

Approved August 19, 2013

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

July 1, 2013
Minutes

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

Members Absent: None

Others Present: Jeff Burdick, Sandy Gower, Melissa Lott

The meeting was called to order by Chairperson Schertzing at 5:01 p.m. Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the June 3, 2013 Minutes

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, TO APPROVE THE JUNE 3, 2013 MINUTES. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda: None

Limited Public Comment: None

1. Community Projects Update

Chairperson Schertzing introduced Melissa Lott to update the board on the Garden Program. Ms. Lott presented an overview of the information included in the meeting packet. She also updated the board on a letter of support issued by the Garden Program on behalf of the Greater Lansing Food Bank Garden Project apprenticeship program.

2. Review of 2012 Final Ingham County Land Bank Audit Materials from Rehmann

Chairperson Schertzing stated the final 2012 audit was included in the meeting packet. The auditors reported that no issues had been found. Comm. McGrain inquired about the increase in the value of the Land Bank's year-end inventory. Executive Director Burdick explained the increase primarily reflects the Land Bank's increased renovation and new construction activity in 2012. The inventory value includes all of the Land Bank's property assets, especially those listed for sale. Comm. McGrain also asked about re-payment of the Land Bank's revolving line of credit. Chairperson Schertzing stated the majority of the Land Bank's projects have been grant funded, so their sale

proceeds have not been available to pay down the debt. Additionally, he stated that approximately \$1.3 million of the revolving loan debt offset by our land contract receivable.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO ACCEPT THE 2012 FINAL AUDIT AND PLACE ON FILE. MOTION CARRIED UNANIMOUSLY.

3. Ingham County CDBG Program Restructuring – Discussion Item

Chairperson Schertzing updated the board on the re-structuring of the County CDBG Program without a permanent staff person. Various parts of the program will be handled out of the Land Bank, Treasurer's Office, and Community Development Office while still providing services to the citizens of Ingham County.

4. ICLBA Public Relations – Review Draft Talking Points

Executive Director Burdick presented the draft talking points included in the meeting packet. Comm. Bahar-Cook requested that more information regarding the Land Bank's out-county projects and commercial projects be incorporated into the talking points.

5. Habitat for Humanity Wayne Street Request – Discussion Item

Chairperson Schertzing updated the board on the request for funding received from Habitat for Humanity. The board discussed where in the budget such a request might be funded from. Executive Director Burdick reminded the board the 2013 budget adjustments would be discussed at the August meeting.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN TO RE-SCHEDULE THE NEXT BOARD MEETING TO 5:00PM ON AUGUST 19, 2013. MOTION CARRIED UNANIMOUSLY.

6. Property Maintenance, Renovation & Development

6a. Residential Property Update – Dashboard

Chairperson Schertzing stated the dashboard was included in the meeting packet. The Land Bank had its 27th closing of the year earlier today.

6b. Commercial Property Update

Chairperson Schertzing stated the information was included in the dashboard. There was a meeting today between Lansing City Council members and residents of Friendship Manor regarding the development of the former Silver Dollar site. Groundbreaking has been held up while waiting for the Lansing Board of Water and Light to relocate a power line. Groundbreaking is expected sometime in the first two weeks of September.

6c. Vacant Lot Update

Chairperson Schertzing stated the information was included in the dashboard.

6d. Garden Program Update – Dashboard

Chairperson Schertzing stated this had been discussed under agenda item 1.

6e. Completed and Pending Sales

Chairperson Schertzing stated we have had several closings in the last month and have a couple other pending offers.

6f. General Legal Update - Counsel

Chairperson Schertzing stated he had received an email from Counsel stating there were no legal issues to report.

7. Accounts Payable & Monthly Statement

7a. Accounts Payable Approval – June 2013

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPROVE THE ACCOUNTS PAYABLE FOR JUNE 2013. MOTION CARRIED UNANIMOUSLY.

7b. Monthly Statement – May 2013

The May 2013 monthly financial statement was received and placed on file.

8. Chairman and Executive Director Comments

Chairperson Schertzing stated the Bike Share Program had a successful fundraiser at Clark Hill. The bikes have been ordered and are scheduled for installation on August 4th. The Treasurer's tax sale auction is scheduled for 10:00am on July 24th. Executive Director Burdick updated the board on staff's efforts to come up with a warranty for homebuyers.

Comm. Nolan requested that Outcome #5 of the Land Bank's strategic plan be included in the August meeting agenda.

Announcements: None

Limited Public Comment: None

The meeting adjourned at 6:53 p.m.

Respectfully submitted,
Joseph Bonsall