PUBLIC NOTICE

REGULAR MEETING of the BOARD of DIRECTORS

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

AGENDA

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
Attendance

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

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
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 ________________
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NAY:
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**GEN TOTALS:**

(1 Check Voided)
Total of 160 Disbursements: 685,709.72

**Bank PR PNC PAYROLL CHECKING**

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<td>7(E)</td>
<td>ADT SECURITY SERVICES, INC</td>
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**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**

<table>
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<th>Assets</th>
<th>Amount</th>
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<td>Accounts Receivable</td>
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<td>Land Contract Receivable</td>
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<td>Specific Tax Receivable</td>
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<td>OCOF Receivable</td>
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<td>Ingham County Receivable</td>
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<td>Lansing City Receivable - General</td>
<td>$-</td>
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<tr>
<td>CDBG County Receivable</td>
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<td>CDBG Receivable - Lansing Demo</td>
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<td>CDBG Lansing Rehab Receivable</td>
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<td>CDBG City TA Receivable</td>
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<td>NSP 3 Lansing City Receivable</td>
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<tr>
<td>NSP County Receivable</td>
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<tr>
<td>NSP 2 Receivable</td>
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<td>HOME Lansing City Receivable</td>
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<td>Michigan Blight Elimination Rec</td>
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<td>HHF MSHDA Receivable</td>
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<td>Brownfield Receivable - Ingham Cnty</td>
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<td>Due from other funds</td>
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<td>Inventory - NSP2</td>
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<td>Accumulated Depreciation</td>
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<td><strong>Total Liabilities</strong></td>
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## INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

### Statement of Revenues, Expenses and Changes in Net Position

**For the Year Ended December 31, 2018**

**unaudited**

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<th>Revenues</th>
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<th>Actual</th>
<th>%</th>
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<td>$400,000.00</td>
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<td>HOME program revenue</td>
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<td>CDBG program revenue</td>
<td>$225,000.00</td>
<td>$405,000.00</td>
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<td>$4,300.00</td>
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<td>NSP2 program revenue</td>
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<td>Rental income</td>
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<td>Donation revenue</td>
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<td>Miscellaneous revenue</td>
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<td>Non-Purchase acquisition of real property</td>
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<td>Neighborhoods in Bloom</td>
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<td>DNR Grant</td>
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<tr>
<td>Garden Program revenue</td>
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<td>$13,650.31</td>
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<td><strong>Total Revenue</strong></td>
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### Non-Administrative Expenses

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<td>0.00%</td>
</tr>
<tr>
<td>Loss on inventory</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Depreciation</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Cost of projects (renovations, assoc. fees, etc.)</td>
<td>$532,920.00</td>
<td>$511,583.50</td>
<td>96.00%</td>
</tr>
<tr>
<td>Current year prop taxes &amp; code compli fees</td>
<td>-</td>
<td>$36,680.24</td>
<td>0.00%</td>
</tr>
<tr>
<td>Lawn/Snow/Maintenance</td>
<td>$400.00</td>
<td>$252,891.95</td>
<td>55.80%</td>
</tr>
<tr>
<td>Brownfield debt</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>HOME grant expenses</td>
<td>$629,814.00</td>
<td>$486,988.61</td>
<td>77.32%</td>
</tr>
<tr>
<td>CDBG renovation expenses</td>
<td>$225,000.00</td>
<td>$252,075.88</td>
<td>112.03%</td>
</tr>
<tr>
<td>NSP1 Lansing City</td>
<td>$10,000.00</td>
<td>$14,145.56</td>
<td>141.46%</td>
</tr>
<tr>
<td>NSP2 Expenses</td>
<td>$18,000.00</td>
<td>$19,078.25</td>
<td>105.99%</td>
</tr>
<tr>
<td>NSP3 Expenses</td>
<td>-</td>
<td>$240.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Youth Build expenses</td>
<td>-</td>
<td>$(738.90)</td>
<td>0.00%</td>
</tr>
<tr>
<td>Hardest Hit blight elimination funding</td>
<td>$736,000.00</td>
<td>$1,095,032.00</td>
<td>148.78%</td>
</tr>
<tr>
<td>MI blight elimination grant expenses</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Neighborhoods in Bloom</td>
<td>$20,000.00</td>
<td>$16,470.05</td>
<td>82.35%</td>
</tr>
<tr>
<td>DNR grant</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Demolitions</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Non-Administrative Expenses</strong></td>
<td>$2,624,934.00</td>
<td>$2,684,447.14</td>
<td>102.27%</td>
</tr>
<tr>
<td>Administrative Expenses</td>
<td>Amended Budget</td>
<td>Actual</td>
<td>%</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>----------------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$19,000.00</td>
<td>$6,333.04</td>
<td>33.33%</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>$15,000.00</td>
<td>$16,850.00</td>
<td>112.33%</td>
</tr>
<tr>
<td>Communication</td>
<td>$6,500.00</td>
<td>$7,403.99</td>
<td>113.91%</td>
</tr>
<tr>
<td>Security</td>
<td>$2,000.00</td>
<td>$(417.71)</td>
<td>-20.89%</td>
</tr>
<tr>
<td>Membership Fees</td>
<td>$2,000.00</td>
<td>$2,245.00</td>
<td>112.25%</td>
</tr>
<tr>
<td>Rental Expense</td>
<td>$600.00</td>
<td>$679.50</td>
<td>113.25%</td>
</tr>
<tr>
<td>Vehicle Expense</td>
<td>$17,500.00</td>
<td>$15,599.86</td>
<td>89.14%</td>
</tr>
<tr>
<td>Postage</td>
<td>$1,500.00</td>
<td>$1,242.34</td>
<td>82.82%</td>
</tr>
<tr>
<td>Office Expense (Utilities, Lawn/Snow, etc)</td>
<td>$6,000.00</td>
<td>$6,889.80</td>
<td>114.83%</td>
</tr>
<tr>
<td>Media/Public Relations</td>
<td>$15,000.00</td>
<td>$4,917.49</td>
<td>32.78%</td>
</tr>
<tr>
<td>Consultants/Legal/Contractual Services</td>
<td>$95,710.00</td>
<td>$60,498.70</td>
<td>63.21%</td>
</tr>
<tr>
<td>Computer Software Upgrade/Annual fee</td>
<td>$30,000.00</td>
<td>$22,943.04</td>
<td>76.48%</td>
</tr>
<tr>
<td>Travel/Mileage</td>
<td>$3,600.00</td>
<td>$1,887.32</td>
<td>52.43%</td>
</tr>
<tr>
<td>Prof.Training/Conferences</td>
<td>$5,000.00</td>
<td>$1,525.26</td>
<td>30.51%</td>
</tr>
<tr>
<td>Payroll Expense (incl. intern)</td>
<td>$346,902.00</td>
<td>$294,039.05</td>
<td>84.76%</td>
</tr>
<tr>
<td>Health Insurance and Benefit Expenses</td>
<td>$132,490.00</td>
<td>$72,682.92</td>
<td>54.86%</td>
</tr>
<tr>
<td>Building Maintenance</td>
<td>$15,000.00</td>
<td>$13,724.95</td>
<td>91.50%</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>$70,000.00</td>
<td>$100,656.03</td>
<td>143.79%</td>
</tr>
<tr>
<td>AmeriCorps</td>
<td>$12,000.00</td>
<td>$10,032.00</td>
<td>83.60%</td>
</tr>
<tr>
<td>Equipment Small Purchase</td>
<td>$7,500.00</td>
<td>$39.97</td>
<td>0.53%</td>
</tr>
<tr>
<td>Bank Fee</td>
<td>$1,200.00</td>
<td>$1,048.62</td>
<td>87.39%</td>
</tr>
<tr>
<td>Prior Year Expense</td>
<td>$-</td>
<td>$-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Insurance</td>
<td>$15,000.00</td>
<td>$6,889.35</td>
<td>45.93%</td>
</tr>
<tr>
<td>Garden Program Expense</td>
<td>$10,000.00</td>
<td>$42,940.91</td>
<td>429.41%</td>
</tr>
<tr>
<td>Land Contract Default</td>
<td>$75,000.00</td>
<td>$-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Community Development Projects</td>
<td>$58,000.00</td>
<td>$28,002.05</td>
<td>48.28%</td>
</tr>
<tr>
<td>Lansing Brownfield Expense</td>
<td>$-</td>
<td>$-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Depreciation</td>
<td>$-</td>
<td>$11,838.19</td>
<td>0.00%</td>
</tr>
<tr>
<td>Rental Depreciation</td>
<td>$43,350.00</td>
<td>$43,340.03</td>
<td>99.98%</td>
</tr>
<tr>
<td>Rental Program Expense</td>
<td>$18,240.00</td>
<td>$72,266.63</td>
<td>396.20%</td>
</tr>
<tr>
<td>Turner Street Roof Replacement</td>
<td>$80,000.00</td>
<td>$75,900.00</td>
<td>94.88%</td>
</tr>
<tr>
<td><strong>Total Administrative Expenses</strong></td>
<td><strong>$1,104,092.00</strong></td>
<td><strong>$921,998.33</strong></td>
<td><strong>83.51%</strong></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>$3,729,026.00</strong></td>
<td><strong>$3,606,445.47</strong></td>
<td><strong>96.71%</strong></td>
</tr>
</tbody>
</table>

**Nonoperating Expenses**

| County-directed Brownfield program settlement | $-                  | $146,566.08 | 0.00%   |
| Partial reimbursement-prior year supervisory bonuses | $-                  | $(30,000.00) | 0.00%   |
| **Total Nonoperating Expenses**               | **$-**              | **$116,566.08** | **0.00%** |

**Total Expenses**

| $3,729,026.00 | $3,723,011.55 | 99.84% |

**Total Net Revenue & Expense, end of period**

| $288,568.95 | $(4,889.08) |

**Capital Contributions**

| $- |

**Change in Net Position**

| $(4,889.08) |

**Net Position - Beginning of Year**

| $438,249.69 |

**Net Position - End of Year**

| $433,360.61 |
IMPORTANT DATES

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

RELATIONSHIPS

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 Lesher Place for employee parking.

PROGRAMS

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

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

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

- 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

- 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

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

ADMINISTRATION

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