



**BOARD OF DIRECTORS**

Eric Schertzing CHAIR  
Mark Grebner TREASURER  
Bryan Crenshaw SECRETARY  
Emily Stivers DIRECTOR  
Chris Trubac DIRECTOR

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**PUBLIC NOTICE**  
**REGULAR MEETING of the BOARD of DIRECTORS**

Wednesday, March 27, 2019  
5:30 pm  
Ingham County Land Bank

**AGENDA**

*Please mute your cell phone to avoid interrupting the meeting.*

1. Call to order
2. Approve minutes of the January 23, 2018 regular meeting
3. Amendments to the agenda
4. Limited public comment *3 Minutes per person*
5. **Annual meeting**
  - A. Election of officers
  - B. Staff presentation: 20 months in review
6. Resolutions
  - A. Third Board member as signer on general checking account
7. Updates
  - A. Deluxe Inn site contamination impacts on purchase agreement terms
  - B. Commercial broker procured
  - C. Polar vortex impacts at Eden Glen
  - D. Lansing Urban Farm Project
  - E. Website and sales updates
  - F. Greater Lansing Small-Scale Developer Initiative
8. Financials
  - A. Receive Accounts Payable, January and February 2019
  - B. Discuss and receive 2018 Year-end financials
    1. Statement of Net Position
    2. Statement of Revenues, Expenses and Changes in Net Position
  - C. Discuss July 2019 expiration of PNC lines of credit
9. Legal counsel report
  - A. Status of filing requesting a cease and desist of the sale of 1733 W Holmes
  - B. CLOSED SESSION: Discussion of investigation findings
10. Reports
  - A. Executive Director
  - B. Board Chairperson
11. Limited public comment *3 Minutes per person*
12. Adjournment

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**INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY**

*Creating place. Creating community. Creating opportunity.*

Jeanna M. Paluzzi  
EXECUTIVE DIRECTOR

3024 Turner Street  
Lansing MI 48906

517.267.5221  
inghamlandbank.org



## INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

### Minutes of the January 23, 2019 Regular Board Meeting

#### Attendance

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Members present: Treasurer Schertzing, and Commissioners Crenshaw, Grebner, Stiver, and Trubec  
 Members excused: N/A  
 Staff: Executive Director Jeanna Paluzzi, Finance/Admin Manager Linda Weber  
 Counsel: Tim Perrone  
 Attendees: Deputy County Treasurer Alan Fox, Tim Poxon/Century 21

#### Minutes

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##### 1. Call to order

Schertzing called the meeting to order at 5:32 pm at the Land Bank, 3024 Turner Street, Lansing.

##### 2. Approved minutes

###### A. December 17, 2018 Regular Board meeting

GREBNER MOVED, SECONDED BY CRENSHAW, APPROVAL OF THE MINUTES AS WRITTEN.

There was no discussion.

MOTION APPROVED UNANIMOUSLY.

##### 3. Amendments to the agenda

Paluzzi requested a discussion of issuing quit claim deeds in lieu of warranty deeds under some circumstances. Schertzing added the item at 7.B.

##### 4. Public hearing regarding proposed FY19 budget

Schertzing called the public hearing to order and solicited comment. There was none. Crenshaw asked if sufficient public notice was posted. Perrone said yes. Schertzing adjourned the public hearing.

##### 5. Limited public comment

There were no public comments.

##### 6. Review regular Board meeting schedule

Two changes were made: May 22 moved to May 23, and August 28 moved to August 22.

##### 7. Legal counsel

###### A. Status of 1733 W Holmes filing

Perrone indicated he would file a motion and seek sanctions. He said there was nothing to prevent the Land Bank from proceeding with the sale to the Castros. Grebner suggested clarify the side lot program language.

**B. Quit claim deeds**

Paluzzi asked for feedback regarding how strict the Land Bank requirements for issuing warranty deeds for all real estate transfers. Schertzing said most buyers have clean titles to real estate, so attaching warranty deeds to quit claim deeds is not a clean approach, causing mortgage and refinancing troubles. Perrone said an alternative is a quick quiet title action.

**8. Updates**

Paluzzi provided verbal updates regarding the Small Real Estate Developer Initiative, Eden Glen, Superintendent House prospects, and the status of negotiating a sale of 653 S Hayford to former renters Lansing Urban Farm Project.

**9. Financials**

**A. Receive Accounts Payable**

Board received the Accounts Payable report.

**B. Status of financial statement generation**

Paluzzi indicated that Finance and Admin Manager Linda Weber needed more time to review 2018 and prior year accounting activity before presenting financials with her PCA credentials. They anticipated presentation at the next Board meeting.

**C. Approve 2019 budget proposal**

GREBNER MOVED, STIVER SECONDED, ADOPTION OF THE BUDGET AS PRESENTED.

Crenshaw asked if a week's time was sufficient for review. Schertzing said it was appropriate to move forward with budget adoption. Paluzzi provided background on changes in revenue streams and adjustments to expenses budgeted. Grebner pointed out that should the Land Bank integrate with County operations, there would be no need to review line by line. It would be an ordinary part of the budget process, all discussed within the Controller's office.

AYE: SCHERTZING, GREBNER, STIVERS, TRUBAC.

NAY: CRENSHAW

MOTION APPROVED.

**10. Reports**

**A. Executive Director** provided in the Board packet.

Paluzzi requested and received Board support for disciplinary action proposed for an

employee.

**B. Board Chairman** provided no additional comments.

**11. Limited public comment**

There was no public comment.

**12. Adjournment**

The meeting adjourned at 7:24 pm.

Respectfully submitted,  
Jeanna M. Paluzzi

## **INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY**

### **RESOLUTION 19-01: AUTHORIZE SIGNATURES ON PNC CHECKING ACCOUNTS**

**WHEREAS**, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, ("the Act") establishes the State Land Bank Fast Track Authority; and

**WHEREAS**, the Act allows a foreclosing governmental unit, such as the Ingham County Treasurer, to enter into an intergovernmental agreement with the State Land Bank Fast Track Authority providing for the exercise of the powers, duties, functions, and responsibilities of an authority under the Act, and for the creation of a County Land Bank Fast Track Authority to exercise those functions; and

**WHEREAS**, the Ingham County Treasurer, with Ingham County Board of Commissioners approval, entered into such an intergovernmental agreement under the Act; and established the Ingham County Land Bank Fast Track Authority (the "Land Bank") in 2005; and

**WHEREAS**, three signatures are typically authorized on checking accounts, and Land Bank protocol requires two signatures on all checks and electronic transaction approvals; and

**WHEREAS**, at Annual Meetings, the Land Bank Board elects officers, and only two of the three authorized bank account signatures are that of the Board Chair and Treasurer; and

**WHEREAS**, one of the three authorized bank account signatures is that of the Executive Director, but she is often actively involved in processing accounts payable and check preparation, and sound accounting principles require separation of duties such that she would prefer not to countersign checks; and

**WHEREAS**, there have been instances when one of the two Board members have not been available to sign a check run;

**THEREFORE, BE IT RESOLVED**, that the Land Bank authorizes updates to its checking account signature cards due to a change in Board officers; and

**FURTHER, BE IT RESOLVED**, that four signatures are now authorized: that of the Board Chair, Board Treasurer, a third Board member, and the Executive Director, with the Executive Director continuing to be the last option for countersignature.

Resolution as adopted \_\_\_\_\_

AYE:

NAY:

Check Date	Check	Vendor Name	Description	Amount
Bank GEN PNC GENERAL CHECKING				
02/08/2019	1(E)	PITNEY BOWES INC	POSTAGE METER RENTAL	79.50
01/03/2019	17306	ALL STAR SNOW REMOVAL	SNOW REMOVAL 2018 11 26 AND 27	1,600.00
01/03/2019	17307	BB CONTRACTING	PAINTING OFFICE	419.00
			1746 MAISONETTE PAINT	75.00
				<u>494.00</u>
01/03/2019	17308	BOARD OF WATER & LIGHT	387651-195-1	44.68
			387651-007-8	36.27
			387651-061-5	25.89
			387651-062-3	54.33
			387651-065-6	13.52
			387651-071-4	28.50
			387651-080-5	31.10
			387651-081-3	96.74
			387651-183-7	13.52
			387651-185-2	90.72
			387651-186-0	66.92
			387651-193-6	510.00
			387651-172-0	334.43
			387651-029-2	179.19
			BWL DISCONNECT	3,315.00
				<u>4,840.81</u>
01/03/2019	17309	BOARD OF WATER & LIGHT	387651-196-9	13.52
01/03/2019	17310	BOLLE CONTRACTING, INC	DEMO 622 ALLEN	8,800.00
			CHANGE ORDER 622 ALLEN ST	2,000.00
			DEMO 1418 BAILEY ST	20,100.00
			CHANGE ORDER 1418 BAILEY ST	1,000.00
			DEMO 1223 S HOLMES ST	13,400.00
			CHANGE ORDER 1223 S HOLMES ST	3,000.00
			DEMO 1720 LYONS AVE	10,800.00
			CHANGE ORDER 1720 LYONS AVE	1,000.00
			DEMO 621 BAKER ST	25,500.00
			DEMO 1621 MARTIN	8,800.00
			DEMO 318 ISBELL	9,700.00
			DEMO 710 BEULAH ST	11,900.00
			DEMO 1530 LYONS AVE	9,600.00
			DEMO 1042 DAKIN	12,900.00
			DEMO 630 S FRANCIS AVE	10,500.00

Check Date	Check	Vendor Name	Description	Amount
				149,000.00
01/03/2019	17311	BOLLE CONTRACTING, INC	CHANGE ORDER 630 S FRANCIS AVE DEMO 917 JEROME ST CHANGE ORDER 917 JEROME ST DEMO 1441 BAILEY ST 213 W BARNES	1,000.00 17,000.00 2,500.00 10,200.00 10,500.00
				<u>41,200.00</u>
01/03/2019	17312	CAPITAL EQUIPMENT & SUPPLY	NAIL IN TIRE:TRACTOR W LOADER	40.01
01/03/2019	17313	CAPITAL ONE COMMERCIAL	SLOTTED DRILLBIT+GLOVES/WIPES	12.47
01/03/2019	17314	CITY OF LANSING	3RD ALARM IN LAST 365 DAYS	35.00
01/03/2019	17315	COHL, STOKER & TOSKEY, P.C.	HODGE EVICTION+IRS FORM+1733 HOLMES	1,969.94
01/03/2019	17316	CONSUMERS ENERGY	1030-1049-4757 1030-2929-6979 1030-3074-4603 1030 1973 8022 1030-3161-2478 1030-2813-3520 1030 2892 9844 1030 1921 2416	180.28 11.41 11.68 22.42 16.08 11.68 11.68 187.01
				<u>452.24</u>
01/03/2019	17317	DELHI TOWNSHIP	ACCT # 0002-00129-02-1 SEWER 1737 AURE	16.20
01/03/2019	17318	FELDPUSCH CLEANING SERVICES, LLC	JANITORIAL-DECEMBER + CARPET CLEANI	409.00
01/03/2019	17319	GRAVITY WORKS DESIGN, LLC	WEBSITE UPDATES	1,650.00
01/03/2019	17320	HOME DEPOT CREDIT SERVICES	ALUMINUM FLASHLIGHT	19.97
01/03/2019	17321	INGHAM COUNTY REGISTER OF DEEDS	431 PEARL ST NSP2 MRTG DISCHARGE	30.00
01/03/2019	17322	INGHAM COUNTY REGISTER OF DEEDS	510 LESHER PL NSP2 MRTG DISCHARGE	30.00
01/03/2019	17323	INGHAM COUNTY REGISTER OF DEEDS	521 BAKER ST NSP2 MRTG DISCHARGE	30.00
01/03/2019	17324	INGHAM COUNTY REGISTER OF DEEDS	535 NORMAN NSP2 MRTG DISCHARGE	30.00
01/03/2019	17325	INGHAM COUNTY REGISTER OF DEEDS	120 E BARNES NSP2 MRTG DISCHARGE	30.00
01/03/2019	17326	INGHAM COUNTY REGISTER OF DEEDS	530 S HAYFORD NSP2 MRTG DISCHARGE	30.00
01/03/2019	17327	INGHAM COUNTY REGISTER OF DEEDS	600 S FRANCIS NSP2 MRTG DISCHARGE	30.00
01/03/2019	17328	INGHAM COUNTY REGISTER OF DEEDS	610 CLIFFORD NSP2 MRTG DISCHARGE	30.00
01/03/2019	17329	INGHAM COUNTY REGISTER OF DEEDS	715 BEULAH NSP2 MRTG DISCHARGE	30.00
01/03/2019	17330	INGHAM COUNTY REGISTER OF DEEDS	810 CENTER NSP2 MRTG DISCHARGE	30.00
01/03/2019	17331	INGHAM COUNTY REGISTER OF DEEDS	822 CLAYTON NSP2 MRTG DISCHARGE	30.00
01/03/2019	17332	INGHAM COUNTY REGISTER OF DEEDS	906 DRURY NSP2 MRTG DISCHARGE	30.00
01/03/2019	17333	INGHAM COUNTY REGISTER OF DEEDS	912 RIVERVIEW NSP2 MRTG DISCHARGE	30.00
01/03/2019	17334	INGHAM COUNTY REGISTER OF DEEDS	921 HICKORY NSP2 MRTG DISCHARGE	30.00
01/03/2019	17335	J & J HARDWOODS, INC.	TREE REMOVAL AND TRIMMING	1,800.00
01/03/2019	17336	JEANNA PALUZZI	DAILY MILEAGE + SUPPLIES	149.46

Check Date	Check	Vendor Name	Description	Amount
01/03/2019	17337	KEBS, INC.	5861 S MLK BLVD SURVEY	425.00
			1530 LYONS AVE SURVEY	425.00
			1621 MARTIN ST SURVEY	425.00
			4722 PLEASANT GROVE RD SURVEY	425.00
				<u>1,700.00</u>
01/03/2019	17338	KELLEY APPRAISAL COMPANY	APPRAISAL 3516 JEWEL AVE	100.00
01/03/2019	17339	KWIK REPO INC	CLEANOUT VARIOUS PROPERTIES	10,464.00
01/03/2019	17340	METRO DEVELOPMENT CORP.	6209 MARYWOOD CHANGE ORDER #4 AND 547 SAMANTHA CHANGE ORDER #7-#9	950.00 <u>8,290.00</u>
				9,240.00
01/03/2019	17341	MICHIGAN HOMEOWNER ASSISTANCE	RETURN SALES PROCEEDS >\$500 TO HHF	500.00
01/03/2019	17342	MICHIGAN HOMEOWNER ASSISTANCE	RETURN SALES PROCEEDS >\$500 TO HHF	1,000.00
01/03/2019	17343	MICHIGAN HOMEOWNER ASSISTANCE	RETURN SALES PROCEEDS >\$500 TO HHF	1,500.00
01/03/2019	17344	MICHIGAN HOMEOWNER ASSISTANCE	RETURN SALES PROCEEDS >\$500 TO HHF	2,500.00
01/03/2019	17345	MICHIGAN HOMEOWNER ASSISTANCE	RETURN SALES PROCEEDS >\$500 TO HHF	500.00
01/03/2019	17346	MICHIGAN HOMEOWNER ASSISTANCE	RETURN SALES PROCEEDS >\$500 TO HHF	500.00
01/03/2019	17347	MICHIGAN HOMEOWNER ASSISTANCE	RETURN SALES PROCEEDS >\$500 TO HHF	2,500.00
01/03/2019	17348	MICHIGAN HOMEOWNER ASSISTANCE	RETURN SALES PROCEEDS >\$500 TO HHF	1,000.00
01/03/2019	17349	NORTHWEST INITIATIVE	SNOW REMOVAL 2018 11 26	1,540.00
01/03/2019	17350	ROSE PEST SOLUTIONS	TERMITE REGULAR	600.00
01/03/2019	17351	ROXANNE CASE	DAILY MILEAGE REIMBURSEMENT	91.56
01/03/2019	17352	VERIZON WIRELESS	842013532-00001	150.47
01/03/2019	17354	TRUMBLE GROUP	213 WARRINGTON REHAB FINAL RECONCILI	37,397.50
01/11/2019	17355	AIS CONSTRUCTION EQUIPMENT CORP	DUMP TRK REPAIRS	517.02
01/11/2019	17356	BB CONTRACTING	3024 TURNER CHANGE ORDER PAINT ADDT	673.75
01/11/2019	17357	BOARD OF WATER & LIGHT	5712 PICARDY ST	53.17
01/11/2019	17358	BOLLE CONTRACTING, INC	1118 PIERCE CHANGE ORDER ACM	1,500.00
			1118 PIERCE DEMO	12,300.00
			3907 INGHAM DEMO	10,100.00
			5317 S MLK BLVD JR CHANGE ORDER	1,500.00
			5317 S MLK JR BLVD DEMO	8,500.00
			5507 WASHINGTON DEMO	8,000.00
			4722 PLEASANT GROVE DEMO	10,300.00
			4020 INGHAM DEMO	7,800.00
			2107 IRENE DEMO	6,000.00
			6218 MARYWOOD CHANGE ORDER	3,300.00
			6218 MARYWOOD DEMO	8,500.00
			1733 W HOLMES RD CHANGE ORDER	4,980.00
			1733 W HOLMES RD DEMO	12,300.00
			612 E CAVANAUGH RD	9,200.00



Check Date	Check	Vendor Name	Description	Amount
			5014 CHRISTIANSEN RD DEMO	7,000.00
				<u>111,280.00</u>
01/11/2019	17359	BOLLE CONTRACTING, INC	5014 CHRISTIANSEN CHANGE ORDER	3,600.00
01/11/2019	17360	CITY OF LESLIE	WOOD-000112=0000	98.85
01/11/2019	17361	CONSUMERS ENERGY	1030 2926 0264	11.68
			1030 2437 5141	16.20
			1030 2456 8323	52.06
			1030 3119 1093	11.68
			1030 3249 7754	55.45
			1030 2437 5117	11.68
			1030 1973 8022	25.00
				<u>183.75</u>
01/11/2019	17362	COUNTY OF INGHAM	2018 MGT INFO SERVICES: IT SUPPORT 3 C	24,720.19
01/11/2019	17363	CURSOR CONTROL INC	CDM ON DEMAND ONE USER SUBSCRIPTIO	1,395.00
01/11/2019	17364	DBI BUSINESS INTERIORS	2019 WALL CALENDARS/OTHER	16.15
			WALL CALENDARS	29.18
				<u>45.33</u>
01/11/2019	17365	FRITZY'S LAWN & SNOW	SNOW REMOVAL 2019 01/02 01/03	90.00
01/11/2019	17366	GRANGER	DUMPSTER AT 1715 KZOO	101.00
			DUMPSTER @ OFC + RECYCLING	138.00
				<u>239.00</u>
01/11/2019	17367	GREATER LANSING FOOD BANK	50% WOOD CHIPPER FROM AC&E RENTAL	297.00
01/11/2019	17368	INGHAM COUNTY HEALTH DEPARTMENT	FY18-19 ONE FT AMERICORPS MEMBER	12,294.00
01/11/2019	17369	INGHAM COUNTY HOUSING COMMISSIO	RENTAL MGT SERVICES OCT NOV DEC 2018	3,961.36
01/11/2019	17370	INGHAM COUNTY REGISTER OF DEEDS	1027 E GRAND RIVER NSP2 MRTG DISCHAR	30.00
01/11/2019	17371	INGHAM COUNTY REGISTER OF DEEDS	1441 NEW YORK AVE NSP2 MRTG DISCHAR	30.00
01/11/2019	17372	INGHAM COUNTY REGISTER OF DEEDS	525 S FRANCIS NSP2 MRTG DISCHARGE	30.00
01/11/2019	17373	INGHAM COUNTY REGISTER OF DEEDS	615 LATHROP ST NSP2 MRTG DISCHARGE	30.00
01/11/2019	17374	INGHAM COUNTY REGISTER OF DEEDS	929 FARRAND ST NSP2 MRTG DISCHARGE	30.00
01/11/2019	17375	INGHAM COUNTY TREASURER	EMPLOYER PORTION OF HEALTH CARE CO	6,700.00
01/11/2019	17376	J & J HARDWOODS, INC.	629 DENVER POST DEMO ELM TREE	2,000.00
			1011 N CHESTNUT TREE REMOVAL	2,000.00
			1118 PIERCE TREE SERVICE	800.00
			3210 VIKING TREE SERVICE	3,500.00
			5014 CHRISTIANSEN TREE SERVICE	1,700.00
				<u>10,000.00</u>

Check Date	Check	Vendor Name	Description	Amount
01/11/2019	17377	KWIK CAR WASH	ACCOUNT 120	8.99
01/11/2019	17378	LANSING RADIATOR SHOP	DUMP TRUCK OIL CHANGE	46.43
01/11/2019	17379	MICHIGAN ENERGY OPTIONS	547 SAMANTHA POST CONSTR HERS RATIIN	475.00
01/11/2019	17380	MICHIGAN FLEET FUELING SOLUTIONS	ACCOUNT 1-082146	329.78
01/11/2019	17381	STR.GRANTS, L.L.C.	E PROPERTY PLUS ANNUAL USER SUBSCRI	21,569.52
01/11/2019	17382	UNIVERSITY OF MASSACHUSETTS	SOIL SAMPLE ANALYSES MULTIPLE LOTS	400.00
01/25/2019	17383	ADT SECURITY SERVICES, INC	ACCT # 4808078 01/14/19- 04/13/19	173.64
01/25/2019	17384	ANGELA COLEMAN	SECURITY DEPOSIT REFUND LESS RENT A	124.71
01/25/2019	17385	BB CONTRACTING	3024 TURNER CHANGE ORDER PAINT OFFI UNIT 6125 SCOTMAR/EDEN GLEN	84.00 121.50
				<u>205.50</u>
01/25/2019	17386	BOARD OF WATER & LIGHT	387651-007-8 323 ASTOR AVE FINAL 387651-061-5 1748 MAISONETTE DR 387651-065-6 1756 MAISONETTE DR 387651-071-4 6139 SCOTMAR DR 387651-080-5 1752 MAISONETTE DR 387651-081-3 6209 MARYWOOD AVE 387651-160-5 124 S EIGHTH ST 387651-183-7 6135 SCOTMAR DR 387651-185-2 547 SAMANTHA AVE 387651-186-0 1014 S PENNSYLVANIA AVE	57.79 28.61 14.20 32.79 32.78 112.01 27.36 14.20 77.31 68.96
				<u>466.01</u>
01/25/2019	17387	BOLLE CONTRACTING, INC	DEMO 1813 E WILLARD CHANGE ORDER 1813 E WILLARD CHANGE ORDER/REMOVE SEPTIC TANK 602 DEMO 602 S PARK DEMO 629 DENVER AVE DEMO 3210 VIKING RD	11,300.00 1,500.00 2,000.00 13,100.00 13,900.00 9,600.00
				<u>51,400.00</u>
01/25/2019	17388	BUDGET TIRE CENTER	2012 FORD TRUCK F250 TIRES	758.64
01/25/2019	17389	BWB CLEANING	CLEANING - 1141 N PINE ST	324.24
01/25/2019	17390	CINNAIRE TITLE SERVICES, LLC	CLOSING NSF-22-132-251	104.00
01/25/2019	17391	CITY PULSE	NOTICE OF PUBLIC HEARING BUDGET 2019	50.32
01/25/2019	17392	COHL, STOKER & TOSKEY, P.C.	SALE OF 934 CLARK ST	2,251.60
01/25/2019	17393	CONSUMERS ENERGY	1030 1921 2416 1030-2813-3520 1030 3060 3973 1030-3074-4603	41.14 11.91 66.94 11.91

Check Date	Check	Vendor Name	Description	Amount
			1030-3161-2478	16.88
			1030-3249-7762	82.49
			1030-1049-4757	147.80
				<u>379.07</u>
01/25/2019	17394	DBI BUSINESS INTERIORS	OFC SUPPLIES	94.03
			OFC SUPPLIES	16.65
				<u>110.68</u>
01/25/2019	17395	EDEN GLEN CONDO ASSOCIATION	MONTHLY ASSOCIATION FEES FEB 2019	3,110.00
01/25/2019	17396	FRITZY'S LAWN & SNOW	SNOW REMOVAL 2019 01 19	1,160.00
			SNOW REMOVAL 2019 01 19 + SALT AT 3024	990.00
				<u>2,150.00</u>
01/25/2019	17397	HOLDERS HEATING & AIR	1141 N PINE ST: REPLACE DRAFT INDUCER	711.39
01/25/2019	17398	HOME DEPOT CREDIT SERVICES	2130 W HOLMES RD: CASH IRON SUBMERSI	149.44
01/25/2019	17399	INGHAM COUNTY TREASURER	EMPLOYER PORTION OF HEALTHCARE COV	6,700.00
01/25/2019	17400	JEANNA PALUZZI	DAILY MILEAGE + MAINTENANCE	149.27
01/25/2019	17401	JOHN KROHN	EXPENSE REIMBURSEMENT: PIZZA AND BE	38.27
01/25/2019	17402	KWIK REPO INC	CLEANUP: 2130 W HOLMES AVE	3,850.00
01/25/2019	17403	LINDA WEBER	FURNACE AIR FILTERS	27.31
01/25/2019	17404	MCKISSIC CONSTRUCTION	6125 SCOTMAR: CLEAN AND PAINT	1,150.00
01/25/2019	17405	MICHIGAN HOMEOWNER ASSISTANCE	1514 ILLINOIS AVE: RETURN SALES PROCE	500.00
01/25/2019	17406	PRECISION PIPING LLC	3024 TURNER STREET: REPAIR TOILET	144.54
01/25/2019	17407	VERIZON WIRELESS	842013532-00001	150.55
02/08/2019	17408	APPLIED IMAGING	ACCT #LAF888	81.16
			ACCT #LAF888	168.81
				<u>249.97</u>
02/08/2019	17409	BOARD OF WATER & LIGHT	387651-029-2 1141 N PINE ST	1,021.10
			387651-172-0 3024 TURNER ST	404.03
			387651-195-1 2130 W HOLMES RD	67.47
			387651-196-9 1617 PATTENGILL AVE	13.52
			387651-197-7 4501 WAINWRIGHT AVE	23.61
			387651-190-2 1700 ILLINOIS AVE	3.47
				<u>1,533.20</u>
02/08/2019	17410	CAPITAL EQUIPMENT & SUPPLY	TRACTOR: FIX LIGHT; COMPLETE SERVICE;	640.97
02/08/2019	17411	CITY OF LANSING	1740 MAISONETTE DR 2018 WINTER TAXES	321.86
			1738 MAISONETTE DR 2018 WINTER TAXES	216.86

Check Date	Check	Vendor Name	Description	Amount
			1724 MAISONETTE DR 2018 WINTER TAXES	258.47
			6153 SCOTMAR DR 2018 WINTER TAXES	244.61
			6149 SCOTMAR DR 2018 SUMMER AND WIN	1,410.90
			6147 SCOTMAR DR 2018 SUMMER AND WIN	1,256.02
			1314 W IONIA ST 2018 WINTER TAXES	156.47
			W IONIA ST 2018 WINTER TAXES	37.60
			2211 BEAL AVE 2018 WINTER TAXES	364.90
			530 PACIFIC AVE 2018 WINTER TAXES	464.14
			1828 W MILLER RD 2018 WINTER TAXES	366.97
			813 SIMS CT 2018 WINTER TAXES	439.75
			2909 REO RD 2018 WINTER TAXES	364.90
			1138 W MAPLE ST 2018 WINTER TAXES	399.66
				<hr/>
				6,303.11
02/08/2019	17412	CITY PULSE	PUBLIC NOTICE 1/23/19	54.76
02/08/2019	17413	CONSUMERS ENERGY	1030 3249 7754 6209 MARYWOOD AVE FINAL	37.99
02/08/2019	17414	DAVID BURNS	DAILY MILEAGE AND SUPPLIES	75.38
02/08/2019	17415	DBI BUSINESS INTERIORS	OFC SUPPLIES	141.79
			OFC SUPPLIES	9.50
				<hr/>
				151.29
02/08/2019	17416	DELHI TOWNSHIP	ACCT # 0002-00129-02-1 SEWER 1737 AURE	16.20
02/08/2019	17417	FARMERS INSURANCE	PROPERTY INSURANCE - 6149 SCOTMAR, L	371.98
02/08/2019	17418	FELDPAUSCH CLEANING SERVICES, LLC	JANITORIAL-JANUARY	245.00
			JANITORIAL-SEPTEMBER	245.00
				<hr/>
				490.00
02/08/2019	17419	INGHAM COUNTY REGISTER OF DEEDS	2116 N HIGH NSP2 MRTG DISCHARGE	30.00
02/08/2019	17420	INGHAM COUNTY REGISTER OF DEEDS	409 NORMAN NSP2 MRTG DISCHARGE	30.00
02/08/2019	17421	INGHAM COUNTY REGISTER OF DEEDS	1729 HERBERT ST NSP2 MRTG DISCHARGE	30.00
02/08/2019	17422	INGHAM COUNTY REGISTER OF DEEDS	719 RANDALL NSP2 MRTG DISCHARGE	30.00
02/08/2019	17423	INGHAM COUNTY REGISTER OF DEEDS	726 N PINE NSP2 MRTG DISCHARGE	30.00
02/08/2019	17424	INGHAM COUNTY TREASURER	DLQ TAX CODE COMPLIANCE 1433 ROOSEV	510.24
			DLQ TAX CODE COMPLIANCE CENTER ST	205.72
			33-01-01-09-276-211 NOTICE OF FORFEITUR	90.40
			33-01-01-10-378-281 NOTICE OF FORFEITUR	92.66
			33-01-01-09-156-031 NOTICE OF FORFEITUR	94.93
			33-01-01-09-156-181 NOTICE OF FORFEITUR	94.93
			33-01-01-10-132-101 NOTICE OF FORFEITUR	92.66
			33-01-01-10-328-041 NOTICE OF FORFEITUR	92.66
			33-01-01-09-156-001 NOTICE OF FORFEITUR	94.93
			33-01-01-09-377-201 NOTICE OF FORFEITUR	90.40

Check Date	Check	Vendor Name	Description	Amount
			33-01-01-09-353-231 NOTICE OF FORFEITUR	165.80
			33-01-01-14-359-513 NOTICE OF FORFEITUR	170.33
			33-01-01-09-364-021 NOTICE OF FORFEITUR	94.93
			33-01-01-14-105-051 NOTICE OF FORFEITUR	92.66
			33-01-01-08-282-161 NOTICE OF FORFEITUR	94.93
				<u>2,078.18</u>
02/08/2019	17425	INGHAM COUNTY TREASURER	33-01-01-08-407-281 NOTICE OF FORFEITUR	90.40
			33-01-01-09-181-031 NOTICE OF FORFEITUR	170.33
			33-01-01-09-356-181 NOTICE OF FORFEITUR	90.40
			33-01-01-09-352-191 NOTICE OF FORFEITUR	92.66
			33-01-01-06-101-081 NOTICE OF FORFEITUR	3,201.52
			33-01-01-09-151-031 NOTICE OF FORFEITUR	90.40
			33-01-01-09-356-211 NOTICE OF FORFEITUR	92.66
			33-01-01-09-181-101 NOTICE OF FORFEITUR	90.40
			33-01-01-14-357-211 NOTICE OF FORFEITUR	174.85
			33-01-01-21-462-016 NOTICE OF FORFEITUR	174.85
			33-01-01-21-453-055 NOTICE OF FORFEITUR	170.33
			33-01-01-05-451-021 NOTICE OF FORFEITUR	250.25
			33-01-01-33-205-051 NOTICE OF FORFEITUR	1,686.85
			33-01-01-08-128-291 NOTICE OF FORFEITUR	90.40
			33-01-01-10-379-101 NOTICE OF FORFEITUR	92.66
				<u>6,558.96</u>
02/08/2019	17426	INGHAM COUNTY TREASURER	33-01-01-08-406-011 NOTICE OF FORFEITUR	90.40
			33-01-01-08-228-091 NOTICE OF FORFEITUR	1,328.12
			33-01-01-08-407-291 NOTICE OF FORFEITUR	1,003.32
			33-01-01-09-356-191 NOTICE OF FORFEITUR	736.41
			33-01-01-17-226-262 NOTICE OF FORFEITUR	601.92
			33-01-01-08-255-191 NOTICE OF FORFEITUR	678.52
			33-01-01-31-278-171 NOTICE OF FORFEITUR	465.66
			33-01-01-09-154-030 NOTICE OF FORFEITUR	4,579.28
			33-01-01-08-228-101 NOTICE OF FORFEITUR	2,975.32
			33-01-01-09-354-082 NOTICE OF FORFEITUR	4,179.66
			33-01-01-20-134-102 NOTICE OF FORFEITUR	2,723.61
			33-01-01-10-179-011 NOTICE OF FORFEITUR	777.12
			33-01-01-08-230-071 NOTICE OF FORFEITUR	904.72
			33-01-01-32-376-211 NOTICE OF FORFEITUR	875.25
			33-01-01-29-202-241 NOTICE OF FORFEITUR	218.00
				<u>22,137.31</u>
02/08/2019	17427	INGHAM COUNTY TREASURER	33-01-01-08-282-341 NOTICE OF FORFEITUR	1,101.92

Check Date	Check	Vendor Name	Description	Amount
			33-01-01-10-480-021 NOTICE OF FORFEITUR	1,326.98
			33-01-01-17-226-182 NOTICE OF FORFEITUR	574.47
			33-01-01-17-231-261 NOTICE OF FORFEITUR	3,943.92
			33-01-01-17-260-021 NOTICE OF FORFEITUR	1,695.86
			33-01-01-29-202-251 NOTICE OF FORFEITUR	1,252.72
			33-01-05-03-352-431 NOTICE OF FORFEITUR	4,357.95
			33-01-01-09-151-091 NOTICE OF FORFEITUR	326.09
			33-01-01-17-258-181 NOTICE OF FORFEITUR	446.59
			33-01-01-20-130-131 NOTICE OF FORFEITUR	927.92
			33-01-01-10-330-121 NOTICE OF FORFEITUR	751.49
			33-01-01-21-460-037 NOTICE OF FORFEITUR	3,807.81
			33-01-01-10-326-561 NOTICE OF FORFEITUR	377.73
			33-01-01-22-253-171 NOTICE OF FORFEITUR	198.21
			33-01-01-08-226-141 NOTICE OF FORFEITUR	284.29
				<u>21,373.95</u>
02/08/2019	17428	INGHAM COUNTY TREASURER	33-01-01-21-203-003 NOTICE OF FORFEITUR	276.66
			33-01-01-21-381-061 NOTICE OF FORFEITUR	496.50
				<u>773.16</u>
02/08/2019	17429	KELLEY APPRAISAL COMPANY	BPO 0000 HULL RD	150.00
02/08/2019	17430	KEYSTONE MILLBROOK	BUSINESS CARDS L WEBER	6.82
02/08/2019	17431	KWIK CAR WASH	ACCOUNT 120	17.98
02/08/2019	17432	LANSING CITY TREASURER	33-01-01-22-206-011 2018 GRASS WEEDS/TR	1,307.50
02/08/2019	17433	MANNIK SMITH GROUP	ASBESTOS AND RMS SURVEYS 1/7/19	8,018.00
02/08/2019	17434	MCKISSIC CONSTRUCTION	SNOW REMOVAL 1/19,1/28,1/29	4,860.00
02/08/2019	17435	MICHIGAN ECONOMIC DEVELOPERS AS	MICHIGAN ECONOMIC DEVELOPERS ASSO	295.00
02/08/2019	17436	MICHIGAN FLEET FUELING SOLUTIONS	ACCOUNT 1-082146	248.55
02/08/2019	17437	ROXANNE CASE	DAILY MILEAGE REIMBURSEMENT; SUPPLIE	55.73
02/08/2019	17438	RUBBER STAMPS UNLIMITED, INC.	PRE INKED RUBBER STAMPS	155.88
02/08/2019	17439	TRUMBLE GROUP	SNOW REMOVAL 2019 01 20	1,600.00
			BLIGHT CERTIFICATION	50.00
				<u>1,650.00</u>
02/08/2019	17440	VET'S ACE HARDWARE	GATE KEYS	38.11
02/08/2019	17441	WE'RE DIFFERENT LAWNS & MORE	SNOW REMOVAL 2019 01 20	0.00 V
			Void Reason: VENDOR LOST CHECK	
02/22/2019	17442	AFFORDABLE TIRE	REPLACE TIRE ON TRAILER	65.49
02/22/2019	17443	BOARD OF WATER & LIGHT	387651-061-5	31.39
			387651-080-5	30.64
			387651-065-6	16.67
			387651-186-0	75.21

Check Date	Check	Vendor Name	Description	Amount
			387651-185-2	76.21
			387651-183-7	22.19
			387651-071-4	36.88
				<u>289.19</u>
02/22/2019	17444	BS&A SOFTWARE	ANNUAL SUPPORT AP GL FEB 2019-FEB 202	562.00
02/22/2019	17445	CAPITAL ONE COMMERCIAL	6004-3004-0006-4421	46.25
02/22/2019	17446	CINNAIRE TITLE SERVICES, LLC	CLOSING 1733 W HOLMES	200.00
			CLOSING Z163 LLC FOR 1107 REGENT ST	200.00
				<u>400.00</u>
02/22/2019	17447	COHL, STOKER & TOSKEY, P.C.	LEGAL COUNSEL	7,694.20
02/22/2019	17448	CONSUMERS ENERGY	1030 3074 4603	57.40
			1030 2813 3520	11.68
			1030 2926 0264	11.68
			1030 2437 5141	16.03
			1030 2456 8323	58.70
			1030 3119 1093	11.68
			1030 3060 3973	107.85
			1030 1921 2416	138.16
			1030 3249 7762	99.41
			1030 2437 5117	17.32
			1030 1049 4757	239.78
			1030 3309 1085	51.86
			1030 1973 8022	22.72
				<u>844.27</u>
02/22/2019	17449	DBI BUSINESS INTERIORS	1010027	215.82
			1010027	50.94
			1010027	14.20
			CREDIT RETURN FOR PAD,F/FINGER,RUBR	(2.59)
			CREDIT RETURN DESK FILE A-Z & 1-20 LGL	(20.99)
			1010027	(14.20)
				<u>243.18</u>
02/22/2019	17450	EDEN GLEN CONDO ASSOCIATION	MONTHLY ASSOCIATION FEES MAR 2019	3,110.00
02/22/2019	17451	FRITZY'S LAWN & SNOW	SNOW REMOVAL 2019 01 29 + 31	2,320.00
			SNOW REMOVAL 2019 02 12 + ADDTL @ LB	1,080.00
			SNOW REMOVAL 201902 12	1,160.00
				<u>4,560.00</u>

Check Date	Check	Vendor Name	Description	Amount
02/22/2019	17452	FRITZY'S LAWN & SNOW	SNOW REMOVAL 2019 01 23 -30	1,935.00
02/22/2019	17453	GRANGER	CUST # 000333 2382580 2463720	36.00 101.00 138.00 <u>275.00</u>
02/22/2019	17454	HOLDERS HEATING & AIR	INSPECT FURNACE REPLACE FURNACE GAS VALVE, BLOWER D REPLACE FURNACE CONTROL BOARD & IG	75.00 430.71 425.88 <u>931.59</u>
02/22/2019	17455	HOLISTIC LANDSCAPE, INC	SNOW REMOVAL 2019 01 19 SNOW REMOVAL 2019 01 29 SNOW REMOVAL 2019 02 01	1,580.00 1,580.00 1,500.00 <u>4,660.00</u>
02/22/2019	17456	HOME DEPOT CREDIT SERVICES	6035 3225 4093 7558	77.87
02/22/2019	17457	INGHAM COUNTY REGISTER OF DEEDS	RECORD DISCHARGE OF MSHDA NSP2 MO	30.00
02/22/2019	17458	INGHAM COUNTY REGISTER OF DEEDS	RECORD DISCHARGE OF NSP2 MORTGAGE	30.00
02/22/2019	17459	INGHAM COUNTY TREASURER	EMPLOYEE HEALTH CARE COVERAGE MAR	6,700.00
02/22/2019	17460	MCKISSIC CONSTRUCTION	SNOW REMOVAL 2019 JAN 31 FEB 11 FEB 13	4,860.00
02/22/2019	17461	MICHIGAN ASSOCIATION OF LAND BANK	ANNUAL MEMBERSHIP DUES	1,000.00
02/22/2019	17462	NORTHWEST INITIATIVE	SNOW REMOVAL 2019 JAN 19 JAN 29 ROUN	3,040.00
02/22/2019	17463	SCHUMACHER'S FOUR SEASONS	SNOW REMOVAL 2018 11 26 SNOW REMOVAL 2018 11 26 SNOW REMOVAL 2018 11 26 SNOW REMOVAL 2018 11 26 SNOW REMOVAL 2019 JAN 19 24 28 29 SNOW REMOVAL 2019 JAN 19 24 28 29 SNOW REMOVAL 2019 JAN 19 24 28 29 SNOW REMOVAL 2019 JAN 19 24 28 29 SNOW REMOVAL 2019 FEB 1 SNOW REMOVAL 2019 FEB 1 SNOW REMOVAL 2019 FEB 1 SNOW REMOVAL 2019 FEB 1	500.00 500.00 500.00 345.00 2,000.00 2,000.00 2,000.00 1,380.00 500.00 500.00 500.00 345.00 <u>11,070.00</u>
02/22/2019	17464	TRUMBLE GROUP	SNOW REMOVAL 2019 JAN 29 SNOW REMOVAL 2019 FEB 11	1,600.00 1,600.00 <u>3,200.00</u>



Check Date	Check	Vendor Name	Description	Amount
02/22/2019	17465	USAA	POLICY RENEWAL 039198942-90A 1738 MAIS	483.06
02/22/2019	17466	VET'S ACE HARDWARE	DRYER VENT 1217 W MICHIGAN KEYS TO FRONT GATE	5.89 3.78
				<u>9.67</u>

## GEN TOTALS:

(1 Check Voided)

Total of 160 Disbursements:

685,709.72

## Bank PR PNC PAYROLL CHECKING

01/31/2019	6(E)	COMCAST	8529 11 398 1162874	269.28
02/25/2019	7(E)	ADT SECURITY SERVICES, INC	SET UP ADT PULSE 3 YR CONTRACT FOR R	99.00
02/28/2019	8(E)	COMCAST	8529 11 398 1162874	<u>269.28</u>

## PR TOTALS:

Total of 3 Disbursements:

637.56

## REPORT TOTALS:

(1 Check Voided)

Total of 163 Disbursements:

686,347.28

## INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

**Statement of Net Position**  
**For the Year Ended December 31, 2018**  
 unaudited

<b>Assets</b>	
Cash	\$ 730,143.66
Accounts Receivable	\$ 3,531.44
Land Contract Receivable	\$ 494,456.20
Land Contract Interest Receivable	\$ 19,292.99
Land Contract Escrow	\$ 16,878.08
Notes Receivable	\$ -
Specific Tax Receivable	<b>\$ 119,976.15</b>
Specific Tax Receivable - Prior Year	<b>\$ 13,086.21</b>
Employer Tax Liability CDBG	\$ -
OCOF Receivable	\$ -
Ingham County Receivable	\$ 68,926.68
Lansing City Receivable - General	\$ -
CDBG County Receivable	\$ -
CDBG Receivable - Lansing Demo	\$ -
CDBG Lansing Rehab Receivable	<b>\$ 253,168.45</b>
CDBG City TA Receivable	\$ -
NSP 3 Lansing City Receivable	\$ -
NSP County Receivable	\$ -
NSP 2 Receivable	\$ -
HOME Lansing City Receivable	<b>\$ 123,164.72</b>
Michigan Blight Elimination Rec	\$ -
HHF MSHDA Receivable	\$ 406,159.00
MSDHA Ash Street Rec	
Brownfield Receivable - Ingham Cnty	\$ -
Due from other funds	\$ 73,688.66
Inventory - NSP2	\$ -
Inventory	<b>\$ 1,894,084.01</b>
Fixed Assets	\$ 241,803.08
Land Improvements	<b>\$ 866,800.20</b>
Fixed Assets - Rental	\$ -
Accumulated Depreciation	<b>\$ (272,493.31)</b>
Prepaid Expenses	\$ 40,420.02
<b>Total Assets</b>	<b>\$ 5,093,086.24</b>

<b>Liabilities</b>	
Accounts Payable	\$ 552,057.42
Notes Payable - PNC Bank	\$ 2,927,555.80
Accrued time off Payable	<b>\$ 4,749.99</b>
Due to MSHDA - NSP 2	\$ -
Due to Ingham County	\$ 672,597.12
Due to MSHDA	\$ -
Due to City of Lansing	<b>\$ 409,050.38</b>
Due from other funds	\$ 73,688.66
Rental Deposit	\$ 9,504.00
Good Faith Deposits	<b>\$ 9,134.00</b>
Deferred Revenue	\$ -
Employee Contribution - Health Care	<b>\$ 1,388.26</b>
<b>Total Liabilities</b>	<b>\$ 4,659,725.63</b>

<b>Net Position</b>	
Net investment in capital assets	\$ 886,249.00
Unrestricted	<b>\$ (452,888.39)</b>
<b>Total Net Position</b>	<b>\$ 433,360.61</b>

**INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY**

**Statement of Revenues, Expenses and Changes in Net Position  
For the Year Ended December 31, 2018**

unaudited

	Amended Budget	Actual	%
<b>Revenues</b>			
Ingham County allocation	\$ 400,000.00	\$ 700,000.00	175.00%
Property sales	\$ 958,600.00	\$ 1,017,453.00	106.14%
Interest income	\$ 34,865.00	\$ 37,387.02	107.23%
HOME developer fee income	\$ 96,895.00	\$ -	0.00%
HOME program revenue	\$ 623,814.00	\$ 185,431.88	29.73%
Specific tax	\$ 200,000.00	\$ -	0.00%
CDBG program revenue	\$ 225,000.00	\$ 405,000.00	180.00%
NSP1 program revenue	\$ 4,300.00	\$ 1,000.00	23.26%
NSP2 program revenue	\$ 4,300.00	\$ 860.00	20.00%
Hardest Hit blight elimination grant	\$ 798,500.00	\$ 1,160,139.50	145.29%
Rental income	\$ 182,400.00	\$ 168,725.56	92.50%
Late fee revenue	\$ 400.00	\$ 1,383.20	345.80%
Donation revenue	\$ -	\$ -	0.00%
Miscellaneous revenue	\$ 255,520.95	\$ 7,092.00	2.78%
Non-Purchase acquisition of real property	\$ -	\$ -	0.00%
Neighborhoods in Bloom	\$ 20,000.00	\$ 20,000.00	100.00%
DNR Grant	\$ -	\$ -	0.00%
Garden Program revenue	\$ 13,000.00	\$ 13,650.31	105.00%
<b>Total Revenue</b>	<b>\$ 4,017,594.95</b>	<b>\$ 3,718,122.47</b>	<b>92.55%</b>
<b>Non-Administrative Expenses</b>			
Property acquisitions	\$ -	\$ -	0.00%
Loss on inventory	\$ -	\$ -	0.00%
Depreciation	\$ -	\$ -	0.00%
Cost of projects (renovations, assoc. fees, etc.)	\$ 532,920.00	\$ 511,583.50	96.00%
Current year prop taxes & code compli fees	\$ -	\$ 36,680.24	0.00%
Lawn/Snow/Maintenance	\$ 453,200.00	\$ 252,891.95	55.80%
Brownfield debt	\$ -	\$ -	0.00%
HOME grant expenses	\$ 629,814.00	\$ 486,988.61	77.32%
CDBG renovation expenses	\$ 225,000.00	\$ 252,075.88	112.03%
NSP1 Lansing City	\$ 10,000.00	\$ 14,145.56	141.46%
NSP2 Expenses	\$ 18,000.00	\$ 19,078.25	105.99%
NSP3 Expenses	\$ -	\$ 240.00	0.00%
Youth Build expenses	\$ -	\$ (738.90)	0.00%
Hardest Hit blight elimination funding	\$ 736,000.00	\$ 1,095,032.00	148.78%
MI blight elimination grant expenses	\$ -	\$ -	0.00%
Neighborhoods in Bloom	\$ 20,000.00	\$ 16,470.05	82.35%
DNR grant	\$ -	\$ -	0.00%
Demolitions	\$ -	\$ -	0.00%
<b>Total Non-Administrative Expenses</b>	<b>\$ 2,624,934.00</b>	<b>\$ 2,684,447.14</b>	<b>102.27%</b>

	Amended Budget	Actual	%
<b>Administrative Expenses</b>			
Office Supplies	\$ 19,000.00	\$ 6,333.04	33.33%
Audit Fee	\$ 15,000.00	\$ 16,850.00	112.33%
Communication	\$ 6,500.00	\$ 7,403.99	113.91%
Security	\$ 2,000.00	\$ (417.71)	-20.89%
Membership Fees	\$ 2,000.00	\$ 2,245.00	112.25%
Rental Expense	\$ 600.00	\$ 679.50	113.25%
Vehicle Expense	\$ 17,500.00	\$ 15,599.86	89.14%
Postage	\$ 1,500.00	\$ 1,242.34	82.82%
Office Expense (Utilities, Lawn/Snow, etc)	\$ 6,000.00	\$ 6,889.80	114.83%
Media/Public Relations	\$ 15,000.00	\$ 4,917.49	32.78%
Consultants/Legal/Contractual Services	\$ 95,710.00	\$ 60,498.70	63.21%
Computer Software Upgrade/Annual fee	\$ 30,000.00	\$ 22,943.04	76.48%
Travel/Mileage	\$ 3,600.00	\$ 1,887.32	52.43%
Prof.Training/Conferences	\$ 5,000.00	\$ 1,525.26	30.51%
Payroll Expense (incl. intern)	\$ 346,902.00	\$ 294,039.05	84.76%
Health Insurance and Benefit Expenses	\$ 132,490.00	\$ 72,682.92	54.86%
Building Maintenance	\$ 15,000.00	\$ 13,724.95	91.50%
Interest Expense	\$ 70,000.00	\$ 100,656.03	143.79%
AmeriCorps	\$ 12,000.00	\$ 10,032.00	83.60%
Equipment Small Purchase	\$ 7,500.00	\$ 39.97	0.53%
Bank Fee	\$ 1,200.00	\$ 1,048.62	87.39%
Prior Year Expense	\$ -	\$ -	0.00%
Insurance	\$ 15,000.00	\$ 6,889.35	45.93%
Garden Program Expense	\$ 10,000.00	\$ 42,940.91	429.41%
Land Contract Default	\$ 75,000.00	\$ -	0.00%
Community Development Projects	\$ 58,000.00	\$ 28,002.05	48.28%
Lansing Brownfield Expense	\$ -	\$ -	0.00%
Depreciation	\$ -	\$ 11,838.19	0.00%
Rental Depreciation	\$ 43,350.00	\$ 43,340.03	99.98%
Rental Program Expense	\$ 18,240.00	\$ 72,266.63	396.20%
Turner Street Roof Replacement	\$ 80,000.00	\$ 75,900.00	94.88%
<b>Total Administrative Expenses</b>	<b>\$ 1,104,092.00</b>	<b>\$ 921,998.33</b>	<b>83.51%</b>
<b>Total Operating Expenses</b>	<b>\$ 3,729,026.00</b>	<b>\$ 3,606,445.47</b>	<b>96.71%</b>
<b>Nonoperating Expenses</b>			
County-directed Brownfield program settlement	\$ -	\$ 146,566.08	0.00%
Partial reimbursement-prior year supervisory bonuses	\$ -	\$ (30,000.00)	0.00%
<b>Total Nonoperating Expenses</b>	<b>\$ -</b>	<b>\$ 116,566.08</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$ 3,729,026.00</b>	<b>\$ 3,723,011.55</b>	<b>99.84%</b>
<b>Total Net Revenue &amp; Expense, end of period</b>	<b>\$ 288,568.95</b>	<b>\$ (4,889.08)</b>	
<b>Capital Contributions</b>		<b>\$ -</b>	
<b>Change in Net Position</b>		<b>\$ (4,889.08)</b>	
<b>Net Position - Beginning of Year</b>		<b>\$ 438,249.69</b>	
<b>Net Position - End of Year</b>		<b>\$ 433,360.61</b>	



## Executive Director's Report

January 17 – March 22, 2019

### IMPORTANT DATES

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Mar 29 – Apr 1      Building Michigan Communities conference at the Lansing Center

### RELATIONSHIPS

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#### Funders

- MSHDA/MHA reimbursement for the last of the Hardest Hit Funds grant expenses is now complete.

#### Eden Glen Condo Association Board

- Continue to serve on the condo association board until most of the Land Bank condos are sold.
- Eleven co-owners have condo association arrearages greater than \$500. Seven have arrearages greater than \$2000. I have been requesting the Board direct the management company to pursue collection. After soliciting payment, MTH is placing liens on all eleven remaining arrearages greater than \$500.

#### City of Lansing

- Provided access to 4501 Wainwright for city rental inspector in-service training. We got a free punch list of items to correct during our Land Bank-funded rehab.
- Met with Planning Director and Neogen rep about acquiring vacant lots along Leshler Place for employee parking.

### PROGRAMS

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#### Treasurer's annual tax foreclosure auction process

- Awaiting this year's list of foreclosed properties.

#### Demolitions

- See comment above regarding the last round of Hardest Hit Fund-funded demolitions of prior year tax foreclosed properties.
- City of Lansing Development Office is reviewing a \$280K proposal to use CDBG funds for demolition of 2018 tax foreclosures coming our way in December.

#### Brownfields

- David met with City of Leslie representatives and State Rep to tour the old Leslie High School. State Rep pledged to research state funding for demolition. City is on its way to achieve MEDC Redevelopment Ready Community designation.
- MDEQ is starting work to clean up an old gas station in Webberville.

### Rehabs

- Bids to rehab 1517 Pattengill with City of Lansing CDBG funds are due April 5.

### New construction projects

- Both the Marywood and Samantha new builds are sold. All paperwork for City of Lansing CDBG funding is finalized.

### Rentals

- City rental inspections for rental certificate renewals are complete. Pursuing closure of inspection punch list.
- Finance and Admin Manager Linda and I anticipate evaluating the profitability of each rental this year to determine which to retain and which to sell off.

## RESIDENTIAL SALES PIPELINES

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### Eden Glen condos

- Sold one fixer upper.
- Continuing to spoon feed MLS with listings.

### Vacant lot sales

- John is loading vacant lots on to Zillow now.
- Continuing to work with attorney regarding complaint filed about proposed W Genesee lot sale,

### Fixer upper listings

- Listed eight fixer-upper single family homes on MLS. One sold already, most under contract.

### Greater Lansing small developer initiative

- Event planning and sponsorship strategy moving along. Meeting with Incremental Development Alliance Wednesday to hopefully finalize dates.

## COMMERCIAL + INDUSTRIAL SALES PIPELINES

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### Commercial broker RFQ

- Interviewed for a commercial broker, then negotiated and executed contract with NAI. David and I discussed listing priorities and provided them access to properties.

### 112 Malcolm X/Old Deluxe Inn site

- This is an item on tonight's agenda.

### 1141 N Pine/School for the Blind Superintendent's House

- Listing expires with current broker in April.
- High priority for subsequent NAI research and listing.

### Bottling plant

- The City of Lansing graciously allowed the bottling plant to receive its MEDC Redevelopment Ready Communities program benefit of \$25K in predevelopment activity funding. Real Estate Specialist David escorted a

structural engineer around the site. City planner determined that a USGS monitoring well exists on the City owned lot on the east boundary, so we will not pursue acquisition and combination with our lots.

- Bottling plant was featured on LEAP's opportunity Zone tour, and we have had a couple of seriously interested parties follow up. This property is a high priority for NAI research and listing.

#### Pleasant Grove School

- School was also featured on LEAP's opportunity Zone tour.
- High priority for NAI research and listing.
- Seriously interested party calling for updates on asking price to put in an offer.

#### 414 Baker

- No update.

## GARDEN PROGRAM

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- Created a garden products and services invoice form to track orders, payments, and deliveries.
- Met with ICHD AmeriCorps program coordinator to discuss program requirements.
- Discovered Lansing Urban Farm Project changed the locks at their old rental. Once inside, discovered that it had not been completely cleaned or emptied.

## PROPERTY MAINTENANCE

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- Thanks to the weather, snow removal invoices have jumped this period.
- Reallocated inspection responsibilities: Roxanne inspects demolition properties; David, Eden Glen; Tony, all other improved properties.

## FLOOD HAZARD MITIGATION

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- Attended a meeting hosted by the City of Lansing flood hazard mitigation specialist

## ADMINISTRATION

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### Staffing

- Terminated an employee due to performance issues. Provided COBRA notice. Provided
- Provided an employee a performance improvement plan.
- Interviewing candidates for Property Maintenance Specialist and Program Associate next week.

### Finance and accounting

- Finance Manager Linda and I met with Maner Costerisan management to discuss factual errors (that's a CPA term). He was not happy with what we described.
- Held a productive introductory meeting with County Financial Services director and senior accountant.

- Linda is needing to restructure financial statements to fit our government status. She is buried in researching 2018 and prior year transactions to determine how to clarify accounting for a number of tasks.
- Closed out two land contracts.
- Set up auto-pay for Consumers Energy and BWL, now that it's available at no fee.

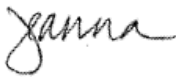
#### Procurement

- Roxanne is staggering contract procurement over the calendar year and offering multi-year renewals so that procurement workload is better spread out over time.

#### Communications + outreach

- Next set of website updates are complete: Contractor page more readily updated by Land Bank staff. Property listings are now more readily updated by Land Bank staff.

Respectfully submitted,



Jeanna M. Paluzzi  
Executive Director