



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: MARCH 25, 2019

AGENDA ITEM NO. .

## CITY OF AUBURN HILLS TAX INCREMENT FINANCE AUTHORITY MEETING

**March 12, 2019**

**CALL TO ORDER:** Chairman Hassett called the meeting to order at 4:02 PM.

**ROLL CALL:**

Present:	Kneffel, Thornton, Hassett, Roberts, Goodhall, Dolly, Price, Klemanski
Absent:	Waltenspiel
Also Present:	Brandon Skopek, Director of Authorities
Guests:	Mark Schovers, Designhaus Architecture

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

### PERSONS WISHING TO BE HEARD

**A. Dr. John Klemanski**

Mr. Klemanski introduced himself to the Board and gave a brief history of his experience.

The Board welcomed Mr. Klemanski to the TIFA Board of Directors.

Ms. Thornton arrived at 4:07 p.m.

### CORRESPONDENCE & PRESENTATIONS

None.

### APPROVAL OF MINUTES

**A. Regular Meeting Minutes – February 12, 2019**

Moved by Mr. Goodhall to approve the Regular TIFA Minutes from February 12, 2019 as presented.

Supported by Ms. Thornton.

Yes: Kneffel, Thornton, Hassett, Roberts, Goodhall, Price, Klemanski

No: none

**Motion carried**

### FINANCIAL REPORT

**A. FY 2019 Adopted Budget and YTD Summary – February 28, 2019**

Mr. Skopek presented the financial report for period ending February 28, 2019. He reviewed the investment accounts stating that TIF district A has approximately \$1.8 million cash and \$1.24 million invested between three separate accounts including Investment Pooling, Insight and MiClass, TIF District B has approximately \$2.6 million cash, and approximately \$5.6 million invested with Insight. TIF District D has approximately \$1.3 million cash on hand and \$1.3 million invested with Insight.

TIF A has received 48% of its budgeted property tax revenue, which is an 8% increase from the last reporting period and has utilized approximately 4% of its budgeted expenditures. TIF B has received 47% of its budgeted property tax revenue, which is a 16% increase from the last reporting period and has utilized approximately 2% of its budgeted expenditures.

Mr. Skopek stated that per the resolution passed by the TIFA Board of Directors in July 2018, the TIFA will transfer a \$160,000 loan to the Downtown Development Authority (DDA) in April 2019 from TIF B for the site improvement grant awarded for the Robertson Brothers development on Squirrel Court. The DDA will begin payback to the TIFA in the first quarter of 2020.

Ms. Dolly arrived at 4:12 p.m.

Revenues to date for TIF D include vehicle charging fees and delinquent personal property tax. Approximately 4% of budgeted expenditures have been utilized to date.

Chairman Hassett asked if there were any upcoming projects in TIF district D.

Mr. Skopek stated that the Auburn Hills/Oakland University streetscape banners are being replaced along University Drive. The funding for the banners will be split between the TIFA and Oakland University. The remaining expenditures for this year in TIF district D are for general maintenance, utilities, and landscaping within the district.

There was no further discussion on the financial report.

**Moved by Ms. Roberts to receive and file the financial report for period ending February 28, 2019.  
Supported by Ms. Thornton.**

**Yes: Kneffel, Thornton, Hassett, Roberts, Goodhall, Price, Klemanski, Dolly  
No: none**

**Motion carried**

**OLD BUSINESS**

None.

**NEW BUSINESS**

**A. Consider Approval of Construction Staging Area at 27 S. Squirrel Road**

Mr. Skopek presented a memo dated March 5, 2019 and reviewed that the property located at 27 S. Squirrel Road was purchased in 2018 to assist with ingress and egress, and utility issues with the proposed development at 3300 Auburn Road, more commonly known as the MIL Development by Designhaus, and for future redevelopment. Designhaus has an approved site plan and development agreement for their development and proposes to begin construction this spring. Designhaus is requesting approval from the TIFA Board to utilize 27 S. Squirrel Road for staging of equipment and material during construction of the MIL for a one-year period ending on March 15, 2020. Staff has been working with Designhaus on a use agreement for a portion of the property for construction staging. Although the agreement will require a final review by the City Attorney prior to Designhaus' use of the property, staff is recommending approval of the request contingent upon administrative approval of the use agreement.

Mr. Skopek Introduced Mr. Mark Schovers of Designhaus.

Mr. Schovers introduced himself to the Board and stated that Designhaus is proposing to break ground in the next two-to-four weeks depending on weather and crew availability. The staging area is proposed to be used to store construction material safely. Designhaus is anticipating to utilize half of the property to safely secure materials and proposes to install a temporary 6' chain link fence to keep the site secure. Designhaus will fine grade and seed the site once construction is completed.

Mr. Klemanski inquired about the new driveway access across the site and if access to the municipal parking lot will be impacted by the proposed staging area.

Mr. Skopek stated that the driveway is to be constructed with the development and access to the municipal parking lot will not be impacted.

Mr. Schovers stated that Designhaus will be working on the new driveway access during the construction of their building.

Ms. Roberts asked if the fencing for the staging area will be screened.

Mr. Schovers stated that the fence will be screened and that they propose to install a graphic on the fence that displays the coming development and development information. He further stated that they will follow the Zoning Ordinance when installing the signage.

Ms. Roberts stated she would like to see signage on all sides of the fencing.

Mr. Klemanski asked if the agreement was for a year specific, or approximately a year.

Mr. Skopek stated that it is a year specific in the agreement; however, Designhaus could come back to the Board and request an extension if necessary.

**Moved by Ms. Thornton to approve the request by Designhaus to utilize the Tax Increment Finance Authority owned property at 27 S. Squirrel Road for construction staging contingent upon administrative approval of a use agreement and all required documentation. Furthermore, authorize the Executive Director to sign all documents related to the use of the property by Designhaus.**

**Supported by Mr. Goodhall.**

**Yes: Kneffel, Thornton, Hassett, Roberts, Goodhall, Price, Klemanski, Dolly**

**No: none**

**Motion carried**

## **B. Discussion: Primary Street Parking Structure Signage**

Mr. Skopek presented a memo dated February 28, 2019. He discussed that a temporary banner was placed on the Primary Street parking structure in spring 2018 to inform visitors that the structure was for public use and not just for the residents of the apartment complex downtown. Board members have expressed interest in more permanent signage for the structure and staff is seeking a consensus of the Board to proceed with research of adding permanent signage to the parking structure.

Ms. Roberts stated she would like to see updated wayfinding signage downtown and incorporate a new design into a new parking structure sign. She stated that signage downtown is too small and visitors cannot tell where the public parking is located downtown.

Mr. Klemanski stated his concern with signage on the west side of the structure and its view being obstructed by new developments. He asked if properties west of the structure were proposed to be redeveloped in the near future.

Mr. Skopek stated that there are no developments proposed at this time; however, they may be developed later on as downtown continues to expand outward from the core of Auburn Road.

Secretary Goodhall agreed with Ms. Roberts that a more cohesive wayfinding system is needed for downtown.

Vice Chairman Kneffel stated he would also like to see a comprehensive wayfinding system in place.

Mr. Skopek stated he would need to research what has been done in the past with a wayfinding system downtown.

Chairman Hassett stated the parking structure sign was the issue before the Board and that the wayfinding discussion is a separate issue to be examined in the future.

Staff will research the costs and feasibility of installing permanent signage on the Primary Street parking structure.

### **C. Discussion: Downtown Pedestrian Alleyway Archway Design**

Mr. Skopek presented design ideas submitted by Board members for the downtown archway. Examples of prominent gateways found in municipalities throughout Michigan were also presented.

Mr. Klemanski asked if there was a City design standard to adhere to in order to match what else has been completed throughout the City.

Vice Chairman Kneffel stated that there are different designs seen throughout the City on bridges leading into downtown and most notably on the diverging diamond interchange at I-75 and University Drive.

Chairman Hassett stated that this archway should set itself apart from those designs.

The Board discussed the designs submitted.

The general consensus of the Board was to proceed with a design that had vine-like organic elements within the archway frame.

Mr. Skopek will meet with the City's consulting engineer to discuss the design the Board has proposed.

### **BOARD MEMBER COMMENTS**

Chairman Hassett discussed the need to advertise downtown Auburn Hills businesses and events in hotels throughout the City. He suggested advertising through the use of QR codes and interactive maps of downtown Auburn Hills.

The Board discussed the different uses for QR codes.

Chairman Hassett recommended creating a downtown website separate from the City's website to advertise downtown businesses.

Mr. Skopek recommended placing downtown merchant information on the downtown page of the City's website until there is a larger business presence downtown. Further, the downtown webpage does not have enough site traffic to suggest a separate website is necessary at this time.

Vice Chairman Kneffel stated that the downtown webpage is difficult to find and to navigate and a separate downtown website would be much easier to navigate and advertise with. He recommends tailoring the website to advertise the business offerings and not downtown in general.

Ms. Thornton agreed that a separate website that details the business offerings would be beneficial for visitors.

Mr. Goodhall asked if the DDA would be the best constituency to handle the creation of a downtown website.

Chairman Hassett stated that the DDA is still growing its fund balance and TIFA Board has the funds available to create a website.

Ms. Dolly agreed that it is important to advertise the businesses downtown.

Ms. Roberts agreed with the creation of a separate website, but that the best way to approach its creation must be discussed.

Mr. Skopek stated that he and the Community Relations Department are currently working on a presentation on the different marketing and promotion approaches for of downtown. He proposes to schedule a joint meeting with the DDA and TIFA Boards so both Boards may benefit from the presentation and discuss marketing and promotions collaboratively. The tentative date for the meeting is April 15, immediately following the regularly scheduled DDA meeting. Staff will follow up with the Board once a definitive date is decided.

Vice Chairman Kneffel asked what the presentation will focus on.

Mr. Skopek stated staff is proposing to present on the different approaches for event-based marketing, and place-based marketing.

Chairman Hassett asked if QR codes would be on the presentation agenda.

Mr. Skopek stated that QR codes will be included in the presentation.

**DIRECTOR UPDATES**

None.

**ANNOUNCEMENT OF NEXT MEETING**

The next regularly scheduled TIFA Board of Directors meeting is Tuesday, April 9, 2019 at 4:00 PM at Auburn Hills City Hall Administrative Conference Room, 1827 N. Squirrel Road, Auburn Hills, Michigan 48326.

**ADJOURNMENT**

**Moved by Ms. Thornton to adjourn the TIFA Board meeting.**

**Supported by Ms. Price.**

**Yes: Kneffel, Thornton, Hassett, Roberts, Goodhall, Price, Klemanski, Dolly**

**No: none**

**Motion carried**

**The TIFA Board of Directors meeting adjourned at 5:34 p.m.**

Respectfully submitted,

Steve Goodhall  
Secretary of the Board

Brandon Skopek  
Executive Director