

CITY OF BURTON
LEGISLATIVE COMMITTEE MEETING MINUTES
FEBRUARY 9, 2004, 4:00 P.M., COUNCIL CHAMBERS
WEBSITE: www.burtonmi.us

MEETING CALLED TO ORDER BY CHAIRPERSON CHARLES CROSS AT 4:00 P.M.

MEMBERS PRESENT: Cross, Isham, Centilli

MEMBERS ABSENT: None

OTHERS PRESENT: D. Lowthian, Assessor, G. Webster, Clerk, J. Adams, Clerk's Office

PURPOSE OF THE MEETING: DISCUSSION AND POSSIBLE RECOMMENDATIONS
CONCERNING THE FOLLOWING:

1. PILOT ORDINANCE FOR LOCKWOOD
2. REVIEW OF THE COUNCIL TRAVEL POLICY

PRESENTATION:

Pilot Ordinance for Lockwood

Mr. Lowthian stated The Lockwood Group requests a Pilot Ordinance for the proposed Maplegrove Apartment development. Mr. Skrzynski has provided a great deal of background information relative to the development as well as The Lockwood company. Mr. Lowthian introduced Carl Skrzynski and said he will present their proposal.

Carl Skrzynski said they are requesting a Pilot Ordinance that would be applicable to a 144 unit proposed apartment community located across from Meadowview Gardens, Lockwood of Burton. This parcel is approximately 16 acres located behind Ebenezer Church. Planned are two bedroom units at 1,050 square feet and three bedroom units at 1,200 square feet. There will be a community building with a swimming pool and various other amenities.

Mr. Skrzynski stated further, the uniqueness of this proposed community is that the rents would be restricted and based on medium incomes of Genesee County. In addition, we would even further restrict from a rent standpoint 20 units as a result of the Home Grant we have applied to Genesee County for in conjunction with the development of this property. We would have 20 two bedroom - 2 bath units available at rents of \$535.00, 80 two bedroom - two bath units for \$640.00 and 44 three bedroom – two bath units that would rent for \$642.00. The population would be approximately 300 residents and it would generate about 114 school age children. Each school age child would generate about \$6,500 from the State that would be contributed to the Atherton School District for an amount of about \$740,000. In addition, the tap-in fees, building and so forth would be about \$425,000 that we would pay to the City as well. This proposed development was submitted to MSHDA and has been accepted and processed for MSHDA financing. We are replacing a previous sponsor on this deal and MSHDA has been aware and advised of that. We do control the land at this time so the Housing Authority has accepted the property for financing. Mr. Skrzynski said they have also submitted an application for financing to the Genesee County Planning Commission. We received a letter from them today suggesting that what we submitted looks favorable and they hope to make a determination in the near future.

Mr. Skrzynski said in conjunction with the Home Grant, a matching contribution is required. The pilot can be used as that matching contribution by the County and if the pilot is granted, that would represent the matching contribution allowing us to get the Home Grant from the County as well. That would be our package of financing we hope to put together to develop this community.

AUDIENCE PARTICIPATION:

Pauline Dargel, 6119 Hugh St., Burton, MI, asked if the development is tied with Ebenezer Church as the proposal in the past had been.

Mr. Skrzynski replied no, this does not have to do with the previous sponsor. MSHDA has accepted this as a multi-family site.

COMMITTEE DISCUSSION:

Mr. Isham stated as Secretary of the Atherton Board of Education, we would certainly welcome a hundred new students and we would welcome the funding that goes along with that. We can't guarantee it will be \$6,500 per student. Mr. Isham asked if this project will fall under Public Act 166 for prevailing wage.

Scott Larry, stated he is with Lockwood construction companies. The home funds from Genesee County have a new bidding process that allows for participation through the local trades council. It is essentially an open book bidding process. Because there is prevailing wage, we have Davis-Bacon certified payrolls and all the reporting requirements. I think you will find it is a great program and we worked with Genesee County to help develop it.

Mr. Skrzynski expressed they received the Home Grant for Lockwood of Burton as well. They have great familiarity with the business climate in Burton and we have a great relationship with Genesee County. This will be the third or fourth home grant they have granted to our communities.

Mr. Cross inquired regarding Mr. Skrzynski's number of students generated from the project.

Mr. Skrzynski said it is based on the history of all the properties we own and are managing. We have a population base of 2,500 units in 24 different communities.

Mr. Cross asked if the pilot ordinance was not granted, what would it do to this project.

Mr. Skrzynski responded that without a pilot we would not make the match required for the Home Grant. The taxes from an underwriting standpoint would not generate enough mortgage to develop this kind of project. It would not be economically feasible based on the way it was submitted to the Housing Authority and the Home Grant. It requires the pilot match, unless the community wants to put up other sources of funds.

Mr. Isham inquired regarding the previous pilot ordinance.

Mr. Lowthian said they will use the Blackberry Creek Pilot Ordinance as the model. It is the only other family type development we approved a pilot ordinance for. If the Committee wishes, he will draft an ordinance and we can use the one Mr. Skrzynski drafted as a guideline as well. We will meet and review the ordinance at that point and the Committee can make a recommendation back to full Council.

COMMITTEE RECOMMENDATIONS:

Mr. Cross stated Mr. Lowthian will review the material and they will meet with us one more time. He will schedule the next meeting.

LEGISLATIVE COMMITTEE MEETING MINUTES
FEBRUARY 9, 2004 / 4:00 P.M.
PAGE -3-

PRESENTATION:

Review of the Council Travel Policy

Mr. Cross reviewed the policy and suggested changing the meal allowance fee for a half day seminar to \$18.00, full day seminar \$36.00, and evening seminar to \$22.00. Timely Submission of Receipts should state Within two weeks to Council President or Mayor. Mr. Cross stated further, he feels that in the Procedures for Claiming Expenses paragraph, after the wording of Council President, or Mayor should be inserted.

AUDIENCE PARTICIPATION: No audience participation.

COUNCIL DISCUSSION:

Mr. Isham stated meal and lodging costs can vary greatly depending on the geographical location. Discussion followed concerning this.

Mr. Cross read aloud Mrs. Webster's memo regarding additions to be made to the travel policy.

Mrs. Webster thanked the Committee for considering her suggestions. She feels it will help facilitate travel arrangements.

Mr. Isham stated with conferences he has attended, he is given the option to use his personal credit card. This gives him a valid record of his expenses. He feels each Council person should use his own personal credit card and then submit their receipts for re-imbursement.

Mr. Cross said that is still an option, but most of the time reservations are made through the Clerk, Mayor or Council President. He feels there should be a back-up in place in case one person is not here.

COMMITTEE RECOMMENDATIONS:

Centilli moved and Isham seconded the following motion:

1. The Legislative Committee recommends to City Council to change the Travel Reimbursement Policy Meal Allowance fees to Half-Day Seminar \$18.00, Full Day Seminar \$36.00, Evening Seminar \$22.00. Timely Submission of Receipts will state Within two weeks to Council President or Mayor. Procedures for Claiming Expenses will state Claims for expense reimbursement shall be submitted to the Council President or Mayor within two (2) weeks of the expense being incurred and approved by the President or Mayor on an approved application form with the exception of the Mayor.
- Motion carried, 3-0.

Meeting adjourned at 5:08 p.m.

jra