



CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: JUNE 24, 2019

AGENDA ITEM NO. .

CITY OF AUBURN HILLS TAX INCREMENT FINANCE AUTHORITY MEETING

June 11, 2019

CALL TO ORDER: Chairman Hassett called the meeting to order at 4:03 PM.

ROLL CALL:

Present:	Hassett, Kneffel, Goodhall, Klemanski, Price, Roberts
Absent:	Dolly, Thornton, Waltenspiel
Also Present:	Brandon Skopek, Director of Authorities; Thomas Tanghe, City Manager; Jeffrey Baker, Police Chief
Guests:	None

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

PERSONS WISHING TO BE HEARD

None.

CORRESPONDENCE & PRESENTATIONS

None.

APPROVAL OF MINUTES

A. Regular Meeting Minutes – May 14, 2019

Moved by Mr. Klemanski to approve the Regular TIFA Minutes from May 14, 2019 as presented.
Supported by Mr. Goodhall.

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

Motion carried

B. Executive Session Minutes – May 14, 2019

Moved by Mr. Klemanski to approve the Executive Session Minutes from May 14, 2019 as presented.
Supported by Mr. Goodhall.

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

Motion carried

FINANCIAL REPORT

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

Mr. Skopek stated that there are not significant changes from the last reporting period with the exception of additional property tax revenues received and a slight increase in budgeted expenditures for each TIF district. Additional detail has been added to the report to show revenues collected to date.

Chairman Hassett thanked staff for the additional detail.

There was no further discussion on the financial report.

**Moved by Ms. Roberts to receive and file the financial report for period ending May 31, 2019.
Supported by Mr. Goodhall.**

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

Motion carried

OLD BUSINESS

None.

NEW BUSINESS

A. Downtown Radar Signs

Chief Baker presented a memo dated May 29, 2019 for the purchase of two radar speed signs for downtown Auburn Hills located along S. Squirrel Road from Auburn Road to M-59. He stated that the Police Department has investigated many complaints over the past several years about drivers speeding in this area and the Police Department has conducted extensive traffic enforcement in this area through selective enforcement, deployment of a mobile radar trailer, and discussion at public meetings. Radar signs are traffic calming devices designed to slow speeders down by alerting them of their speeds. Chief Baker is recommending installing two radar speed signs to reduce the speed of drivers.

Mr. Klemanski asked about the primary power source for the signs.

Chief Baker stated that the primary source of power is from solar energy, but there will be a back-up to hard-wired electricity. The Department of Public Works will work to complete the connection for the back-up power.

Secretary Goodhall asked what flashed on the sign to alert drivers of their speed.

Chief Baker stated that the drivers speed will be flashed on the sign and a message stating "Too Fast" or "Slow Down" will accompany the speed indicator.

Mr. Klemanski asked if these signs collect speed data.

Chief Baker stated that these signs do not collect data.

Vice Chairman Kneffel asked if this would be additional signage or if this would replace existing speed limit signs.

Chief Baker stated that these will be additional signs and no existing signs will be removed.

**Moved by Ms. Price to award the quote for the purchase of two Radarsign "Safety in A Box" Turnkey Bundles (TC-600BOXAC) to Radarsign, LLC, 1220 Kennestone Circle, Suite 130 Marietta, GA 30066 in the amount of \$6,990.00.
Supported by Ms. Roberts**

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

Motion carried

B. Parking Structure Signage

Mr. Skopek reviewed for the Board that staff has solicited quotes for the installation of permanent signage on the Primary Street parking structure to indicate that the parking structure is intended for public parking. He stated that although staff has reached out to numerous sign companies, only one quote has been submitted. The quote submitted by Fastsigns of Auburn Hills is for the creation and installation of a non-illuminated channel letter sign made from white PVC. The Community Development Department has reviewed the sign for Zoning Ordinance compliance and the Department of Public Works has reviewed the sign for ease of maintenance. The Department of Public Works has recommended a non-illuminated sign, but should the Board wish to proceed with illuminating the sign, the Department of Public Works has indicated that overhead lighting could be installed in-house. Staff recommends awarding the scope of work to Fastsigns of Auburn Hills.

Ms. Roberts stated that if lighting were to be installed, she would like to ensure the lighting is directed downward.

Staff stated that if any lighting were to be installed, staff would ensure that the lighting is only projected down onto the sign.

Moved by Ms. Roberts to award the scope of work for the creation and installation of signage for the Primary Street parking structure to Fastsigns of Auburn Hills, 3957 Baldwin Road, Auburn Hills, MI 48326, in the amount of \$4,772.00.

Supported by Ms. Price

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

No: none

Motion carried

BOARD MEMBER COMMENTS

Vice Chairman Kneffel commented that the pedestrian alleyway downtown is showing progress.

Mr. Skopek stated that concrete has been poured and the next steps are to install the brick pavers and landscaping.

Chairman Hassett asked for a status update on the archway for the alley.

Mr. Skopek does not have any new updates for the Board. He stated that the fabricator was still working on incorporating the Board's design into the fabrication. He will check in with the City Engineer for a status update.

Mr. Klemanski asked if staff knew what was delaying the progress.

Mr. Skopek stated that the fabricator is working to incorporate the Board's design into the archway in a way that will be able to withstand any tampering.

Mr. Tanghe asked if staff has had communications with the Board regarding the rear facades of the buildings downtown facing Squirrel Court.

Mr. Skopek stated that there has been informal conversations with the Board about updating these facades, but nothing has been decided at this point in time. He indicated that he spoke with the property owner and the owner has expressed interest in updating the facades if the Board was interested in utilizing their funds to do so.

DIRECTOR UPDATES

Mr. Skopek reviewed for the Board the subject of converting the parking lot between The DEN and Fieldstone Architecture & Engineering into a public square. Ongoing conversations by the TIFA and DDA boards prompted staff to explore the option again. Staff remains supportive of the idea, especially since the TIFA and DDA is directing its efforts in 2020 to begin programming the

downtown for more events as downtown continues to grow. This space can be used not only for community-sponsored events, but also for use by our merchants who would like to generate additional outdoor activity and create a greater sense of vibrancy downtown. \$60,000 has been budgeted this year to improve the parking from the MOMS Memorial south to Primary Street. With the interest in converting the space to a public square, it would be wasteful to improve the parking lot surface. Therefore, some of those funds could be utilized to convert this area to a public square. Staff will be meeting internally to discuss next steps for the conversion of the parking lot to a public square. Staff is seeking confirmation from the Board to proceed with the work.

Chairman Hassett asked about City Council's position on the project.

Mr. Tanghe stated that staff has reached out to City Council about the project and there appears to be support. He added that this project would be very beneficial for downtown and add to the vibrancy from both an esthetic and event standpoint. Further, staff has met with Fieldstone Architecture & Engineering to develop a conceptual plan for the conversion of the space. Staff is meeting internally to discuss the amenities of the space.

The consensus of the Board was for staff to proceed with designing the conversion of the parking lot to a public square.

Mr. Skopek updated the Board that a DEN staff member has resigned and staff is currently working to fill the position. In the meantime, the DEN will be closing early on the weekends beginning at 7:00 P.M., but regular hours will be maintained during the week.

Chairman Hassett asked what the utilization of the DEN was after 10:00 P.M.

Mr. Skopek stated that he has not conducted any research into the utilization of the DEN, but that he can conduct research into the utilization.

Secretary Goodhall asked if there is a tally being kept of patrons visiting the DEN.

Mr. Skopek stated that patrons must check in with the DEN attendant when they enter and the DEN attendant records their information.

Chairman Hassett asked that DEN employees track the time when the DEN is empty in the evenings.

Mr. Skopek stated that he will conduct research into the utilization of the DEN.

EXECUTIVE SESSION

Moved by Mr. Goodhall to adjourn regular session and enter into executive session to discuss the acquisition of real estate at 4:44 PM.

Supported by Mr. Klemanski

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

No: none

Motion carried

Filed under separate cover

Moved by Mr. Goodhall to adjourn executive session regarding the discussion of the acquisition of real estate and return to regular session at 5:05 PM.

Supported by Ms. Price

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

No: none

Motion carried

Motion:

Moved by Ms. Roberts to authorize the Executive Director to prepare an offer to purchase for the property located at 3340-3346 Auburn Road, property identification number 14-36-126-021, in accordance with the purchase agreement presented. Offer is subject to a due diligence period of sixty (60) days and the receipt of an inspection report solely acceptable to the Tax Increment Finance Authority. Furthermore, authorize the Executive Director to execute all documents related to the purchase up to and including those required at closing.

Supported by Ms. Price

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

No: none

Motion carried

ANNOUNCEMENT OF NEXT MEETING

The next regularly scheduled TIFA Board of Directors meeting is Tuesday, July 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 Mr. Goodhall to adjourn the TIFA Board meeting.

Supported by Ms. Price

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

No: none

Motion carried

The TIFA Board of Directors meeting adjourned at 5:09 p.m.

Respectfully submitted,

Steve Goodhall
Secretary of the Board

Brandon Skopek
Executive Director