

APPROVED AUGUST 1, 2011

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

July 11, 2011
Minutes

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

Members Absent: Comm. DeLeon

Others Present: Mary Ruttan, Tim Perrone, Joe Bonsall, Dorothy Boone, Bruce Johnston, Shanda Wrozek

The meeting was called to order by Chairperson Schertzing at 5:02 p.m. Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the June 13, 2011 Minutes

Chairperson Schertzing stated the announcements section should state the PROP Program press conference will be held June 27, 2011. Comm. Nolan asked that the word "complete" be changed to "compete" in the final paragraph of page 3 of the minutes. Comm. McGrain asked that section 3 of the minutes reflect his request for a letter from the Fishers withdrawing their Offer to Purchase on the Mason Project.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE JUNE 13, 2011 MINUTES AS AMENDED. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda:

The following items were added to the agenda:

- 7d. HAND Program
- 7e. PROP Program

Limited Public Comment:

Bruce Johnston, Executive Director and Shanda Wrozek, Deputy Director of the Ingham County Housing Commission informed the board a \$400,000 grant had been secured from MSHDA to help facilitate the renovation of the upstairs units on the Mason Project. They also informed the board approval had been obtained to change the terms of the County's NSP1 program designations to allow for demolition and new construction in the City of Mason. This will facilitate the construction of the first new homes within 2

blocks of downtown Mason in over 50 years. They informed the board Phase II of the Eden Glen Condo renovations is almost complete. They updated the board on the progress of NSP2 demolitions.

1. City of Lansing Master Plan – Dorothy Boone – 30 Minute Presentation

Dorothy Boone, Development Manager with the City of Lansing's Planning and Neighborhood Development Department, presented an overview of the City's new Master Plan draft. She stated County Commissioners would be consulted in the process as an adjacent governmental jurisdiction. She stated the legislative steps should be completed in approximately six months. The Master Plan is used to provide the basis of City regulations including zoning and code issues. The priorities identified in the new Master Plan are economic development, neighborhoods, infrastructure and transportation. Ms. Boone stated this was the first comprehensive update to the City's Master Plan since 1958. Ms. Boone also stated the land use plan included in the Master Plan can provide a guide for the Land Bank when making decisions about how to dispose or utilize its vacant land.

2. Resolution to Establish a Position to Sell or Lease Vacant Parcels

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BAHAR-COOK, TO ESTABLISH A POSITION TO SELL OR LEASE VACANT PARCELS.

Comm. Nolan asked if the resolution contained language stating all properties would be sold for fair market value. Executive Director Ruttan stated our Policies and Procedures establish the guidelines for property transfers. Comm. Nolan stated her belief that broad discretion should be allowed for sales of vacant land at prices below fair market value in order to get properties off our books and back onto the tax roll. Chairperson Schertzing stated his belief the Land Bank should be careful to not flood the market place with under-valued sales, thereby decreasing overall property values. He further stated that we need to be careful to not let our eagerness to get vacant properties off the books outweigh our strategic vision for properties in inventory. Chairperson Schertzing asked Ms. Boone about the resolution language concerning a neighborhood advisory board. Ms. Boone stated her belief that neighborhoods should be aware what is being contemplated, but the board should be careful to not let the neighborhood take control of the disposition of properties. Executive Director Ruttan stated her belief the final whereas clause should not be apart of this resolution; but rather, its own separate resolution if the board wishes to establish an advisory group.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO STRIKE THE FINAL WHEREAS CLAUSE FROM THE RESOLUTION. MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Comm. Nolan suggested that two separate brochures be created, one for properties included in the NSP programs and one for non-NSP properties.

3. Resolution to Authorize Federal Procurement Guideline for NSP2 Grant

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO AMEND THE LAND BANK'S PROCUREMENT POLICY AS IT RELATES TO THE NEIGHBORHOOD STABILIZATION PROGRAM 2 GRANT #NS2-2009-6073.

Chairperson Schertzing stated the therefore be it resolved section of the resolution seems to end abruptly and "to comply with CFR Part 85, OMB Circular A-102 and OMB Circular A-87" should be added to the end. Comm. Bahar-Cook made a friendly amendment to effect the change in language. Comm. McGrain asked if the Land Bank goes above and beyond what the County requires for procurement. Executive Director Ruttan stated the Land Bank's procurement policy mirrors the County's. She further reiterated this resolution only amends our policy as it pertains to NSP2.

MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

4. Resolution to Authorize Lansing Urban Farm Project Expenditure

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO AUTHORIZE THE EXPENDITURE OF MATCHING FUNDS UP TO \$4,000.00 TO HELP EXPAND THE LANSING URBAN FARM PROJECT.

Comm. Nolan asked what the total cost of the project was expected to be. Chairperson Schertzing stated it was expected to be between \$8,000.00 and \$10,000.00. Comm. Nolan asked where the rest of the money will be coming from. Chairperson Schertzing stated that was yet to be determined; they are exploring grant options and any funds from the Land Bank would match other funds obtained. Chairperson Schertzing encouraged board members to attend the farm stand sales on Tuesdays 5-7 and Saturdays 9-12.

MOTION CARRIED UNANIMOUSLY.

5. Resolution to Authorize Lansing Regional Bike Share Expenditure

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MCGRAIN, TO AUTHORIZE THE EXPENDITURE OF MATCHING FUNDS UP TO \$20,000.00 FOR THE LANSING REGIONAL BIKE SHARE COOPERATIVE.

Chairperson Schertzing stated the funds would only be released when \$100,000.00 of other funds and a program manager had been obtained. Comm. Bahar-Cook pointed out that the resolution did not specifically state the \$100,000.00 requirement and made a friendly amendment to the be it further resolved clause to replace "enough" with "\$100,000.00 or more." Chairperson Schertzing stated both the Lansing Economic Development Corporation and the Mayor's Office were supportive of the project. He also stated MSHDA and CATA are contemplating financial support for the project.

MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

6. Commissioner Bahar-Cook Discussion Topics

Comm. Bahar-Cook stated her belief that board members need to have a strategic planning meeting, separate from the regular board meetings. Comm. Nolan stated her agreement. Chairperson Schertzing asked if the board was interested in finding a group such as Public Policy Associates to facilitate the process. Executive Director Ruttan stated the first thing to do would be to prioritize the items Comm. Bahar-Cook presented and suggested that a re-evaluation of our policies be undertaken first. Comm. Bahar-Cook suggested that could be discussed at regular meetings, one section at a time. Discussion of topics to be included in the planning session took place. Comm. McGrain stated he felt a separate planning meeting would be beneficial to all members.

7. Property Maintenance, Renovation & Development

7a. Property Update

Chairperson Schertzing stated 1621 E Michigan is expected to close in the next few weeks. He stated Pat Gilesie has obtained a letter of intent from a first floor tenant for the Silver Dollar site project. Comm. Nolan asked for an update on 112 E Main. Executive Director Ruttan stated we have not yet received the appraisal. Chairperson Schertzing discussed our policy requirement that commercial sales include a letter of approval from a local planning body. In the case of 112 E Main, the LEDC will be providing that support, or non-support. He stated the LEDC would be very supportive of a possible development of the site if it involved a specific partner and that he would be executing a purchase agreement that would only be enforceable if the development involved that specific partner. Comm. McGrain asked if the Lansing City Council would be involved in the process. Chairperson Schertzing stated the only input from the City would come through the LEDC. Comm. McGrain stated he had heard rumors the Bike Share program would be using the property at 601 E Michigan. Chairperson Schertzing stated a Phase I environmental assessment had been done on the site and it is hopeful NSP2 can cover some of the demolition costs, but an end use for the site has not yet been identified.

7b. OCOF-Ruttan Resignation from Board

Executive Director Ruttan submitted her letter of resignation from the OCOF board. Comm. Bahar-Cook asked for staff recommendations for her replacement. Executive Director Ruttan stated the Land Bank would be best represented by a business-minded person versus someone focused on the social service aspects of the group. Comm. McGrain stated he would be willing to circulate a position description and time requirements to some of his associates at Great Lakes Capital Fund.

7c. General Legal Update – Counsel

Tim Perrone stated there are no pending legal issues involving the Land Bank.

7d. HAND Program

Chairperson Schertzing stated the HAND Program's press conference was very well covered by local media. Executive Director Ruttan stated a wheelchair-bound individual has expressed interest in purchasing the home at 5219 Hughes Rd. Chairperson Schertzing stated the HAND Program would be a feature of our next marketing blitz.

7e. PROP Program

Chairperson Schertzing updated the board on the PROP Program. Comm. McGrain asked about persons interested in properties not currently being marketed in the program. Chairperson Schertzing stated the program is currently limited to the houses offered, but will be expanded if it proves successful.

8. 2011 Tax Foreclosures List

Pursuant to Comm. McGrain's request, Executive Director Ruttan presented an outline of the intended disposition of the 2011 tax foreclosures. Chairperson Schertzing stated the Treasurer intended to hold pre-auction open houses at approximately 15 structures.

9. Accounts Payable & Monthly Statement

9a. Accounts payable approval – June 2011

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN TO APPROVE THE ACCOUNTS PAYABLE FOR JUNE 2011. MOTION CARRIED UNANIMOUSLY.

7b. Monthly Statement – May 2011

The May 2011 monthly financial statement was received and placed on file.

Announcements:

Comm. Nolan stated Potter Park Zoo would be open for free admission on July 12th and 13th.

Limited Public Comment: None

The meeting adjourned at 7:23 p.m.

Respectfully submitted,

Joseph Bonsall