

**APPROVED AUGUST 3, 2009**

**INGHAM COUNTY LAND BANK  
FAST TRACK AUTHORITY**

June 1, 2009

Minutes

Members Present: Comm. DeLeon, Comm. Bahar-Cook, Comm. Copedge and  
Comm. Nolan

Members Absent: Eric Schertzing

Others Present: Mary Ruttan and Tim Perrone

The meeting was called to order by Vice Chairperson DeLeon at 5:46 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the May 4, 2009 Minutes

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPROVE THE MAY 4 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

3c. Commercial Property Disposition – Discussion

Limited Public Comment: None

1. Property Maintenance, Renovation & Development
  - a. Resolution to Request Purchase of Certain Tax Foreclosed Parcels

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. COPEGE, TO APPROVE THE RESOLUTION TO REQUEST PURCHASE OF CERTAIN TAX FORECLOSED PARCELS.

Ms. Ruttan stated the properties under May 31, 2009 may be removed from this list.

Comm. Copedge addressed a concern he received from O. Cameron Highley. The person tried to contact the Land Bank without success. Ms. Ruttan explained this situation.

The Board held a general discussion regarding the properties on the list. Ms. Ruttan said some of the properties will be purchased with NSP funds.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution Authorizing Chairman and Executive Director to Sign City of Lansing NSP Agreement

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING CHAIRMAN AND EXECUTIVE DIRECTOR TO SIGN CITY OF LANSING NSP AGREEMENT.

Comm. Copedge asked for clarification regarding this item. Ms. Ruttan explained the Agreement would be between the City of Lansing and the Ingham County Land Bank. Neighborhood Stabilization Program funds will be used to purchase foreclosed properties, demolition, rehabilitation or future development and for property maintenance.

Comm. Copedge asked Ms. Ruttan how much time she spends on this matter. Ms. Ruttan stated she spends a lot of time on this matter. This is why a person is needed to perform this work. She also explained that most of the upfront work is almost completed.

Comm. Nolan said she is concerned about the \$1.5 million and the 18 months timeframe. These issues are not included in the Resolution. Ms. Ruttan said these issues are addressed in the Agreement. Comm. Nolan stated she would like to have these issues in the Resolution. Comm. Copedge agreed with Comm. Nolan that the timeframe should be included in the Resolution.

The Board consented to a Friendly Amendment to the fifth WHEREAS paragraph in the Resolution. The paragraph will read as follows:

WHEREAS, the City of Lansing *received \$1.5 million in NSP funds and wishes to engage the Ingham County Land Bank in utilizing the \$1.5 million over the next 18 months.*

Comm. Copedge stated it would be nice to log the time spent on this project. Ms. Ruttan indicated she will track the time she has spent on this project. Vice Chairperson DeLeon stated the NSP coordinator will be paid from the NSP funds.

MOTION CARRIED UNANIMOUSLY.

- c. Resolution Authorizing Chairman and Executive Director to Sign City of Lansing Home Housing Production Agreement

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING CHAIRMAN AND EXECUTIVE DIRECTOR TO SIGN CITY OF LANSING HOME HOUSING PRODUCTION AGREEMENT.

Ms. Ruttan stated the City of Lansing has applied for and received funds under the Home Investment Partnership program from the United States Department of Housing and Urban Development. The City wishes to engage the Land Bank in using these funds.

Ms. Ruttan stated she is excited about this program. The Board held a general discussion about this matter. Vice Chairperson DeLeon asked about the program timeframe. Ms. Ruttan stated the City has a timeframe to expend these funds.

MOTION CARRIED UNANIMOUSLY.

d. Property Update

Ms. Ruttan reviewed the Update. The Committee held a general discussion about the properties on the Update.

e. Parade of Homes

Ms. Ruttan said the new lead house is the #23 home in the Parade of Homes. The Lilly home and the Maple Lodge will be in the Parade of Homes. Ms. Ruttan also stated the Land Bank has to provide representatives for the open house dates.

Comm. Nolan stated she could staff the Lilly home on June 6, 2009 from 12:00 p.m. until 2:30 p.m. Comm. Bahar-Cook stated she may be able to staff the Lilly home on June 6 from 2:30 p.m. until 5:00 p.m. She will contact Ms. Ruttan about this matter.

f. General Legal Update – Counsel

Mr. Perrone stated there are no pending lawsuits against the Land Bank at this time. He also said he prepared a buy and sell agreement to be used by the Chairman in response to the Board's last meeting.

2. Accounts Payable and Monthly Statement

a. Accounts Payable – April 2009

MOVED BY COMM. COPEGE, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE APRIL 29 ACCOUNTS PAYABLE.

Ms. Ruttan said lawn care is the biggest expense at this time of year. Comm. Copedge asked if the Land Bank lets people know that they can bid on this service. Ms. Ruttan said she placed an ad in the City Pulse and on the Land Bank's web page in March regarding this matter. The bid process has closed for this year. The next opportunity for bids is for snow removal.

Comm. Copedge asked Ms. Ruttan if she has received any complaints about the lawn care for Land Bank properties. Ms. Ruttan stated she has received some complaints. She then stated Teen Challenge is one of the lawn care vendors this season. They have really stepped up to the plate and have gone beyond just mowing the lawns. The Teen Challenge cares for about 30 parcels.

MOTION CARRIED UNANIMOUSLY.

3. Items from the Chairman and Executive Director

a. OCOF

Ms. Ruttan stated this matter is still in a holding pattern. She is waiting to hear from MSHDA regarding their grant for the City of Lansing. The Land Bank will move forward and renovate two of the parcels. Mr. Johnston will issue an RFP for this process. Joan Jackson Johnson will work with a Church on a third property. Ms. Ruttan explained the Land Bank serves as the developer/Administrator of rental properties and the Housing Commission serves as the administrator of the Construction and on call Maintenance of finished rental properties. The Land Bank will have an agreement with OCOF for the renovation of the properties. Once the renovations are completed, the Land Bank's role is completed.

Comm. Copedge said he has received questions about access to this program. The Board held a discussion regarding this concern. Mr. Perrone stated the party responsible for receiving the funds would be responsible for the access to this program. Comm. Copedge stated the Land Bank may be viewed in a non-positive way relating to this concern. Mr. Perrone said the Land Bank could advise the funding board of directors regarding this matter.

After further discussion, Ms. Ruttan stated she will take Comm. Copedge' concern to the OCOF Board.

b. Interns

Ms. Ruttan stated there are two MSU part-time interns for this summer. One of the interns will be working on a community garden project. The other intern will work on different marketing ideas for the Land Bank.

c. Commercial Property Disposition

Comm. Bahar-Cook said she contacted people about this issue since the last meeting. She asked the people if they would be interested to serve on the commercial property review community. She then stated the committee should decide what type of site and to receive approval from the Board. The RFP suggestions should meet or exceed LEED standards.

Comm. Bahar-Cook further stated the RFP suggestions should consider revenue expected in County Tax Collections, economic impact and financial analysis for the first 10 years. This includes sales, property and other taxes, number of short-term and long-term jobs created and an estimate of construction value and total square feet of development.

A developer must show five years relevant experience similar to the one being proposed. An RFP should also identify the role of all key members involved in the development, implementation and operation of a project.

Comm. Bahar-Cook stated the criteria should include:

- 1) Offering price
- 2) Fit with zoning and corridor plans
- 3) Tax base to be generated
- 4) Job created
- 5) Financial capacity of the buyer and soundness of financing
- 6) Project cost and timeline
- 7) Quality/attractiveness
- 8) Address parking issues
- 9) Excellence in design (both LEED and compatibility with surroundings)

Comm. Bahar-Cook further stated the review committee should include a Land Bank representative as a non-voting member, a developer, people who are knowledgeable about the City of Lansing's Master Plan, and a banker. A LEED and/or a LEAP representative could also be on this Committee. A neighborhood representative, not a neighborhood president, could serve on the committee.

The review committee should go out and see the property and then appear before the Land Bank to request a specific plan for a specific property. The Land Bank can approve or reject the review committee's request.

Comm. Bahar-Cook stated someone from the EDC should serve on the review committee. She then stated it is very hard for her to evaluate if a bar or a mixed use facility would be appropriate for a specific parcel.

Comm. Copedge agreed with Comm. Bahar-Cook's suggestions. He then asked if someone who deals with energy efficiency should be on the review committee. He also asked if developers understand what LEED means. Comm. Nolan stated the Land Bank could ask developers for their LEED certification.

Comm. Copedge said it would be good to let neighborhoods know what is going on with a parcel in their neighborhood. The Land Bank could define the role the neighborhood person does for the review committee.

Comm. Bahar-Cook addressed the Michigan Avenue project. The neighborhood had two different views for the property but the neighborhood president only presented one view. Neighborhood association presidents become too emotional to be on the review committee.

Ms. Ruttan stated the Land Bank could suggest specific people for the review committee; however, it should list specific categories for the review committee members. We are looking at broader categories. Vice Chairperson DeLeon stated more than one banker could serve on the review committee.

The Board continued this discussion. The review committee should include seven members. Comm. Copedge asked if the review committee could be larger than seven members and then have subcommittees. The subcommittees would provide one recommendation.

Ms. Ruttan stated she needs a motion to move this matter forward as a payment is due soon. The Land Bank should approve to put up signs for the projects and to begin asking people if they would be willing to serve on the review committee.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. COPEDEGE, TO APPROVE THE FOLLOWING CRITERIA:

- 1) OFFERING PRICE
- 2) FIT WITH ZONING AND CORRIDOR PLANS
- 3) TAX BASE TO BE GENERATED
- 4) JOB CREATED
- 5) FINANCIAL CAPACITY OF THE BUYER AND SOUNDNESS OF FINANCING
- 6) PROJECT COST AND TIMELINE
- 7) QUALITY/ATTRACTIVENESS
- 8) ADDRESS PARKING ISSUES
- 9) EXCELLENCE IN DESIGN (BOTH LEED AND COMPATIBILITY WITH SURROUNDINGS)

THE REVIEW COMMITTEE WILL CONSIST OF SEVEN MEMBERS INCLUDING A COMMERCIAL DEVELOPER, CORRIDOR/BUSINESS ASSOC/LEAP PROFESSIONAL, BANKER, COUNTY ECONOMIC DEVELOPMENT PROFESSIONAL, LOCAL ECONOMIC DEVELOPMENT PROFESSIONAL, MUNICIPAL PLANNING & DEVELOPMENT PROFESSIONAL AND A LAND BANK STAFF PERSON AS VOTING MEMBERS IN ADDITION A LAND BANK BOARD MEMBER AND A NEIGHBORHOOD REPRESENTATIVE AS A NON-VOTING MEMBER. PROFESSIONAL STAFF WILL PROCEED TO SECURE SIGNAGE REQUESTING PROPOSALS FOR THE MICHIGAN AVENUE PROPERTY.

MOTION CARRIED UNANIMOUSLY.

Announcements: None

Public Comment: None

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Debra Neff