



# CITY OF AUBURN HILLS CITY COUNCIL AGENDA

MEETING DATE: DECEMBER 2, 2019

AGENDA ITEM NO. .

## CITY OF AUBURN HILLS TAX INCREMENT FINANCE AUTHORITY MEETING

**November 12, 2019**

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

**ROLL CALL:**

Present:	Hassett, Kneffel, Goodhall, Thornton, Roberts, Price, Klemanski, Waltenspiel (Arrived at 4:04 PM), Dolly (Arrived at 4:07 PM)
Absent:	None
Also Present:	Brandon Skopek, Director of Authorities; Aaron Stahly, DPW Deputy Director; Sage Hegdal, Recreation Director
Guests:	None

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

### PERSONS WISHING TO BE HEARD

Mr. Skopek introduced Ms. Hegdal to the Board.

### CORRESPONDENCE AND PRESENTATIONS

None.

### APPROVAL OF MINUTES

#### A. TIFA Informational Meeting Minutes – October 8, 2019

Moved by Mr. Goodhall to approve the TIFA Informational Meeting minutes from October 8, 2019 as presented.  
Supported by Ms. Price

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

Motion carried

#### B. TIFA Regular Meeting Minutes

Moved by Mr. Goodhall to approve the TIFA Informational Meeting minutes from October 8, 2019 as presented.  
Supported by Ms. Price

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

Motion carried

### FINANCIAL REPORT

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

Mr. Skopek stated the TIFA has received reimbursement for Personal Property Tax and that has been reflected in the financial report.

**Moved by Ms. Price to receive and file the financial report for period ending October 31, 2019.**

**Supported by Ms. Roberts**

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

**No: none**

**Motion carried**

## **OLD BUSINESS**

### **A. Downtown Pedestrian Alleyway Archway Design**

Mr. Waltenspiel arrived at 4:04 p.m.

Mr. Skopek provided a brief history for the Board on the Downtown Pedestrian Alleyway project and progress made to date on the archway. He stated that staff and the City Engineer had met with artist Tom Hoyt to discuss the pedestrian alleyway project and the archway specifically. Included in the Board's packet is the archway design submitted by Mr. Hoyt. Mr. Hoyt has quoted \$14,500 for the completion of the archways and the City Engineer believes the project can be substantially completed before the end of the year, however, the current weather may change that timeline. He concluded by stating the project will be a change order to the amphitheater project as the amphitheater contractor is taking over the alleyway project. Staff proposes to bring a change order to the Board at the December meeting for consideration.

Chairman Hassett stated that he was not fond of the design and contacted Mr. Hoyt requesting a new design. He added that Mr. Hoyt reached out to Mr. Skopek stating he would not be at the meeting this afternoon to present the design. Chairman Hassett recommended allowing Mr. Hoyt to come up with another design for the archway.

Ms. Roberts asked what direction was given to Mr. Hoyt.

Dr. Dolly arrived at 4:07 p.m.

Chairman Hassett stated that he gave Mr. Hoyt direction to remove the centerpiece of the archway and to have the archway come off the top of the pillars rather than the side. Chairman Hassett displayed a photo of an updated design which depicted the direction given to Mr. Hoyt.

Mr. Skopek added that he received an email from Mr. Hoyt this afternoon stating that he would be absent from the meeting and was not content with the design. Mr. Hoyt thanked the Board for the opportunity. Mr. Skopek stated he has unsure if Mr. Hoyt was pulling out from the project entirely, or just from this design. Mr. Hoyt could not be reached before the meeting for clarification.

Dr. Klemanski asked Chairman Hassett's impression on Mr. Hoyt's communication.

Chairman Hassett stated his impression was that Mr. Hoyt needs further direction on a design. Chairman Hassett's preferred direction is to work more closely with Mr. Hoyt.

Ms. Roberts recommended more leaves than flowers in the archway design and would like to see more of a focal point in the center of the design.

The Board discussed organic features sought on the archway design.

Mr. Skopek recommended forming a sub-committee of three to four Board members to meet with Mr. Hoyt and give him direction on a design. He added that the committee could then make a recommendation to the full Board once a design has been chosen by the committee.

Ms. Roberts offered to be part of the archway design sub-committee.

Dr. Klemanski recommended placing Ms. Roberts and Chairman Hassett on the sub-committee and asked if there were other volunteers.

Secretary Goodhall offered to sit on the sub-committee.

Mr. Skopek stated he will reach out to the sub-committee for meeting availability with Mr. Hoyt.

Vice-Chairman Kneffel inquired on the progress with the alley.

Mr. Skopek stated that the contractor was working on gathering quantities for materials and that the intent was to install the columns and lighting this season. Landscaping and final touches would take place in the spring.

Chairman Hassett asked if the columns would be installed over the conduit that currently existing in the alley.

Mr. Skopek stated that the columns would be installed over the conduit and the archway would be affixed to the side of the columns.

Chairman Hassett asked why the archway would not be installed on the top of the columns.

Mr. Skopek stated that the reasoning behind this is the archway would be too tall and interfere with the buildings surrounding the archway.

## **NEW BUSINESS**

### **A. Riverside Park Play Structure Replacement**

Mr. Skopek stated that the replacement of the Riverside Park play structure was originally budgeted for 2020; however, Recreation Director, Sage Hegdal, was awarded a dollar-for-dollar matching grant from GameTime for the acquisition of a new play structure in 2019. He added that the grant is only available for 2019 and staff is recommending advancing the purchase of the play structure to 2019. Installation would still commence in 2020. The TIFA's total cost is just under \$100,000 and the grant match is approximately \$50,000. The Department of Public Works has funding budgeted in the park maintenance fund in 2020 for ancillary costs associated with the installation of the play structure.

Mr. Stahly stated that the Department of Public Works would participate in the removal of the existing play structure, excavation, and grading for the installation of the new play structure.

Ms. Price asked if there was any remediation necessary and if the Department of Public Works would cover the cost of any remediation.

Mr. Stahly stated that the Department of Public Works will remove all woodchips and the felt barrier with the existing play structure.

Vice-Chairman Kneffel asked about the Davis Bacon prevailing wage rates note in the proposal.

Mr. Stahly stated that does not apply to this project.

Ms. Hegdal stated that this play ground has a modern design and combines some traditional features with new modern features not seen in the area. Staff sought to incorporate amenities that children ages 2-12 could play on. She provided an overview of the project and the different amenities included in the new play structure.

Ms. Thornton asked if the swings would be replaced.

Ms. Hegdal stated that there will be new features on the swing set, but the existing swings will remain.

Mr. Stahly added that the Department of Public Works will work to refurbish the existing swing set.

Ms. Roberts stated she has seen similar amenities at other playgrounds and she agrees that the play structure would accompany all ages.

Ms. Price asked if there were ADA regulations that needed to be met.

Ms. Hegdal stated that the new play structure meets all ADA requirements.

**Moved by Ms. Price to approve the design for the replacement of the Riverside Park play structure in an amount not to exceed \$100,000. Furthermore, approve a budget amendment to the Fiscal Year 2019 Amended Budget to advance payment for the replacement of the Riverside Park play structure in 2019.**

**Supported by Dr. Klemanski**

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

**Motion carried**

#### **B. Downtown Pedestrian Alleyway Archway Lighting Design**

Mr. Skopek stated that included in the packet are a few decorative lighting designs proposed by the OHM to be affixed to the columns in the pedestrian alleyway.

The Board discussed the different lighting options presented.

Ms. Price inquired about light shining on the walls of buildings.

Mr. Skopek stated that all lights are dark sky compliant, but he is unsure of what the light output looks like.

The consensus of the Board was to proceed with lighting style number one as presented.

#### **BOARD MEMBER COMMENTS**

Ms. Thornton informed the Board that Larco Brothers Pizzeria stated they received their liquor license, but they wanted to do carry out so they needed additional approval from the City. She asked what was involved in that process.

Mr. Skopek stated that Larco Brothers Pizzeria received their liquor license from the State, however, they did not file the appropriate paperwork with the City for local approval. He added that staff and the Police Department have reached out to Larco Brothers Pizzeria, but have not yet received their paperwork.

Ms. Price asked if there was a fee associated with the paperwork.

Mr. Skopek stated there is a fee, but he is not familiar with the fee structure.

Ms. Thornton asked if Larco Brothers were aware of the local approval process.

Mr. Skopek stated that staff and the City Attorney have met and discussed the process with Larco Brothers Pizzeria multiple times.

Chairman Hassett discussed the downtown dining guide. He felt that the back of the brochure was underutilized and the text needed to be larger. He asked how much the materials cost.

Mr. Skopek stated that total cost for 5,000 guides was approximately \$400. That included printing and shipping, as well as ordering stands for the guides.

Ms. Roberts asked if they had been delivered to hotels.

Mr. Skopek stated he has not yet delivered the guides to hotels. He asked the Board if there were any volunteers willing to assist with delivering the print materials.

Ms. Thornton asked if staff assistance was hired yet.

Mr. Skopek stated the position has not yet been filled.

Ms. Roberts offered her assistance.

Ms. Price offered her assistance and asked who they needed to speak with at the hotels.

Vice-Chairman Kneffel stated that the front desk attendant or concierge in hotels could be spoken to for placing the guides.

Dr. Dolly asked if there was a list of hotels.

Mr. Skopek stated that he will distribute a list to the Board.

Chairman Hassett inquired if there were other advertising materials to utilize.

Mr. Waltenspiel suggested targeted advertisements for downtown.

Chairman Hassett asked Mr. Waltenspiel to spearhead targeted advertising for the Board.

Mr. Skopek added that targeted advertisements were utilized for SeptemBEERfest.

Vice-Chairman Kneffel suggested utilizing the same process as SeptemBEERfest.

Mr. Waltenspiel recommended a call to action to visit downtown Auburn Hills. He will reach out to staff.

Ms. Roberts suggested cross promoting with businesses during events.

Mr. Skopek stated that the DDA cross promoted merchant specials with SeptemBEERfest. This is something that the DDA will continue in the future.

## **DIRECTOR UPDATES**

### **A. 3346 Auburn Road Progress**

Mr. Skopek updated the Board that the Department of Public Works has removed all items from the building that are not able to be salvaged. The remaining items have been listed for sale on the City's bid network. Staff met with Fieldstone A&E at the building to discuss the need for architectural plans for the building in order to proceed with an interior demolition. Once drawings are created, staff will solicit bids for the interior demolition for the building. There are two interested parties in the building, both of which are restaurants.

### **B. Downtown Development Authority Update**

Mr. Skopek updated the Board that the DDA held the first annual SeptemBEERfest and the first movie night in Riverside Park. The DDA has also conducted a Resource Team visit with Main Street Oakland County to receive feedback on downtown Auburn Hills and to assist the DDA with developing a work plan. The Resource Team indicated that downtown is strong. Mr. Skopek noted that many of the recommendations outlined in the report are items either the TIFA or the DDA are already in the process of completing or have completed. Staff is anticipating the DDA Board to meet more frequently next year and to hold joint meetings with the TIFA Board.

## **ANNOUNCEMENT OF NEXT MEETING**

The next regularly scheduled TIFA Board of Directors meeting is scheduled for Tuesday, December 10, 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. Kneffel to adjourn the TIFA Board meeting.**

**Supported by Mr. Goodhall**

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

**No: none**

**Motion carried**

**The TIFA Board of Directors meeting adjourned at 5:20 p.m.**

Respectfully submitted,

Steve Goodhall  
Secretary of the Board

Brandon Skopek  
Executive Director