

Approved May 3, 2010

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY
Annual Meeting
March 1, 2010
Minutes**

Members Present: Eric Schertzing, Comm.DeLeon, Comm. Copedge, and Comm. Nolan

Members Absent: Comm. Bahar-Cook

Others Present: Mary Ruttan, Tim Perrone, Joe Bonsall, Dorothy Boone, Michelle Napier-Dunnings, Rick Kibbey

The annual meeting was called to order by Chairperson Schertzing at 5:03 p.m. in Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the December 7, 2009 Minutes

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DELEON TO APPROVE THE DECEMBER 7, 2009 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Copedge

Additions to the Agenda: None

Limited Public Comment: None

1. Election of 2010 Officers
Motion to elect Board Officers for the 2010 calendar year.

Chairperson Schertzing stated the County Treasurer shall serve as the chairperson pursuant to Section 4 of the Intergovernmental Agreement. The election of a vice-chairperson is optional. The offices of secretary and treasurer are required by the Intergovernmental Agreement.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DELEON TO ELECT COMM. DELEON TO THE OFFICE OF VICE-CHAIRPERSON, COMM. BAHAR-COOK TO THE OFFICE OF SECRETARY AND COMM. COPEGE TO THE OFFICE OF TREASURER. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Copedge

2. Conflict of Interest

Executive Director Ruttan stated article three, subsection 3.6 of the Bylaws of the Ingham County Land Bank Fast Track Authority requires each director to annually acknowledge in writing that they have read and agreed to abide by the section. Acknowledgment forms were distributed to the directors for signature and placed on file.

3. 2010 Meeting Schedule

Motion to amend the 2010 meeting schedule to revise the meeting time to begin at 5:00 p.m.

Chairperson Schertzing stated the change in meeting time was due to a scheduling conflict with the Human Services Committee. After seeking input from all members, 5:00 p.m. seemed the best compromise.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DELEON TO APPROVE THE REVISED 2010 MEETING SCHEDULE AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Copedge

4. Resolution to amend the Procurement Policy, Item 6, Preference to Local Vendors

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DELEON TO APPROVE THE RESOLUTION TO AMEND THE PROCUREMENT POLICY, ITEM 6, PREFERENCE TO LOCAL VENDORS.

Comm. Nolan asked if the Land Bank had based the proposed amendment on Ingham County's existing policy. Ms. Ruttan stated that was the case. Chairperson Schertzing inquired if County Commissioners had been receiving feedback regarding the County's policy. Comm. DeLeon indicated Commissioners have been receiving feedback and that they were considering updating the policy to include businesses from outside the county who hire a large percentage of county employees for their work force. Ms. Ruttan added the amendment was a clarification of existing policy.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Copedge

5. Resolution to authorize the chairperson to sign the funding, grant and development agreement with MSHDA for NSP2

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DELEON TO APPROVE THE RESOLUTION TO AUTHORIZE THE CHAIRPERSON TO SIGN A FUNDING, GRANT AND DEVELOPMENT AGREEMENT WITH MSHDA FOR NSP2.

Chairperson Schertzing reminded the board the Land Bank had participated in the Michigan State Housing Development Authority's (MSHDA) "Michigan NSP2

Consortium” comprised of 12 cities and 8 land banks. The consortium had applied for Neighborhood Stabilization 2 (NSP2) funds under the American Recovery and Reinvestment Act of 2009. He informed the board the consortium was awarded \$223.8 million dollars which included \$17,369,638 for the Land Bank in conjunction with the City of Lansing. These funds are to be used to address the rise in foreclosures and aid in stabilizing neighborhoods. Chairperson Schertzing stated these documents were necessary because the U.S. Department of Housing and Urban Development to specify the roles and relationships MSHDA, the Land Bank and the City of Lansing.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook and Comm. Copedge

6. Strategic Visioning and Planning

Ms. Ruttan stated the need for an updated strategic vision for the Land Bank and introduced Michelle Napier-Dunnings who will be helping to facilitate the process. The update is necessary because the Land Bank has experience such tremendous growth and expansion of its activities over the last few years. She also stated that board members will be asked to participate in a planning session.

Comm. Copedge arrived at 5:25 p.m.

Ms. Napier-Dunnings introduced herself to the board and briefly described the strategic visioning process. She indicated that several work/focus groups would be held involving the executive, staff and board levels. The envisioned result of the process is not just a revised vision and mission, but also a marketing plan to help implement them. Comm. Nolan inquired if the primary goal was to come up with a new strategic vision or a marketing plan. Ms. Napier-Dunnings stated that she believed the two went hand-in-hand, believing a new vision would be of little use without a plan to implement it. Ms. Ruttan requested board members forward their availability to facilitate in scheduling their session. Mr. Perrone noted the time and location of such a gathering of board members would need to be posted to the public.

7. Annual Report

Chairperson Schertzing noted the information detailed in the annual report provided in the board packet was for informational purposes only. Comm. Nolan asked how sale prices for the homes in the One Church One Family program were determined. Ms. Ruttan stated the prices reflected the actual hard costs of the individual projects and that they would be paid for MSHDA grant for transitional housing for homeless families.

8. Property maintenance, renovation and development

8a. Commercial property update

Chairperson Schertzing informed the board an offer had been accepted for the warehouse located at 1300 Keystone in Lansing. Staff is in the process of obtaining an appraisal for the former Ramon’s Restaurant on South Washington Ave.

8b. Demolition/deconstruction

Chairperson Schertzing alerted board members to the fact a list of properties scheduled for the next round of NSP1 demolitions was included in their board packets. Comm. Nolan stated she had heard members of the Eastside Neighborhood Association had concerns about some of the properties in their community. Chairperson Schertzing stated Land Bank staff and members of the Eastside community had recently met and it was determined that one property would be removed from the demolition list.

8c. NSP1 update

Chairperson Schertzing informed the board that good progress was being made in the acquisition stage of the NSP1 program. He also stated that the Land Bank anticipates receiving additional NSP1 funds from other less-successful entities. Ms. Ruttan stated that the Land Bank intends to all of its NSP1 funds allocated sometime in June.

8d. General legal update

Mr. Perrone stated that a mediation session had taken place regarding the A. Maiz allegations and restated the background of Mr. Maiz's claims. Mr. Perrone stated that Mr. Maiz has not been available for a second mediation session. Comm. Nolan asked how Gene Townsend had come to serve as a representative of the Land Bank. Chairperson Schertzing stated that Mr. Townsend was not a representative of the Land Bank. Rather, he was merely a general contractor hired to oversee a renovation project. Comm. Copedge suggested the Land Bank may wish to explore offering some sort of training options to help prevent situations like this in the future.

9. Accounts payable and monthly statement

9a. Accounts payable approval – December 2009

MOVED BY COMM. COPEdge, SUPPORTED BY COMM. DELEON TO APPROVE THE ACCOUNTS PAYABLE FOR DECEMBER 2009. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

9b. Accounts payable approval – January 2010

MOVED BY COMM. COPEdge, SUPPORTED BY COMM. DELEON TO APPROVE THE ACCOUNTS PAYABLE FOR JANUARY 2010. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

9c. Monthly financial statement – December 2009 (unaudited)

The December 2009 monthly financial statement (unaudited) was received and placed on file.

9d. Monthly financial statement – January 2010

The January 2010 monthly financial statement was received and placed on file.

10. Items from the Chairperson and Executive Director

Chairperson Schertzing stated that he had met with the Michigan Historic Preservation Network, which has its office in Lansing's Old Town Neighborhood, about using technical assistance funding to establish guidelines and policies to aid in evaluating properties. These guidelines could be extremely helpful when struggling to determine whether to renovate or demolish properties.

Announcements: None

Limited Public Comment: None

The meeting adjourned at 5:59 p.m.

Respectfully submitted,

Joseph Bonsall