

Approved April 9, 2013

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

March 4, 2013
Minutes

Members Present: Eric Schertzing, Comm. Bahar-Cook, Comm. Nolan, Comm. McGrain, Comm. Hope

Members Excused: Comm. Nolan

Others Present: Mary Ruttan, Dave Stoker, Joe Bonsall, Sandy Gower, Desiree Kirkland, Jason Ball, Jodie Willobee, Jason Kildea

The meeting was called to order by Chairperson Schertzing at 5:00 p.m. Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the February 4, 2013 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. HOPE, TO APPROVE THE FEBRUARY 4, 2013 MINUTES. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

Additions to the Agenda:

Chairperson Schertzing stated there was a late resolution regarding our rental property management agreement to be added as agenda item 5g.

Limited Public Comment: None

1. Community Projects Update

Chairperson Schertzing introduced Jason Kildea from the Gillespie Group to update the Board on 600 E Michigan Ave. He stated they would like to house a number of food trucks on the site as a temporary use pending site approvals for the construction project. They already have commitments from two vendors and are hoping for a total of 6. Rent would be \$250-\$500 per month which would be split with the Land Bank. Comm. Bahar-Cook inquired if the City has given approval to this use. Mr. Kildea stated that would be the next step, pending go-ahead from the Land Bank. Comm. McGrain asked if the Lansing EDC had weighed in on the issue. Mr. Kildea stated they have had talks with the Lansing EDC, but not made a formal proposal. He stated that would be premature without the blessing of the Land Bank. Comm. Bahar-Cook asked for an update on the City rezoning. Mr. Kildea stated they have not heard anything from the

City of Lansing since December. Comm. Bahar-Cook asked if the time it was taking was unusual. Mr. Kildea replied that the issue was expected to go before City Council in January. They have had no direct communication from the City. Chairperson Schertzing stated the Land Bank needs to see that the property is rezoned to maximize our options, regardless of whether the Gillespie project goes through or not. Mr. Kildea stated his office was in the process of drafting a letter to the City Planning Department requesting an explanation/update on the status of their application. Comm. McGrain asked if the ultimate use for the site remains as originally discussed. Mr. Kildea stated a mixed-use development would be ideal. However, parking would be an issue. The original plan for an all residential structure is still the best fit for the circumstances. Mr. Kildea also stated flood plan approvals have been obtained for the former Silver Dollar Saloon site. They are hoping to break ground this summer with an 8-10 construction timeline.

Chairperson Schertzing informed the board that he had written a letter of support for grant applications submitted by Educational Child Care Center. The Land Bank has agreed to be the fiduciary on a DALMAC Fund application developed by Rory Neuner to help facilitate the Bike Share Program.

2. Kuntzsch Business Services, Inc.
- 2a. Michigan Blight Elimination Grant

Chairperson Schertzing introduced Jodie Willobee and Jason Ball from Kuntzsch Business Services, Inc. Ms. Willobee provided the Board with an update on the services Kuntzsch provides. Mr. Ball informed the Board the Land Bank has been awarded \$836,850 under the Michigan Blight Elimination Grant. Chairperson Schertzing stated we have heard from the Michigan Land Bank that the funds were awarded to be used on the School for the Blind site.

- 2b. Michigan Housing and Community Development Fund Grant
(Mason Ash Street Project)

Mr. Ball stated the State used a portion of its mortgage settlement monies to fund Michigan Housing Community Development Fund. The Land Bank has applied for \$500,000 to help provide gap funding to redevelop the Ash St property in Mason. The project is not eligible for historic tax credits because a hap-hazard renovation in the 1950s destroyed the historic façade elements. A decision on the application is expected in late March. Comm. McGrain asked if the Land Bank had placed Kuntzsch on retainer. Ms. Willobee stated the Land Bank's contract with Kuntzsch was for these specific grant projects. Comm. McGrain asked if there was a budget associated with the \$500,000. Mr. Ball stated the funds were designated for pre-development costs such as hazardous material remediation and interior demolition.

3. Resolution to Accept Michigan Blight Elimination Preliminary Grant

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO ACCEPT THE PRELIMINARY GRANT AWARD FROM THE MICHIGAN BLIGHT ELIMINATION PROGRAM.

Comm. McGrain asked what communication and outreach efforts were planned with the neighboring community. Chairperson Schertzing stated Great Lakes Capital Fund is planning a series of neighborhood meetings.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

4. Review of Executive Director Applications

Executive Director Ruttan presented the resumes received, ranked by staff as previously requested. Comm. McGrain stated he felt that we should re-open the application process. Comm. Bahar-Cook stated she felt there were more than two qualified applicants in the pool and that we should conduct interviews before determining whether or not to re-open applications. Comm. McGrain asked if interviews could be conducted in closed session. Dave Stoker replied that interviews for appointed positions of public authorities must be conducted in an open meeting.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO DIRECT STAFF TO SCHEDULE CANDIDATES 1, 2, 3 AND 4 FOR INTERVIEWS ON FRIDAY, MARCH 8, 2013.

Comm. Bahar-Cook requested candidate 10 also be scheduled for an interview, with candidate 6 being scheduled if one of the other five candidates declines to interview.

MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comm. Nolan

5. Property Maintenance, Renovation & Development

5a. Residential Property Update – Dashboard

Chairperson Schertzing stated the dashboard was included in the meeting packet. The Land Bank closed on its 9th home sale of the year this afternoon.

5b. Commercial Property Update

Chairperson Schertzing stated this had been covered earlier in the meeting. Comm. McGrain requested a discussion of our commercial property policies be scheduled for the May meeting.

5c. PROP Update

Chairperson Schertzing stated there was no PROP update this month.

5d. Garden Program Update – Dashboard

Chairperson Schertzing stated the Garden Program dashboard was included in the packet.

5e. Vacant Lot Update

Chairperson Schertzing stated the Land Bank closed on a vacant lot sale today.

5f. General Legal Update – Counsel

Mr. Stoker stated there were no legal items to report to the Board.

5g. Resolution to Amend the Rental Property Management Agreement with the Ingham County Housing Commission

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO AMEND THE RENTAL PROPERTY MANAGEMENT AGREEMENT WITH THE INGHAM COUNTY HOUSING COMMISSION.

Chairperson Schertzing stated the amendment would change the agreement from an annual cycle to a month-to-month cycle. Comm. Bahar-Cook asked if a sunset date should be added. Chairperson Schertzing stated that would not be necessary and that staff expects the situation to resolve itself.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

6. Accounts Payable & Monthly Statement

6a. Accounts Payable Approval – January 2013

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK TO APPROVE THE ACCOUNTS PAYABLE FOR JANUARY 2013. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

6b. Accounts Payable Approval – February 2013

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK TO APPROVE THE ACCOUNTS PAYABLE FOR FEBRUARY 2013. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

6c. Monthly Statement – December 2012, January 2013.

The December 2012 and January 2013 monthly financial statements were received and placed on file.

7. Chairman and Executive Director Comments

7a. County CDBG Program

Chairperson Schertzing stated an update was included in the meeting packet and that the County Treasurer would also be presenting the information to the Human Services Committee. It is expected that the County will be able to re-apply for CDBG funds in May. Comm. McGrain asked if these funds were actually re-captured or if they were never drawn down. Chairperson Schertzing replied that the funds had never been drawn down.

7b. OCOF Update

Chairperson Schertzing updated the Board on the current status of OCOF Non-Profit Housing Corporation.

Announcements:

Chairperson Schertzing informed the Board that our property at 806 Larned had been broken into by an individual who had escaped from an ambulance while being transported to the psychiatric ward at St. Lawrence Hospital. Staff will be overseeing cleanup and repairs in the coming days.

Comm. Bahar-Cook thanked staff for the effort they put into the tree growing at 200 Huron St.

Limited Public Comment: None

The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Joseph Bonsall