

Approved 10/3/11

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

August 1, 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, Melissa Lott, Joan Nelson, Jennie Grau, Linda Anderson, George Berghorn

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

Comm. McGrain requested the phrase “regardless of what comes out of it” be removed from the last sentence of section 6.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE JULY 11, 2011 MINUTES AS AMENDED. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda:

Comm. Nolan requested “Old Business” be added as a discussion item to all future agendas.

Limited Public Comment:

Linda Anderson addressed the board on behalf of the Lansing Urban Farm Project. Ms. Anderson distributed a brochure highlighting the Project. They have developed the Urbandale Farm on four vacant lots owned by the Land Bank in the Urbandale Neighborhood. She stated the Project has three-part mission: 1) Making fresh affordable produce available to neighborhood residents; 2) Developing programs that integrate food and farming into larger community building efforts; and 3) Allowing for economic environmental and cultural sustainability.

Joan Nelson and Jennie Grau of the Allen Neighborhood Center and George Berghorn of Lansing Community College updated the board on progress made by the Restoration Works program at 1512 and 1501 E Kalamazoo Street; both homes are owned by the Land Bank. They also presented two proposals to the board: 1) establishing a revolving fund where the proceeds of the sale of the two homes would be used to finance additional projects; and 2) Assist in the acquisition of an additional Restoration Works house near the flood plain to be used as a demonstration project for weatherization and flood-proofing.

1. Priorities, Policies and Procedures

1a. Policies Governing the Acquisition of Properties

Executive Director Ruttan presented Section 1 of the Authority's Priorities, Policies and Procedures – Policies Governing the Acquisition of Properties for discussion and review. Comm. Bahar-Cook inquired if an additional sub-section covering the acquisition of properties for inclusion in the various Neighborhood Stabilization Programs would be beneficial. Chairperson Schertzing stated the Authority follows policies set at the federal and state level for those programs. He also added those policies underwent a formal public review/vetting process prior to being adopted.

2. 2011 Budget Review

Executive Director Ruttan presented a mid-year update on the 2011 Annual Budget. Comm. McGrain inquired as to the lack of revenue from NSP1 sale proceeds. Executive Director Ruttan stated we have approximately \$220,000 in pending NSP1 sales and that she expects we will have no trouble meeting our NSP1 sale proceeds budget. Comm. McGrain also inquired as to the status of construction expenses being nearly double the annual budgeted amount. Executive Director Ruttan explained budget adjustments would be presented at the October meeting.

3. 2010 Audit

Comm. McGrain disclosed that Rehmann Robson also performs audit functions for CEDAM, his employer. Comm. McGrain inquired if the net operating loss of approximately \$500,000 for 2010 was expected. Joseph Bonsall explained the loss was due to an outstanding receivable from the Ingham County Brownfield Authority totaling \$1,400,000, as detailed on the preceding page of the audit report. It was also noted we have since received that money. Comm. McGrain expressed congratulations to staff on a stellar audit.

4. Property Maintenance, Renovation & Development

4a. Property Update

Chairperson Schertzing stated a detail of current listings and pending sales is included in the board packet. Executive Director Ruttan stated we had a break-in at our property on Hillcrest. It is believed they were looking for copper.

4b. OCOF-Articles of Incorporation & Bylaws

Chairperson Schertzing stated the OCOF Articles of Incorporation and Bylaws were included for reference. He further stated OCOF currently has a vacancy on its board which needs to be filled by appointment from this body.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOOK, TO APPOINT DICK BAKER TO THE BOARD OF DIRECTORS OF THE ONE CHURCH ONE FAMILY NON-PROFIT. MOTION CARRIED UNANIMOUSLY.

4c. PROP Program

Chairperson Schertzing stated some statistics on the PROP Program are included in the meeting packet. Our summer intern has worked hard to get the program up and running and it is expected the new sales/marketing person will take over the program. Comm. Nolan asked what qualifications were required for participation in the program. Chairperson Schertzing stated an applicant would need to demonstrate an ability to make the required down payment, finance the necessary repairs and satisfy the land contract obligations.

4d. General Legal Update – Counsel

Tim Perrone stated he had been contacted by the investigator for the Maiz civil rights claim requesting a meeting in Grand Rapids on July 29, 2011. He has asked for that meeting to be re-scheduled for an August date in Lansing.

5. Accounts Payable & Monthly Statement

5a. Accounts payable approval – July 2011

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

5b. Monthly Statement – June 2011

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

Announcements:

Chairperson Schertzing stated the Land Bank would be having a Realtor Open House on September 14, a bus tour of Land Bank homes on September 16 and the fall Home Showcase on September 18.

Executive Director Ruttan stated a new Land Bank advertising campaign would begin in October. The campaign will feature advertisements at Celebration Cinema and on Facebook and Google.

Comm. Nolan congratulated Chairperson Schertzing on a successful public auction and commended staff for their hard work.

Limited Public Comment:

Melissa Lott, Americorps Member working on the Land Bank's Garden Program, distributed handouts and presented a program update to the board. She stated we currently have 51 parcels being maintained by community gardeners. This is up from 17 gardens in 2010. It is estimated that community gardens on Land Bank parcels are providing fresh produce to over 200 households in Ingham County.

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

Joseph Bonsall