Board meeting.

There was no further discussion on the agenda item.

DIRECTOR UPDATES

Mr. Skopek updated the Board that the Downtown Development Authority (DDA) has formed an organization committee and a promotion committee as part of the Main Street initiative. The committees will focus on promoting and marketing downtown, enlisting volunteers, and planning and hosting special pop-up events. The DDA Board suggested reaching out to the TIFA Board about volunteering to sit on the committees.

Mr. Skopek updated the Board that OHM has been attempting to reach the contractor for the pedestrian alleyway downtown, but has had difficulty getting in contact. He added that he met on site with the Property Manager and Association President of Astoria Park to discuss the removal of the awnings from the west side of the Astoria Park building where the alleyway will be located. The parties are receptive and open to the idea, however, they are not yet ready to give a final answer. They asked staff to reach out to the Chamber of Commerce about removing the awnings since the awnings are affixed to their tenant space. He has not yet received a response from the Chamber of Commerce.

Mr. Skopek updated the Board that staff held the first Summerfest planning meeting this week to discuss event planning and logistics. He noted that last year the TIFA Board sponsored a band for the grand opening and ribbon cutting of the Knight Amphitheater, which was held in conjunction with Summerfest. He is seeking the Board’s feedback on sponsoring a band during the 2020 Summerfest. He added that the TIFA has not historically participated in Summerfest, but wanted to present the idea to the Board.

The consensus of the Board was to proceed with a band sponsorship for Summerfest for up to $2,500.

ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, February 11, 2020 at 4:00 PM at Auburn Hills City Hall Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

ADJOURNMENT

Moved by Chairman Hassett to adjourn the TIFA Board meeting.

Supported by Ms. Thornton

Yes: Hassett, Kneffel, Goodhall, Thornton, Roberts, Klemanski
No: none

Motion carried

The TIFA Board of Directors meeting adjourned at 5:35 p.m.

Respectfully submitted,

Steve Goodhall Brandon Skopek
Secretary of the Board Executive Director
Irrigation Systems

Department of Public Works
Stan Torres
Manager of Municipal Properties

www.auburnhills.org

(248) 391-3777
(248) 364-6901 office

storres@auburnhills.org
Irrigation Systems

- System Overview
- Technology
- Service Areas
- Watering Schedule
System Overview

32 Meters
32 Controllers
1,000,000 units of water
Activate May 15
De-Activate October 15
Round-About
Technology

- Tucor Conversions
- RKS+ Controller
  - 6 stations / 100 valves
  - 10 simultaneous programs
  - Individual valve timing
  - Flow sensing
  - Alarms
  - Mobile App
Communication

- Ethernet
- Cellular
### Tucor Conversions
101-266-789.000 Irrigation Expenses

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<tr>
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</tr>
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</table>
University Streetscape
TIFA - D

Map showing University Streetscape with labeled locations:
- 2835 University Drive
- 3002 University Drive
Hamlin Road
TIFA - A

Hamlin Irrigation
Watering Schedule

- 12 am - 5am
- Even’s on Mon/Wed/Fri/Sun
- Odd’s on Tue/Thu/Sat/Sun
Thank You!

Stan Torres

Department of Public Works
(248) 391-3777
dpw@auburnhills.org
Brandon,

If possible, can you please share the following correspondence with the TIFA Board so that we may gauge their level of support. Thank you. I know I shared this with you, but I’m not sure if I sent it to you electronically.

Chairman Hassett and Members of the TIFA Board of Directors,

On Monday evening, January 6th, the City Council met in a workshop to discuss the future of two of the buildings on our campus that at this time, remain vacant. The first is the former Seyburn Mansion which has been vacant for some fifteen years now and continues to decline in condition year after year. While the City Council did not make any final determinations about its future, there does not appear to be a legitimate use for it and at this point, it simply remains on our campus as a non-functioning building that we know will cost hundreds of thousands of dollars to repair and to bring into compliance with current codes if we were to attempt to occupy it. After much discussion with staff and the City Council, there was no majority support for anything in particular to be located in the building. The building is not compliant with the Americans with Disabilities Act, has no functioning mechanical systems, and is not designed to meet any municipal need now or in the foreseeable future. Again, it’s important to note that no final decision has been made, but some discussion did take place about perhaps preserving part of it. Of greater consideration is the idea to replace it with a substantial pavilion that is not only in demand, but generates income.

The second building is the former playhouse. It was most recently occupied as the Auburn Hills satellite office of OHM Advisors, the City’s consulting engineers. OHM is headquartered in Livonia and due to their growth, moved to an office building in Auburn Hills in late November, thus, leaving the playhouse unoccupied. While the playhouse has been a source of income over the last several years, City Council determined that the income generated was not substantial enough to the point where it was a vital revenue and determined that some ideas for its use warrants consideration and is more manageable than further considering a very expensive Seyburn Mansion renovation. It should be noted that the playhouse remains in good condition and has been occupied over the years, thus maintained appropriately. A couple of thoughts about the future use of the playhouse include moving items that are currently locked up and stored at Seyburn from the historical society into a space in the playhouse where they can actually be placed on display and viewed by the public. Another idea is to provide a space within the building for our Teen Council for teen gatherings. One idea that I have myself is that it could provide an office space for the Auburn Hills Community Foundation. As you can see, that building could accommodate a number of needs that can be met with a much smaller footprint than Seyburn and remains in an appropriate condition.

Having said all of the above and not knowing what the future holds for either building at this moment in time, I am reaching out the TIFA Board to gain general financial support to pursue final
outcomes for these buildings. In the case of the Seyburn mansion, funding may be requested in the form of demolition and clearance dollars. If part of the building were to remain, funds might be requested to modify the exterior of the building and then renovate the interior, with funding also needed for a new pavilion. And for the playhouse, a funding request could be made for some level of interior renovations to accommodate a variety of future uses, some of which were previously mentioned but remain to be determined. More than anything, I know that for planning purposes, you appreciate hearing about these things in advance so that you know what might be coming your way and not right at the moment when we want them to happen. So while I don’t have more detail than this right now, I still wanted to give you advance notice of what might be requested of the TIFA so that my office can understand the level of support from you for our purposes.

I thank you in advance for receiving this communication and I look forward to providing you with additional information in the months ahead with hopes for your support.

My best to all of you and Happy New Year.

Tom

Thomas A. Tanghe
City Manager  |  City Manager’s Office
1827 N. Squirrel Road  |  Auburn Hills, MI 48326
248-370-9440 Office
ttanghe@auburnhills.org
www.auburnhills.org
1. CALL TO ORDER
   The Clerk called the meeting to order at 10:05 AM.

2. ROLL CALL
   Present: Jack Broklebank
   Terry Carpenter
   Laura Pierce
   Absent: None

3. APPROVAL OF THE MINUTES
   3a. Minutes of October 2, 2019
      MOTION: Motion by Carpenter, seconded by Broklebank:
      RESOLVED: To approve the minutes of October 2, 2019 as presented.
      VOTE: Yes: All
            No: None
            MOTION CARRIED

4. NEW BUSINESS
   4a. Review List of Precincts
      MOTION: Motion by Broklebank, seconded by Carpenter:
      RESOLVED: To approve the list of Precincts 1 through 9 for the March 10, 2020
               Presidential Primary Election.
      VOTE: Yes: All
            No: None
            MOTION CARRIED

   4b. Approval of Ballot Styles
      MOTION: Motion by Carpenter, seconded by Broklebank:
      RESOLVED: To approve the ballot styles for Precincts 1 through 9 for the March 10, 2020
                 Presidential Primary Election.
      VOTE: Yes: All
            No: None
            MOTION CARRIED
5. **OTHER ITEMS**

5a. Next meeting: Monday, February 3rd at 10:00 AM for the purpose of conducting the Public Accuracy Test and approving the list of Election Inspectors.

6. **ADJOURNMENT**

The meeting adjourned at 10:34 AM.

Laura M. Pierce, City Clerk
CALL TO ORDER: Mr. Slocum called the meeting to order at 6:03 p.m.

ROLL CALL:  
Present: Douglas, Knight, Slocum, Capen (Via Communications Equipment)  
Absent: None  
Also Present: Brandon Skopek, Director of Authorities; Mary Hoeh, AKT Peerless (Via Communications Equipment)  
Guests: 1

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

PERSONS WISHING TO BE HEARD

Mr. Knight introduced Mr. Wes Schar to the Board. Mr. Knight stated that Mr. Schar is in attendance to learn more about the Brownfield Redevelopment Authority.

CORRESPONDENCE AND PRESENTATIONS

None.

APPROVAL OF MINUTES

Item 3a. Brownfield Redevelopment Authority Regular Meeting Minutes – December 17, 2019

Moved by Mr. Knight to approve the December 17, 2019 minutes as presented.  
Supported by Mr. Douglas.

Yes: Douglas, Knight, Slocum  
No: None  
Abstain: Capen

Motion carried

FINANCIAL REPORT

Item 4a. FY 2019 Adopted Budget and YTD Summary – December 31, 2019

Mr. Skopek presented the financial report and YTD summary for the period ending December 31, 2019. He noted there are no significant changes from last reporting period with the exception of consultant expenses related to current brownfield projects. He added that the final numbers for fiscal year 2019 have not yet been audited; however, he does not expect any significant changes following the audit.
Mr. Knight stated that he would like the beginning cash position removed from supplemental cash flow analysis page in the financial report. He commented that the beginning cash position does not need to be shown as it is not critical to the supplemental sheet. He added that he would like to see the current brownfield plan loans located at the bottom of the supplemental cash flow analysis sheet.

Chairman Capen stated he would still like to see the information listed, but he is amendable to moving the information elsewhere on the sheet. He added that the supplemental cash flow analysis assists with understanding where the revolving loan fund dollars are at as compared to general expenses. He suggested breaking the report down by the revolving loan fund and the general expenditure fund.

Mr. Skopek stated he can remove the beginning cash position from the supplemental cash flow analysis and relocate the current brownfield plan information. He added that all revenue and expenditures are listed on the “Statement of Revenues, Expenditures, and Changes in Net Position” sheet in the financial report which will continue to show the beginning cash position.

Moved by Mr. Douglas to receive and file the Brownfield Redevelopment Authority financial report for period ending November 30, 2019.
Supported by Mr. Knight.

Yes: Douglas, Knight, Slocum
No: None
Abstain: Capen

Motion carried

OLD BUSINESS

Item 6a. Galloway Creek Evaluation

Mr. Skopek presented a memo dated January 8, 2020. He stated that following the direction given at the last AHBRA Board meeting, staff requested a proposal from AKT Peerless for additional testing of the Galloway Creek. The proposal includes the testing of six additional locations along the Galloway Creek. AKT Peerless will review the radius map that was completed in August of 2017 to determine appropriate sampling locations. AKT Peerless will collect one sediment sample and one surface water sample from each sampling location.

Ms. Hoeh reviewed for the Board that the 2017 radius map identifies all the known brownfield locations in the City of Auburn Hills. Samples will be taken downstream of five known brownfield locations, as well as, one sample at the location the Galloway Creek exits the City. The sampling will evaluate the general health of the creek at this point in time, but may or may not provide concrete evidence of impacts in the creek. The results will determine if additional action is necessary.

Mr. Slocum asked if there was an estimated timeframe as to when the testing would take place.

Ms. Hoeh stated that timelines will depend on whether the creek is frozen. If the creek is frozen and the ice is too thick, sampling would need to be conducted closer to spring.

Mr. Slocum asked if the Board will have the opportunity to discuss the locations of the samples.

Ms. Hoeh stated the Board may review the locations prior to any sampling.

Mr. Knight noted that there was discussion at the last AHBRA Board meeting over creek jurisdiction and responsibility if any contamination was found.

Mr. Skopek stated that the Oakland County Water Resource Commissioner conducts periodic monitoring of the creek, but they have changed their sampling intervals. He noted that they previously sampled in 2014 and 2017 with no issues reported. Their next sampling activity will take place in 2020. He added that the City Attorney had noted that there would not be liability or responsibility on behalf of the AHBRA to clean up any contamination found, but that the Board would need to be prepared to investigate responsible parties.
Mr. Douglas asked if it was the State’s responsibility to notify the public of any contamination issues.

Ms. Hoeh stated that it is generally the responsibility of the property owner to notify the public of any issues.

There was no further discussion on the agenda item.

Moved by Mr. Knight to authorize the Executive Director to execute proposal number PF-25783 from AKT Peerless to conduct an assessment of the Galloway Creek, in an amount not to exceed $19,123.

Supported by Mr. Douglas.

Yes: Douglas, Knight, Slocum
No: None
Abstain: Capen

Motion carried

Mr. Skopek stated that staff will bring back testing locations for the Board’s approval at the February AHBRA meeting.

Mr. Knight asked if staff could provide an update on the brownfield projects currently underway, specifically 3180 Auburn Road and the City-owned Auburn Road parcel at 2041 Auburn Road.

Mr. Skopek stated that the Board has awarded the bid for the demolition of 3180 Auburn Road and that staff has conducted an on-site pre-demolition meeting with the demolition contractor. He added that the demolition contractor is currently applying for demolition permits through the City and County. Once all permits have been approved, staff will conduct another pre-demolition meeting prior to the work starting.

Mr. Knight stated the fence around the property also includes property to the west that is not owned by the City. He would like to see a fence installed along the property line to identify property lines.

Ms. Hoeh stated that there will be a temporary fence installed for the demolition.

Mr. Skopek stated that there has been a survey conducted on the site and property stakes have been placed. He added that the Brownfield Redevelopment Authority cannot expend funds to install a fence on the property and that would be a determination of the City if a fence is to be installed.

Mr. Knight asked staff to provide an update on the City-owned parcel at 2041 Auburn Road.

Mr. Skopek stated that the northern portion of the property is in standby until a new development is proposed as staff was working toward a remediation plan for the former Opdyke Medical building that was proposed. He asked Ms. Hoeh to provide an update on the testing on the southern portion of the site.

Ms. Hoeh stated that the drilling has been completed. AKT Peerless is currently working on the CAD drawings and the EPA work plan for the southern portion of the site.

Mr. Slocum asked if it would be beneficial for the Board to have a monthly status report sheet generated rather than including all the information in the financial report.

Mr. Knight stated he would find a status report sheet beneficial.
Chairman Capen suggested placing the information on the City website as well.

Mr. Skopek stated he can create a one page report outlining the status of each brownfield project for the Board. He can add this report as a correspondence item for the Board meetings.

NEW BUSINESS
Item 7a. Election of Officers

Mr. Knight stated he would like to conduct the election of officers at this meeting rather than waiting for another member to be appointed to the Board. He added that he would like to see the Chair designated to another member due to Mr. Capen’s busy work schedule out of the state. He concluded by stating that Mr. Capen has done a fantastic job as Chair and would welcome him back to the Chair position once his work schedule allows him to attend more meetings in person.

Chairman Capen stated his willingness to pass the Chair on to another individual. He added that his work contract may or may not be extended and he is unsure how much longer we will be out of the state.

Mr. Douglas asked if Mr. Slocum is available to attend meetings.

Mr. Slocum stated his is available to attend meetings. He added that he is happy to serve as Chair, but Mr. Capen has background knowledge and experience with the work conducted by the Board.

Mr. Knight stated that the responsibility of the Chair is to run an efficient meeting and that the Board will work together on policy.

There was no further discussion on the agenda item.

Mr. Skopek called for nominations for 2020 Chairman of the Auburn Hills Brownfield Redevelopment Authority Board of Directors. Mr. Slocum was nominated by Mr. Douglas and supported by Mr. Knight.

Mr. Capen stated his support for Mr. Slocum.

There were no objections or further nominations.

Yes: Douglas, Knight, Slocum
No: None
Abstain: Capen

Motion carried

Mr. Skopek called for nominations for 2020 Vice Chairman of the Auburn Hills Brownfield Redevelopment Authority Board of Directors. Mr. Capen was nominated by Mr. Knight and supported by Mr. Douglas

There were no objections or further nominations.

Yes: Douglas, Knight, Slocum
No: None
Abstain: Capen

Motion carried

BOARD MEMBER COMMENTS

None.

DIRECTOR UPDATES

Mr. Skopek updated the Board that Foremost Development has signed the approved agreement for the assignment of the brownfield loans at 3250 Auburn Road to Detroit Riverside Capital; however, Detroit Riverside Capital has not yet signed the agreement. Detroit Riverside Capital has been in communication with AKT Peerless regarding the first loan payment that is due April 2020 for the State brownfield loan. Detroit Riverside Capital has requested the State amend the loan to extend the first loan payment to April 2021 due to insufficient tax increment revenues to make the first payment. He reminded the Board that although the loan is between the State and the City, the developer is responsible for the payment if there are insufficient tax increment revenues. The State has stated that
any payment extension request for the loan would be difficult to obtain and the City would need to show financial hardship as to why the first payment cannot be made. Further, an extension request would significantly hinder the City’s ability to acquire any future State loans or grants. Mr. Skopek added that both Foremost Development and Detroit Riverside Capital were made aware of the first loan payment’s due date prior to Detroit Riverside Capital taking over the project. Detroit Riverside Capital has indicated to staff that they intend on requesting an amendment to the local brownfield revolving fund loan on the property in order to make the first payment to the State.

Mr. Knight stated that the City has worked continuously to get the project moving.

Vice Chairman Capen asked which developer would be liable for the first payment.

Mr. Skopek stated that because Detroit Riverside Capital has not yet signed the assignment of the loan agreement, Foremost Development would remain liable for the payment until that agreement is signed by both parties.

Vice Chairman Capen asked if the environmental clean-up has been completed.

Mr. Skopek stated that the clean-up has been completed.

Vice Chairman Capen asked if all the State funds have been expended.

Mr. Skopek stated all the State funds have been expended. He added that there were a few remaining funds leftover after the clean-up that have been returned to the State.

Ms. Hoeh added that there are areas of impact on the site that are covered under the documentation of due care compliance. She stated that as long as Detroit Riverside Capital constructs the building in the same footprint as Foremost Development proposed, the environmental construction management plan and documentation of due care compliance originally created may be followed. If the building footprint changes, there may be a need for additional environmental tasks. It is her understanding that the development remains the same.

Chairman Slocum stated he views any additional environmental tasks a separate issue and outside the original loan and original obligation Foremost Development had. He added that prior to the sale of the development, both developers should have been on the same page as far as when the first loan payment was due.

Mr. Skopek stated that prior to the development being sold to Detroit Riverside Capital, staff and AKT Peerless held a meeting with all parties to discuss the brownfield loan payment timelines to ensure each party was aware of the obligations.

Mr. Knight stated that he would like to see the development constructed.

**ADJOURNMENT**

Moved by Mr. Douglas to adjourn the Brownfield Redevelopment Authority Board of Directors meeting. Supported by Mr. Knight.

Yes: Douglas, Knight, Slocum

No: None

Abstain: Capen

The meeting adjourned at 7:22 PM

Motion carried

Respectfully submitted:
Brandon Skopek
Executive Director
To: Mayor and City Council  
From: Thomas A. Tanghe, City Manager; Eileen Culver, Accounts Receivable Manager  
Submitted: January 30, 2020  
Subject: Cash and Investment Interim Report - 2019 4th Quarter

INTRODUCTION AND HISTORY

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

In September of 2009, the Investment Policy was amended to allow the City to contract with external investment firms to manage a portion of the City’s surplus operating funds. After establishing two custodial accounts with JPMorgan/Chase, $20.0 million was initially transferred into each account to allow the investment firms of Ambassador Capital and MBIA (since renamed to Cutwater Asset Management), to begin investing the City’s funds in December 2009. Later in 2010, the custodial accounts were moved from JPMorgan/Chase to Comerica.

In January of 2011, the City engaged the services of Asset Strategies to provide a level of due diligence beyond internal staff review, perform quarterly reviews of the performance of the City’s investment portfolio, and to ensure the City’s investment portfolio remains in compliance with Public Act 20.

In September 2014, Ambassador Capital was dissolved. Cutwater Asset Management managed the funds temporarily until City Council subsequently approved the recommendation of internal staff and Asset Strategies to name Cutwater Asset Management as the City’s sole investment manager in January 2015. Since July 2015, Cutwater Asset Management operates as Insight Investment.

In April 2015, Council approved the City to transfer excess cash into the Oakland County Local Government Investment Pool. Staff will transfer into and draw from this account based on cash flow and operational needs.

Beginning with the 2015 4th quarter cash and investment report to City Council, it was determined that summarized material from the City’s investment consultant report provided an acceptable review of the City’s managed cash. Further, it was determined that future quarterly reporting would be included on the consent agenda and the City’s investment consultant would be invited to address City Council a minimum of two times during the year, regarding the City’s managed cash and investments.

As of July 1, 2016, the City’s investment consultant firm, Asset Strategies, was acquired by the Bogdahn Group. As of the beginning of 2017, the Bogdahn Group changed its name to AndCo Consulting. Mr. George Vitta remained an employee of the new firm. Both Mr. Vitta and Mr. Brian Green (formerly of the Bogdahn Group) shared in the consulting to the City.

Beginning May 2017, the City began utilizing the Michigan CLASS pool with an initial transfer of $9.8M of which $5.5M was from the General fund and not needed for immediate cash flow. Staff anticipates moving funds in and out of Michigan CLASS for very temporary periods based on cash flow needs, therefore, City Council can expect to see greater fluctuations in this account balance from time to time.

As of December 31, 2017, Mr. George Vitta retired from AndCo Consulting. Mr. Brian Green, however, will continue as the City’s investment consultant.

In February 2019 and July 2019, Certificates of Deposit matured at which time the City decided not to reinvest the funds in additional CD’s, due to the unfavorable rates offered. The funds will be held in MiCLASS, and the City will review the remaining CD upon maturity. Additionally, in March 2019 the City was able to reinvest into Insight $5 million of the $10
million that was liquidated at the end of 2015. This particular investment has a shorter term horizon, to allow flexibility based on capital needs in the upcoming budget review.

Attached is the 4th quarter 2019 investment summary prepared by AndCo Consulting. The select pages include both a Summary and Executive report. These pages provide a summary of the City’s asset allocation of investments, past and current performance, market values, and an evaluation. The complete 21 page quarterly report is filed with the City Clerk and available for review at any time.

As has been the practice, AndCo Consulting’s report includes only managed cash invested through Insight Investment, the Local Government Investment Pool, Michigan CLASS, and Certificate of Deposits. Cash held by the city for operational needs is not reported. Effective June 1, 2019, these funds are now held in an interest bearing checking account, with JPMorgan Chase.

As of December 31, 2019, there was approximately $30.1M available for City operations in the City’s operational checking account and allocated as follows:

- $6.6M Governmental Funds
- $13.4M Enterprise Funds
- $3.7M Internal Service Funds
- $6.4M Component Unit Funds

**STAFF RECOMMENDATION**

The staff recommends the acceptance of the 2019 4th quarter ending December 31, 2019 Cash Management Summary and Executive reports submitted by AndCo Consulting.

**MOTION**

Move to receive and file the AndCo Consulting 4th Quarter 2019 Cash Management Summary and Executive reports.

I CONCUR:  
Donald K. Grice, Assistant City Manager
Investment Performance Review
Period Ending December 31, 2019

City of Auburn Hills - Cash Management
1. Investment Results for the $65.8 million portfolio managed by Insight Investment and the Finance Director/Treasurer exceeded expectations for the quarter and for the year. The investment rate of return was +0.50% for the quarter and +2.99% for the past 12 months. These results compare to 0.46% return for T-Bills this quarter, and 2.28% for the past 12 months. Longer term results (trailing 3 year and 5 year) are well ahead of relevant benchmarks.

2. Investment Activity for the quarter:

<table>
<thead>
<tr>
<th>Manager</th>
<th>Interest</th>
<th>$ FMV Adjustment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Insight Investment</td>
<td>$264,805</td>
<td>($25,110)</td>
<td>$239,695</td>
</tr>
<tr>
<td>2) Oakland County Invest Pool</td>
<td>$34,906</td>
<td>N/A</td>
<td>$34,906</td>
</tr>
<tr>
<td>3) CDs plus J Fund</td>
<td>$1,772</td>
<td>N/A</td>
<td>$1,772</td>
</tr>
<tr>
<td>4) Michigan CLASS</td>
<td>$53,692</td>
<td>N/A</td>
<td>$53,692</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$355,175</td>
<td>($25,110)</td>
<td>$330,065</td>
</tr>
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</table>

3. Investment Activity for the trailing 12 months:

<table>
<thead>
<tr>
<th>Manager</th>
<th>Interest</th>
<th>$ FMV Adjustment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Insight Investment</td>
<td>$949,513</td>
<td>$558,659</td>
<td>$1,508,172</td>
</tr>
<tr>
<td>2) Oakland County Invest Pool</td>
<td>$122,302</td>
<td>N/A</td>
<td>$122,302</td>
</tr>
<tr>
<td>3) CDs plus J Fund</td>
<td>$12,077</td>
<td>N/A</td>
<td>$12,077</td>
</tr>
<tr>
<td>4) Michigan CLASS (new)</td>
<td>$253,104</td>
<td>N/A</td>
<td>$253,104</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$1,336,995</td>
<td>$558,659</td>
<td>$1,895,655</td>
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</tbody>
</table>

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

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

6. Insight Investment and the Finance Director/Treasurer are earning competitive returns, net-of-fees. The active cash management program is both paying for itself and providing a significantly greater return on investment for the City after 10 years.
## Asset Allocation & Performance

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<th></th>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Aggregate Cash Management</td>
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<td>0.78</td>
<td>1.04</td>
<td>0.64</td>
<td>0.50</td>
<td>2.99</td>
<td>2.38</td>
<td>1.91</td>
<td>1.45</td>
<td>1.08</td>
<td>01/01/2010</td>
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<td>90 Day U.S. Treasury Bill</td>
<td></td>
<td></td>
<td>0.60</td>
<td>0.64</td>
<td>0.56</td>
<td>0.46</td>
<td>2.28</td>
<td>2.08</td>
<td>1.67</td>
<td>1.05</td>
<td>0.56</td>
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<tr>
<td>Insight Investment</td>
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<td>74.0</td>
<td>0.87</td>
<td>1.19</td>
<td>0.65</td>
<td>0.49</td>
<td>3.25</td>
<td>2.44</td>
<td>1.89</td>
<td>1.44</td>
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<tr>
<td>90 Day U.S. Treasury Bill</td>
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<td>0.60</td>
<td>0.64</td>
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<td>0.46</td>
<td>2.28</td>
<td>2.08</td>
<td>1.67</td>
<td>1.05</td>
<td>0.56</td>
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<tr>
<td>IM U.S. Cash Fixed Income (SA+CF) Median</td>
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<td>0.96</td>
<td>0.86</td>
<td>0.68</td>
<td>0.57</td>
<td>3.21</td>
<td>2.61</td>
<td>2.19</td>
<td>1.68</td>
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<td>Michigan Class</td>
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<td>0.62</td>
<td>0.57</td>
<td>0.48</td>
<td>2.32</td>
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<td></td>
<td></td>
<td>1.92</td>
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<td>Oakland County LGIP</td>
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<td>Certificates of Deposit</td>
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<td>0.65</td>
<td>0.58</td>
<td>2.32</td>
<td>1.96</td>
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<td>01/01/2010</td>
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<td>Comerica Govt Cash</td>
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<td>0.55</td>
<td>0.52</td>
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<td>1.90</td>
<td>1.54</td>
<td></td>
<td>1.30</td>
<td>03/01/2016</td>
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## Financial Reconciliation

<table>
<thead>
<tr>
<th>Allocation</th>
<th>Market Value 01/01/2019</th>
<th>Income</th>
<th>Net Investment Gain/Loss</th>
<th>Net Cash Flow</th>
<th>Market Value 12/31/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggregate Cash Management</td>
<td>59,522,960</td>
<td>1,336,995</td>
<td>558,659</td>
<td>4,456,540</td>
<td>65,875,155</td>
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<tr>
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<td>558,659</td>
<td>5,000,000</td>
<td>48,730,866</td>
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<tr>
<td>Michigan Class</td>
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<td>-</td>
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<td>5,490,761</td>
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<tr>
<td>Certificates of Deposit</td>
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<td>-</td>
<td>-506,697</td>
<td>247,893</td>
</tr>
<tr>
<td>Comerica Govt Cash</td>
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<td>3,398</td>
<td>-</td>
<td>-78,490</td>
<td>46,066</td>
</tr>
</tbody>
</table>
### Schedule of Investable Assets

**City of Auburn Hills - Cash Management**  
**January 1, 2010 To December 31, 2019**

<table>
<thead>
<tr>
<th>Periods Ending</th>
<th>Beginning Market Value $</th>
<th>Net Cash Flow $</th>
<th>Gain/Loss $</th>
<th>Ending Market Value $</th>
<th>%Return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan-2010 To Dec-2019</td>
<td>42,139,379</td>
<td>17,781,576</td>
<td>5,954,200</td>
<td>65,875,155</td>
<td>1.08</td>
</tr>
</tbody>
</table>
AndCo compiled this report for the sole use of the client for which it was prepared. AndCo is responsible for evaluating the performance results of the Total Fund along with the investment advisors by comparing their performance with indices and other related peer universe data that is deemed appropriate. AndCo uses the results from this evaluation to make observations and recommendations to the client.

AndCo uses time-weighted calculations which are founded on standards recommended by the CFA Institute. The calculations and values shown are based on information that is received from custodians. AndCo analyzes transactions as indicated on the custodian statements and reviews the custodial market values of the portfolio. As a result, this provides AndCo with a reasonable basis that the investment information presented is free from material misstatement. This methodology of evaluating and measuring performance provides AndCo with a practical foundation for our observations and recommendations. Nothing came to our attention that would cause AndCo to believe that the information presented is significantly misstated.

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

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

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To: Mayor and City Council
From: Thomas A. Tanghe, City Manager; Ronald J. Melchert, Director of Public Works
Submitted: January 27, 2020
Subject: Motion – Adopt Corrected Resolution Declaring Tentative Necessity and Tentative Intent to Proceed with Project and Setting Public Hearing (Resolution No. 2) for Proposed West Entrance Drive Special Assessment District No. 7

INTRODUCTION AND HISTORY
On January 20, 2020, the City Council approved resolution number 3 declaring necessity and to proceed with the 2020 West Entrance Drive project and to defray a portion of the costs of the project by special assessments upon specially benefitted properties. This was resolution three (3) of the required five (5) resolutions as defined in the Code of Ordinances of the City of Auburn Hills as it relates to the special assessment district process. Resolution number 3 adopted by the City Council on January 20, 2020, contained an incorrect listing of the parcels of property constituting the special assessment district. As a result, it is now necessary to adopt a corrected resolution number 2 establishing a new public hearing at which the City Council will consider adoption of a corrected resolution number 3.

The parcel information has been updated and is included herein as Attachment 2b. In summary, there are 14 parcels that abut West Entrance Drive. Of the 14 parcels, ten (10) are eligible for special assessment. Note that the ten (10) parcels are owned by seven (7) different owners.

Following the meeting it was also determined that the eligible parcel information provided to City Council on November 18, 2019, for resolution number two (2) was also incorrect. As such, resolution number two (2) is being brought back to City Council for consideration with the parcel information updated to reflect the accurate list (Attachment 2a). Should City Council approve this resolution, corrected resolution three (3) will be brought back before the Council for consideration on February 17th, following the required public notice. Note that the required special assessment district process in relation to the construction project schedule remain on track to date.

It should be noted that on October 21, 2019, the Auburn Hills City Council adopted Resolution No. 1 to direct the City Manager to prepare plans, specifications and cost estimates to support establishment of the proposed Special Assessment District (SAD) for road improvements to West Entrance Drive (Attachment 1). The proposed work includes removal of the existing pavement cross section (asphalt and base), removal and replacement of curb and gutter as needed, repair/replacement of existing storm structures as needed and installation of underdrain, replacement of drive approaches in the right-of-way as needed, placement of 8-inches of new aggregate base, and paving the road with full depth 9-inch asphalt cross section.

As plans, specifications, and cost estimates are being finalized, a public hearing must be scheduled to consider corrected resolution number 3 and to present the plan, cost estimate for construction, and intent to establish a Special Assessment District to the public for comment. A written notice will be sent
to the property owners to be assessed at least 10 days prior to the public hearing recommended for February 17, 2020. The notice must include the following:

- The day, time, and place of the public hearing.
- Reference the road construction plan, cost estimate, and City Manager’s recommendation to proceed with the Special Assessment District road improvements being on file with the City Clerk for review prior to the meeting.
- Indicate the requirement for property owners to appear in person before the City Council at the public hearing (or by letter received by the City Clerk prior to the February 17, 2020 Public Hearing) to state for the record their protest of the Special Assessment District.
- That protest of the Special Assessment District must be stated for the record to allow property owner’s to appear before the Michigan Tax Tribunal (MTT) to appeal the Special Assessment District.

Provided in the packet is Corrected Resolution No. 2 as approved by City Attorney, Derk Beckerleg, declaring the tentative necessity and tentative intent to proceed with the West Entrance Drive Special Assessment District road improvement project, and setting the public hearing. Adoption of the resolution will schedule a public hearing for Monday, February 17, 2020, to allow the public to present statements and/or objections to the Special Assessment District road improvement project. Note that included with the resolution is a list of properties proposed to be located in the Special Assessment District and specially assessed a portion of the project costs.

**STAFF RECOMMENDATION**
Staff recommends approval of corrected resolution number 2 provided regarding the proposed Special Assessment District for road improvements to West Entrance Drive.

**MOTION**
Move to approve Corrected Resolution No. 2, a resolution declaring tentative necessity and tentative intent to proceed with the project and setting the public hearing for February 17, 2020, at 7:00 p.m. in City Hall at 1827 North Squirrel Road, Auburn Hills, MI 48326, for the purpose of hearing statements and objections to the proposed Special Assessment District No. 7 regarding the repair of and improvements to West Entrance Drive.

_I CONCUR:_

Donald K. Grice, Assistant City Manager

**ATTACHMENTS**
Attachment 1 – Resolution No. 1 Council Packet
Attachment 2a – Corrected Resolution No. 2
Attachment 2b – Corrected Parcel Information
To: Mayor and City Council  
From: Thomas A. Tanghe, City Manager; Aaron Stahly, Deputy Public Works Director  
Submitted: October 16, 2019  
Subject: Motion – Adopt Resolution No. 1 to Proceed with Preparation of Plans, Specifications, and Cost Estimates for Proposed West Entrance Drive Special Assessment District.

**INTRODUCTION AND HISTORY**

The 2020 Annual Budget that was adopted by City Council on October 7th, 2019 includes road improvements for West Entrance Drive stemming from the City’s Capital Plan. The proposed work includes removal of the existing pavement cross section (asphalt and base), removal and replacement of curb and gutter as needed, repair/replacement of existing storm structures as needed and installation of underdrain, replacement of drive approaches in the right-of-way as needed, placement of 8-inches of new aggregate base, and paving the road with full depth 9-inch asphalt. Note that the road is being upgraded from a Class B road to a Class A road to accommodate truck traffic at FANUC Robotics as part of their expansion and that portion of the project is being paid for by FANUC Robotics as part of their Development Agreement with the City. Note too that the asphalt millings from West Entrance Drive are intended to be placed on Butler Road, followed then by a sealant application, doing away with the last City owned dirt road.

In April of 2016, City Council adopted a Special Assessment District (SAD) Assignment Policy. City Council also approved an amendment to the Auburn Hills Code of Ordinances, Chapter 58, Special Assessments. The ordinance amendment allows the City Council to assign up to 50% of the cost of a SAD project to the City at large. After the City’s assigned share is deducted from the total cost for the public improvement, the remaining balance may be shared among the property owners who benefit directly from the improvement. With that, the preliminary cost estimate to complete the project is depicted in the table below. Note that the City’s costs will be offset by $300,000 as a result of a Michigan Transportation Economic Development Fund grant program.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Construction Cost</td>
<td>$2,410,000.00</td>
</tr>
<tr>
<td>Fanuc Contribution for Road Class Upgrade</td>
<td>$710,000.00</td>
</tr>
<tr>
<td>Design Services</td>
<td>$136,000.00</td>
</tr>
<tr>
<td>Construction Engineering/Construction Administration</td>
<td>$204,000.00</td>
</tr>
<tr>
<td>Geotechnical Testing</td>
<td>$34,000.00</td>
</tr>
<tr>
<td>Special Assessment District Administration</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Total Estimate of Cost</td>
<td>$2,089,000.00</td>
</tr>
<tr>
<td>City Contribution</td>
<td>$1,044,500.00</td>
</tr>
<tr>
<td>Total Estimate of SAD Cost</td>
<td>$1,044,500.00</td>
</tr>
<tr>
<td>Total Number of Units</td>
<td>10</td>
</tr>
<tr>
<td>Cost Share Per Unit</td>
<td>$104,450.00</td>
</tr>
</tbody>
</table>

With that, over past several months, City staff has been engaged with the property owner’s representatives (beneficiaries) along West Entrance Drive. Notices have been sent to introduce the anticipated SAD road project plan. An informational meeting was also held with the property owner’s representatives (beneficiaries) on August 30th, 2019. Additional information was provided to the beneficiaries, including the proposed road work, preliminary project cost estimate, the division of total cost share per property assessed, and the City’s anticipated cost share. As a result of this documented due diligence the basic preliminary proceedings of a SAD assignment have been recognized.

Finally, provided in the packet is Resolution No. 1. Adoption of the resolution will provide direction to the City Manager to begin the proceedings of the SAD process. The City will then be able to proceed with the preparation of plans, specifications, and cost estimates for the proposed West Entrance Drive SAD. An estimate of the life of the project, description of the
proposed SAD, number of installments to be paid by the beneficiaries, and other pertinent information will be determined and provided to the City Council as the SAD proceedings move forward.

STAFF RECOMMENDATION
Staff recommends approval of the resolution provided regarding the proposed SAD for road improvements to West Entrance Drive.

MOTION

Move to approve Resolution No. 1 to proceed with preparation of plans, specifications, and cost estimates for proposed Special Assessment District regarding the repair of and improvements to West Entrance Drive.

I CONCUR: THOMAS A. TANGHE, CITY MANAGER

ATTACHMENT
Exhibit 1 – Resolution
CITY OF AUBURN HILLS

RESOLUTION TO PROCEED WITH PREPARATION OF PLANS, SPECIFICATIONS AND COST ESTIMATES FOR A PROPOSED SPECIAL ASSESSMENT DISTRICT (RESOLUTION NO. 1)

At a regular meeting of the City Council of the City of Auburn Hills, Oakland County, Michigan, held in the Council Chambers at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326, at 7:00 p.m. on the 21st day of October, 2019, the following resolution was offered by Councilperson__________________and supported by Councilperson__________________:

WHEREAS, the City is considering the construction of the proposed improvement described below, and the establishment of a special assessment district to defray the cost of such improvement by special assessment against the benefited properties; and

WHEREAS, the proposed improvement (“the project”) is the repair of and improvements to West Entrance Drive; and

WHEREAS, the City Council desires to proceed to the next step of having cost estimates and project description plans and specifications prepared for the project.

NOW, THEREFORE, it is hereby resolved as follows:

1. The City Manager shall direct OHM Advisors, the City’s registered professional engineers, to prepare plans and specifications for the project, a cost estimate for the project, an estimate of the life of the project, description of the proposed special assessment district, the number of installments in which assessments may be paid and other pertinent information that will permit the City Council to determine the estimated costs, extent and necessity of the project, including the portions to be paid by special assessments upon the properties that are specially benefited by the project and the portion, if any, to be paid by the City. Such information once prepared by OHM Advisors shall be filed with the City Clerk, along with the City Manager’s recommendations with respect to the project.

2. No contract or expenditure, except for the cost of preparing the necessary profiles, plans, designs, specifications and estimates of costs described above, shall be made for the project, nor shall any improvements be commenced until the City Council affirms the special assessment roll to defray the costs of the project.

AYES:
NAYES:
ABSENT:
ABSTENTIONS:
I, Laura Pierce, the duly qualified and appointed City Clerk of the City of Auburn Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Auburn Hills City Council held on the 21st day of October, 2019, the original of which is on file in my office.

In witness whereof, I have hereunto affixed my official signature on this_____day of ________________, 2019.

Laura Pierce
City Clerk
CORRECTED RESOLUTION DECLARING TENTATIVE NECESSITY AND
tentative intent to proceed with project and setting
public hearing (CORRECTED RESOLUTION NO. 2)

At a regular meeting of the City Council of the City of Auburn Hills, Oakland County, Michigan, held in the Council Chambers at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326, at 7:00 p.m. on the 3rd day of February 2020, the following resolution was offered by Councilperson __________ and supported by Councilperson __________:

WHEREAS, the City is considering the construction of the proposed improvement described below, and the establishment of a special assessment district to defray a portion of the cost of such improvement by special assessment against the benefitted properties; and

WHEREAS, the proposed improvement ("the project") is the repair of and improvements to West Entrance Drive; and

WHEREAS, plans, specifications and cost estimates have been prepared by the City’s engineers, OHM Advisors, and have been submitted to the City and filed with the City Clerk, for construction of the project and the City is tentatively considering the establishment of a special assessment district to finance and defray a portion of the costs of the project and the City Manager has recommended that the City Council proceed with the project; and

WHEREAS, the project is designed and intended to specially benefit all of the properties in the proposed special assessment district by repairing and improving West Entrance Drive, thereby allowing said property owners better and safer access and travel on said roads, preserving property values and protecting said property owners’ and their invitees’ and customers’ vehicles, among other things; and

WHEREAS, on November 18, 2019 the City Council adopted resolution number 2 and on January 20, 2020 the City Council adopted resolution number 3, both of which resolutions contained errors and as a result, the City Council needs to adopt a corrected resolution number 2 and after holding a public hearing, the City Council needs to adopt a corrected resolution number 3.

NOW, THEREFORE, it is hereby resolved as follows:

1. The City Council tentatively determines that the project is necessary and that it tentatively intends to proceed with the project and to establish the special assessment district to defray a portion of the costs of the project.

2. The City’s engineers, OHM Advisors, who are registered professional engineers, have prepared plans describing the project and a preliminary estimate of the cost of the project in the amount of $2,089,000 has now been determined, of which $2,089,000 amount it is estimated that approximately $1,044,500 will be defrayed by special assessments against the properties in the special assessment district. Such plans and cost estimates have been filed with the City Clerk and the City Manager recommends proceeding with the project.

3. The City Council tentatively designates all of the properties on the list attached to this Resolution as the special assessment district against which a portion of the costs of the project
is to be assessed and which will be identified as Special Assessment District No. 7 (the “district”).

4. The City Clerk shall give notice that the City Council shall conduct a public hearing on February 17, 2020 at 7:00 p.m. in the City Hall at 1827 N. Squirrel Road, Auburn Hills, Michigan 48326, for the purpose of hearing statements and objections to the project and to the tentatively established district. Notice of the public hearing shall be published twice in a newspaper published and/or circulated in the City, with the first publication being at least ten (10) days before the February 17, 2020 hearing and notice shall also be sent by first class mail to each record owner or party in interest in whose name the land in the district is to be assessed as shown on the City’s last preceding tax assessment roll for ad valorem tax purposes, with said notices to be mailed at least ten (10) days before the date of the hearing. The notices to be published and mailed by first class mail shall include the following:

(a) The date, time and place of the public hearing;

(b) A statement that the report, plan and estimate and the City Manager’s recommendation is on file with the City Clerk for public examination.

(c) A statement that appearance and protest at the hearing is required in order to appeal the matters to be considered at the hearing to the Michigan Tax Tribunal and that an owner and/or party in interest, or their agent, may appear in person at the hearing to protest, or they may appear by filing their appearance or protest by letter, which shall then not require their personal appearance provided that said letter is received by the City Clerk prior to and/or at the February 17, 2020 hearing.

AYES:  
NAYES:  
ABSENT:  
ABSTENTIONS:  

STATE OF MICHIGAN  )
 )ss  
COUNTY OF OAKLAND  )

I, LAURA M. PIERCE, the duly qualified and appointed City Clerk of the City of Auburn Hills, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted at a regular meeting of the Auburn Hills City Council held on the 3rd day of February, 2020, the original of which is on file in my office.

In witness whereof, I have hereunto affixed my official signature on this_____ day of ________________, 2020.

________________________________________
LAURA M. PIERCE  
City Clerk
<table>
<thead>
<tr>
<th>Parcel ID</th>
<th>Address</th>
<th>Owner Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14-24-476-021 1080 W Entrance Dr</td>
<td>BJB Properties LLC</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>14-24-476-005 900 N Squirrel Rd</td>
<td>Bridge Commercial Real Estate, LLC Attention Carolyn Williams</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>14-24-476-023 1075 W Entrance Dr</td>
<td>Bridge Commercial Real Estate, LLC Attention Carolyn Williams</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>14-25-201-005 3501 Hamlin Road</td>
<td>Comerica Properties</td>
<td></td>
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<td>14-25-201-004 3551 Hamlin Road</td>
<td>Comerica Properties</td>
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<td>Parking lot and valued on related property. Excluded.</td>
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<td>6</td>
<td>14-25-226-001 3701 Hamlin Road</td>
<td>Comerica Properties</td>
<td></td>
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<td>7</td>
<td>14-24-476-024 1100 W Entrance Dr</td>
<td>Fanuc America Corporation</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>14-24-476-022 1035 W Entrance Dr</td>
<td>FCA US LLC</td>
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<tr>
<td>9</td>
<td>14-24-476-006 885 W Entrance Dr</td>
<td>DXC Technology Services LLC c/o MacMunnis, Inc.</td>
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<tr>
<td>10</td>
<td>14-24-476-009 985 W Entrance Dr</td>
<td>Valley View LLC</td>
<td></td>
</tr>
</tbody>
</table>
Auburn Hills Meals on Wheels needs drivers, calling out for volunteers
By Natalie Broda nbroda@medianewsgroup.com; @NatalieBroda on Twitter

Meals on Wheels volunteers prepare food for residents in need. File photo courtesy of U.S. Air Force

The Auburn Hills Meals on Wheels program is in need of volunteers, according to the Inside Auburn Hills development blog.

The national organization delivers meals to homebound seniors five-days a week from the Auburn Hills Community Center. Meals are provided by the Older Persons' Commission in Rochester through funding from the Area Agency on Aging 1B.

The Auburn Hills chapter is currently looking for volunteer delivery drivers. Volunteer times and dates are flexible.

For more information contact Natalie Stasyk, senior services program and volunteer coordinator or Cristina Rau, senior services nutrition programs coordinator, at 248-370-9353.
January 23, 2020

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

Re: Xfinity TV Updates

Dear Ms. Pierce:

We are committed to keeping you and our customers informed about changes to Xfinity TV services.

We are committed to keeping you and our customers informed about Xfinity TV changes. In a letter dated October 15, 2019, we informed you that as of December 10, 2019, we would add Epix programming to certain packages and remove Starz programming from those packages. While we did add Epix to those packages, we delayed the removal of Starz programming. We will now be removing Starz from those packages as of February 11, 2020.

As part of our new agreement with Starz, the channel will be available to Xfinity customers separately from those packages at a reduced rate of $8.99 per month and StarzEncore, StarzEncore Westerns, StarzEncore Black and StarzEncore Action will be included with that subscription to Starz.

In addition, we will be removing Movieplex programming on March 24, 2020.

Please feel free to contact me at 734-359-2079 if you have any questions.

Sincerely,

[Signature]

Leslie A. Brogan
Senior Director, Government Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911