

Approved August 2, 2010

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**
June 14, 2010
Minutes

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

Members Excused: Comm. Copedge, Comm. Bahar-Cook

Others Present: Mary Ruttan, Tim Perrone, Joe Bonsall, Dorothy Boone, Bruce Johnston, Ryan Kincaid, Paul Jaques, Tom Stewart, Ryan Henry, Joanne Fairmont Yinger

The meeting was called to order by Chairperson Schertzing at 5:39 p.m. in Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the May 3, 2010 Minutes

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DELEON TO APPROVE THE MAY 3, 2010 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

Absent: Comm. Bahar-Cook and Comm. Copedge

Additions to the Agenda: None

Limited Public Comment: None

1. Resolution to Establish a Section 3 Policy and Procedure for the Housing and Urban Development Act of 1968

MOVED BY COMM. DELEON, SUPPORTED BY COMM. NOLAN TO ESTABLISH A SECTION 3 POLICY AND PROCEDURE FOR THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968.

Chairperson Schertzing introduced Bruce Johnston, Executive Director of the Ingham County Housing Commission. Mr. Johnston stated the policy had been developed in consultation with the City of Lansing and the US Department of Housing and Urban Development. He further stated the goal of Section 3 is to create job opportunities for under-employed demographics. Mary Ruttan stated the Land Bank needed to have the policy in place to satisfy the requirements of NSP1 and NSP2. Comm. DeLeon asked how we intended to make the new policy known to our vendors. Ms. Ruttan stated it

was included in our Vendor Application packet, bid documents and all of our vendor contracts.

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

2. Resolution to Authorize Sale of Commercial Property at 934 Clark Street and Vacant Adjacent Lot, Lansing, MI

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DELEON TO AUTHORIZE THE SALE OF COMMERCIAL PROPERTY AT 934 CLARK STREET AND VACANT ADJACENT LOT, LANSING, MI.

Chairperson Schertzing introduced Ryan Kincaid and Ryan Henry of Kincaid Henry Building Group, Inc. Mr. Kincaid provided the board with his company's background and their vision for the property. Mr. Kincaid introduced Tom Stewart from New Enterprise Opportunity Center, a prospective tenant. Mr. Stewart distributed a handout outlining his company's history. Comm. Nolan asked how much they anticipated spending on the renovation. Mr. Kincaid stated total costs were expected to be between \$400,000 and \$450,000 with the hope reimbursement may be available for certain eligible Brownfield activities. Comm. Nolan asked how that would work. Chair Schertzing replied that the Land Bank was a conduit for funds from the County Brownfield Authority. He added that language should be added to the resolution stating reimbursement would only be made as funds were available from the Brownfield Authority pursuant to an approved Act 381 Work Plan. Mr. Kincaid stated that a due diligence period was included with the purchase offer and then a final development agreement would be completed. Comm. Nolan asked if our attorney had drafted the document. Ms. Ruttan stated that Purchase Offer were drafted and submitted by prospective purchasers. Our attorney would become involved, if necessary, when it came time to draft a Development Agreement. Comm. Nolan requested the motion be amended to include the Act 381 reimbursement provisions and that approval be contingent upon a review by the Authority's attorney.

MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comm. Copedge, Comm. Bahar-Cook

3. Property Maintenance, Renovation & Development

3a. NSP1/HOME Update

Ms. Ruttan stated the list did not include the properties scheduled for demolition. Comm. Nolan asked for an explanation of the "Funding" column. Ms. Ruttan and Dorothy Boone explained.

3b. NSP2 Update

Chair Schertzing informed the board that two new purchases on W. Saginaw were made today. He stated that NSP2 staff will be located in the Oakland Center until their new office space in the Neighborhood Empowerment Center is available in December.

Ms. Ruttan explained the finalized budget relating to the two funding agreements with MSHDA. She also stated that we are in the process of hiring additional staff for NSP2 and should be more or less fully staffed by our next meeting.

3c. OCOF Update

Ms. Ruttan stated we are hoping to close on three properties by June 30, 2010.

3d. Residential/Commercial Property Update

Comm. Nolan asked how we decided which units are determined to be demolitions. Ms. Ruttan stated all properties are inspected using a check list and staff recommends whether a property is best suited for demolition or renovation. Comm. DeLeon asked if any of our other partners such as Cristo Rey were involved in these projects. Ms. Ruttan stated that Cristo Rey had submitted bids on some of our renovation and demolition

3e. Lansing Fire Department Training

Chair Schertzing stated the Lansing Fire Department had conducted a training exercise on our house at 739 Princeton prior to its demolition. Ms. Ruttan noted a regional training exercise would be conducted at the former Deluxe Inn prior to its scheduled demolition.

3f. General Legal Update

Timothy Perrone stated an individual wants to donate 653 S Hayford, Lansing to the Land Bank. The donation is being delayed due to probate issues. Chair Schertzing stated the property was located next to our urban farm. With the hope the home would be a rental occupied by a student steward of the farm. Mr. Perrone informed the board a new Investigator had been assigned to the A. Maiz case. The new investigator has recently requested a substantial amount of additional information which we are in the process of providing. The new investigator has indicated that a settlement is no longer pending.

3g. Business Plan

Comm. Nolan stated that she would prefer to have this discussion at a separate meeting. Chair Schertzing asked if the Commissioner would be willing to meet with him to discuss her thoughts one on one, believing that many of her concerns were already addressed by current policies and procedures. Comm. Nolan was agreeable.

4. Accounts Payable and Monthly Statement

4a. Accounts payable approval – April 2010

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DELEON TO APPROVE THE ACCOUNTS PAYABLE FOR APRIL 2010. MOTION CARRIED UNANIMOUSLY.

4b. Monthly financial statement – April 2010

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

5. Items from the Chairman or Executive Director

5a. Conference Update

Chairperson Schertzing stated the 2010 Land Bank Conference was held the previous week and was well attended and received.

Limited Public Comment:

Joanne Fairmont Yinger, 2812 LaSalle, Lansing, MI 48912, addressed the board. She informed the board she was an interior designer interested in offering her services to the board. She also inquired about whether the Clark Street property had already gone through re-zoning since it is located in a residential area. Ms Ruttan stated the property was already zoned commercial.

The meeting adjourned at 6:41 p.m.

Respectfully submitted,

Joseph Bonsall