



BOARD OF DIRECTORS
Eric Schertzing CHAIR
Mark Grebner VICE CHAIR
Bryan Crenshaw TREASURER
Derrell Slaughter DIRECTOR
Sharon Frischman DIRECTOR

THE BOARD WILL MEET ON MONDAY, JUNE 15, 2020 AT 4:30 P.M. ON A CONFERENCE CALL THROUGH ZOOM, USING THE FOLLOWING INFO:

Topic: Land Bank Board Meeting June 2020

Time: June 15, 2020 04:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85299711071?pwd=VVZyTUhnVXVKbnRsZExTT2c3d0RoQT09>

Meeting ID: 852 9971 1071

Password: 655744

One tap mobile

Dial by your location

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+1 929 205 6099 US (New York)

Agenda

Call to order

Approve of the minutes from May 18, 2020

Additions to the agenda

Limited public comment

1. Commercial
 - A. Sale Status report
2. Residential
 - A. List of Properties – Sold in May 2020
3. Administration
 - A. Accounts Payable – May 2020
 - B. e-Signature Procedures and Guidelines
 - C. Communication from Executive Director
 - D. Legal
4. Limited public comment
5. Adjournment

INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

Creating place. Creating community. Creating opportunity.

Roxanne L Case
Executive Director
rcase@ingham.org

3024 Turner Street
Lansing MI 48906

517.267.5221
www.inghamlandbank.org



MAY 18, 2020 REGULAR MEETING

Ingham County Land Bank Zoom Meeting

<https://us02web.zoom.us/j/89809027829?pwd=Nlp2R0p5YUdPdHgvNE1zSEphM2tOQT09>

Meeting ID: 898 0902 7829

Password: LBMay2020

May 18, 2020 – 4:30 p.m.

CALL TO ORDER

Chairperson Schertzing called the May 18, 2020 Regular Meeting of the Ingham County Land Bank to order at 4:30 p.m. in a Zoom meeting.

Members Present: Schertzing, Grebner, Crenshaw, Frischman

Members Absent: Slaughter

Others Present: Tim Perrone, David Burns, Alan Fox

APPROVAL OF THE MINUTES

COMMISSIONER GREBNER MOVED TO APPROVE. COMMISSIONER CRENSHAW SUPPORTED THE MOTION. THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY. MINUTES OF APRIL 20, 2020 STAND AS IS.

LIMITED PUBLIC COMMENT

None

1. Commercial
 - A. Sale Status report

David Burns reiterated a couple points on a few properties. The Cesar E Chavez properties are half closed; Cinnarie is waiting on documents from the buyer.

2. Residential
 - A. List of Properties - Sold & In Progress, April 2020 - no comments.
 - B. Land Contract Summary update

David Burns stated that the land contracts as a whole are in much better shape this year compared to last year. There are a couple that will go into forfeiture, but the other contract holders are in decent standing. We are striving to get them to obtain mortgages, and pushing them to homebuyer classes. Tim Perrone stated that the courts are still closed and we're waiting for a new court date for 1138 W Maple St.

MAY 18, 2020 REGULAR MEETING

3. Administration

A. Accounts Payable – March and April 2020

AP has been received, accepted, and on file.

B. Budget 2020 1st quarter update

Commissioner Crenshaw had a question, but will email Director Case for the answer.

C. Communication from Executive Director

Connecting with County IT to transfer our network over to the County's. Goal would be to complete in August 2020.

Audit – Plante & Moran said they were about 75% completed.

Land Bank is hoping for possible stimulus monies in the future. Staff has had discussions, and we're trying to prepare some housing projects in anticipation.

Working on getting an e-Signature process set up on BS&A for electronic signing of our accounts payable bi-weekly checks for Bryan Crenshaw and Eric Schertzing.

D. Legal

None

4. Limited public comment

None

5. Adjournment

Chairperson Schertzing adjourned the meeting at 4:43pm.

Commercial Property - Sale Status Report

6/8/2020

	Parcel Number	Address1	City	List Price	Status & Date (On Market, Pending, Sold)
1	33-01-01-08-427-021	W Willow (715)	Lansing	RECOMMENDED LIST \$459,000	CONSIDERING HOW TO MARKET/DEVELOPMENT TYPE. REVIEWING LIST \$. ORDERED SKETCH SURVEY OF PROPERTY
2	33-01-01-09-127-011	1804 Seager	Lansing	\$45,000	PROPERTY LISTING WITH NAI HAS BEEN CANCELED. PROPERTY TO BE RENTED TO CONSUMERS ENERGY UNTIL END OF DECEMBER 2020. WILL RE-LIST WITH NAI AFTER LEASE EXPIRES
	33-01-01-09-127-021	300 W North Street	Lansing		
3	33-01-01-09-177-003	1506 N. Grand River Ave. (Bottling Plant)	Lansing	\$600,000	NXT COMMERCIAL HAS INITIALLY BEEN AWARDED THE PROJECT. NEGOTIATING SALES \$\$\$. WORKING ON PURCHASE AGREEMENT & DEVELOPMENT AGREEMENT.
	33-01-01-09-176-062	O N. Capitol Ave.	Lansing		
	33-01-01-09-176-073	1611 N. Capitol Ave.	Lansing		
	33-01-01-09-176-082	1617 N. Capitol Ave.	Lansing		
4	33-01-01-29-305-122	2130 W Holmes (Pleasant Grove School)	Lansing	\$400,000	SIGNED OFFER WITH FERGUSON DEVELOPMENT. \$100,000. FERGUSON ENGAGED W/NEIGHBORHOOD ASSOC. WORKING THRU BLDG DETAILS & COMMUNICATING WITH CITY COUNCIL MEMBER ADAM HUSSAIN.
5	33-01-01-21-203-003	E Malcolm X (112) (Deluxe Inn site)	Lansing	\$50,000	OFFER TO PURCHASE SIGNED FOR \$50,000. PM ENVIRONMENTAL UNDER CONTRACT, WORKING ON SITE ANALYSIS, PHASE I & II
6	33-17-14-21-301-012	Hull 10.1 acres	Leslie	\$76,440	ON MARKET, SELL TOGETHER 5/14/19
	33-17-14-21-329-010	Doty .50 acres	Leslie		
	33-17-14-21-329-011	Cameo 2.14 acres	Leslie		
7	33-17-14-21-351-019	104 Worthington Place Dr.	Leslie	\$69,125	ON MARKET 5/14/19 PRICE REDUCED, WORKING WITH CITY AND POTENTIAL BUYER. CITY OF LESLIE IN NEED OF A ROAD & WATER TOWER PLACEMENT.
8	33-17-14-28-126-016	112 Woodworth (old Leslie High School)	Leslie		DEMO FUNDS NOT AVAILABLE THROUGH MEDC, SEEKING ALTERNATIVE SOURCE
9	33-20-01-12-118-103	1428 Weatherhill Ct.	E. Lansing	\$45,000	LISTED
	33-20-01-12-118-104	1428 Weatherhill Ct.	E. Lansing		
10	33-20-01-12-118-105	1420 Weatherhill Ct.	E. Lansing	\$45,000	LISTED
	33-20-01-12-118-106	1418 Weatherhill Ct.	E. Lansing		
11	33-01-01-20-128-132	1811 W Malcolm X St	Lansing	\$9,700	LISTED
12	33-01-01-08-481-451	1000 W Saginaw St	Lansing	\$50,000	LISTED
13	33-21-01-07-352-005	3600 W Saginaw St (billboard lot)	Lansing	\$99,000	WORKING WITH EGLE TO REMOVE TANKS

33-01-01-10-406-041	E. Cesar E. Chavez	Lansing	\$20,000	SOLD 5/13/20 \$12,000
33-01-01-10-406-051	E. Cesar E. Chavez	Lansing		

Residential or Vacant Properties Sold List**May 2020 Sales**

Parcel Number	Address1	Property Class	Sold Amount	Sold Date
33-01-01-10-406-041	E Cesar E Chavez Ave (Grand River Ave)	Commercial Vacant	6,000.00	05/13/2020
33-01-01-10-406-051	E Cesar E Chavez Ave (Grand River Ave)	Commercial Vacant	6,000.00	05/13/2020

Residential Properties - in progress

Parcel #	Address	Project type	Listing \$	Notes
33-01-01-20-407-041	1517 Pattengill Ave	Rehab - HOME grant thru City of Lansing		Completion date delayed to June 2020
33-01-01-20-451-011	1637 Pattengill Ave	Sell as is or rehab	\$42,900	Applying for grant funds
33-01-01-10-354-291	914 May St	Sell as is		
33-01-05-10-227-039	1734 Maisonette	Rehab	\$69,900	Listed
33-01-05-10-227-042	1740 Maisonette	Rehab	\$64,900	Listed
33-01-05-10-227-024	6147 Scotmar	Sell as is	\$55,000	Offer

06/02/2020 CHECK REGISTER FOR INGHAM COUNTY LAND BANK
CHECK DATE FROM 05/01/2020 - 05/31/2020

Check Date	Check	Vendor Name	Description	Amount
Bank GEN PNC GENERAL CHECKING				
05/01/2020	18178	ANTHONY OLIVAREZ	OFFICE SUPPLIES	25.44
05/01/2020	18179	BOARD OF WATER & LIGHT	UTILITIES 6147 SCOTMAR	71.89
05/01/2020	18180	BOARD OF WATER & LIGHT	1740 MAISONETTE 3/20 AND 4/20	112.65
05/01/2020	18181	COHL, STOKER & TOSKEY, P.C.	ATTORNEY SERVICES FOR 3/20	801.32
05/01/2020	18182	CONSUMERS ENERGY	UTILITIES 4501 WAINWRIGHT	19.37
05/01/2020	18183	JILL RHODE C.P.A.	ACCOUNTING SERVICE	820.00
05/01/2020	18184	KELLEY APPRAISAL COMPANY	APPRAISAL FOR 1010 BENSCH	100.00
05/01/2020	18185	VERIZON WIRELESS	VERIZON PHONE	110.10
05/01/2020	18186	VERONICA GARCIA-WING, LLC	DIGITAL COMMUNICATIONS STRATEGY & PLANNI	1,166.66
05/01/2020	18187	INGHAM COUNTY TREASURER	EMPLOYEE BENEFITS FOR 05/20	5,519.66
05/01/2020	18188	HARMON / GLASS DOCTOR	TRUCK WINDOW REPAIR	289.00
05/15/2020	18189	BOARD OF WATER & LIGHT	UTILITIES 1740 MAISONETTE	34.17
			UTILITIES 6147 SCOTMAR	<u>60.02</u>
				94.19
05/15/2020	18190	CONSUMERS ENERGY	UTILITIES 3024 TURNER	62.41
05/15/2020	18191	EDEN GLEN CONDO ASSOCIATION	051320 MAY CONDO ASSOCIATION FEE	2,210.00
05/15/2020	18192	EDEN GLEN CONDO ASSOCIATION	051320 JUNE CONDO ASSOC FEE	2,210.00
05/15/2020	18193	FRITZY'S LAWN & SNOW	LAWN CARE 05/05/20	2,045.00
05/15/2020	18194	GRANGER	DUMPSTER SEVICE 1715 KALAMAZOO	101.00
05/15/2020	18195	JOHN KROHN	WATER PERMIT/FILL TANKS	390.00 V
05/15/2020	18196	KEBS, INC.	BOUNDARY SURVEY 715 WILLOW	2,000.00
05/15/2020	18197	LAKE STATE LAWN-LANDSCAPING & SNOW	LAWN CARE	1,440.00
05/15/2020	18198	MCKISSIC CONSTRUCTION	LAWN CARE 5/1/20	1,390.00
05/15/2020	18199	MICHIGAN FLEET FUELING SOLUTIONS LL	FUEL/VEHICLES & GARDEN PROJECT	118.45
05/15/2020	18200	MYERS PLUMBING & HEATING, INC	GARDEN PROJECT CERTIFY RPZ	159.00
05/15/2020	18201	PITNEY BOWES PURCHASE POWER	RENTAL FOR POSTAGE	79.50
05/15/2020	18202	PLANTE & MORAN, PLLC	SERVICES RENDERED	9,500.00
05/15/2020	18203	ROBIN WRIGHT	CONTRACT SERVICE FOR APRIL	580.00
05/15/2020	18204	SCHUMACHER'S FOUR SEASONS	SNOW REMOVAL 2/27/20	1,390.00
05/15/2020	18205	STATE FARM INSURANCE	LAND CONTRACT ESCROW	478.00
05/29/2020	18206	APPLIED IMAGING	PRINTING CHARGES	125.31
05/29/2020	18207	BOARD OF WATER & LIGHT	WATER PERMIT/FILL TANKS	390.00
05/29/2020	18208	COHL, STOKER & TOSKEY, P.C.	LEGAL SERVICES	597.60
05/29/2020	18209	INGHAM COUNTY TREASURER	SALES FOR 6 PROPS 2019-2020	64,704.85
05/29/2020	18210	JILL RHODE C.P.A.	ACCOUNTING SERVICES	870.00
05/29/2020	18211	LAKE STATE LAWN-LANDSCAPING & SNOW	MOW 5/19 & 20	1,440.00
05/29/2020	18212	MCKISSIC CONSTRUCTION	LAWN MOW 5-10 & 5-20	2,780.00
05/29/2020	18213	ROXANNE CASE	EXPENSE AND MILEAGE	180.82
05/29/2020	18214	VERIZON WIRELESS	CELL PHONE	110.15
05/29/2020	18215	WILDTYPE	NIB PLANTS	<u>3,596.40</u>
GEN TOTALS:				
Total of 38 Checks:				108,078.77
Less 1 Void Checks:				<u>390.00</u>
Total of 37 Disbursements:				107,688.77

06/02/2020 CHECK REGISTER FOR INGHAM COUNTY LAND BANK
CHECK DATE FROM 05/01/2020 - 05/31/2020

Check Date	Check	Vendor Name	Description	Amount
Bank PR PNC PAYROLL CHECKING				
05/01/2020	86(E)	BOARD OF WATER & LIGHT	UTILITIES 1517 PATTENGILL	68.31
			UTILITIES 4501 WAINWRIGHT	86.59
				<u>154.90</u>
05/01/2020	87(E)	CONSUMERS ENERGY	UTILITIES 1517 PATTENGILL	61.82
05/15/2020	88(E)	ADT SECURITY SERVICES, INC	SECURITY SERVICE	164.55
05/15/2020	89(E)	BOARD OF WATER & LIGHT	UTILITIES 1510 N GRAND RIVER	14.26
			UTILITIES 2130 W HOLMES	79.70
			UTILITIES 3024 TURNER	291.03
				<u>384.99</u>
05/15/2020	90(E)	COMCAST	INTERNET SERVICE FOR 5/20-/6/20	275.85
05/15/2020	91(E)	CONSUMERS ENERGY	UTILITIES 1734 MAISONETTE	32.17
			UTILITIES 6147 SCOTMAR	18.66
			UTILITIES 1740 MAISONETTE	29.62
				<u>80.45</u>
05/29/2020	92(E)	BOARD OF WATER & LIGHT	UTILITIES 1517 PATTENGILL	63.96
			UTILITIES 2130 W HOLMES	75.11
				<u>139.07</u>
05/29/2020	93(E)	CONSUMERS ENERGY	UTILITIES 1517 PATTENGILL	50.50
				<u>50.50</u>
PR TOTALS:				
Total of 8 Checks:				1,312.13
Less 0 Void Checks:				0.00
Total of 8 Disbursements:				<u>1,312.13</u>
REPORT TOTALS:				
Total of 46 Checks:				109,390.90
Less 1 Void Checks:				390.00
Total of 45 Disbursements:				<u>109,000.90</u>



BOARD OF DIRECTORS
 Eric Schertzing CHAIR
 Mark Grebner VICE CHAIR
 Bryan Crenshaw TREASURER
 Derrell Slaughter SECRETARY
 Sharon Frischman DIRECTOR

E-Signature for Accounts Payable Checks - Procedures and Guidelines

May 8, 2020, updated 5/27/20

Internal Control & Process:

- Per our published Contractor Invoice & Payment Schedule, invoices are entered and ready to print on the check-run week Wednesday, and then mailed or picked up on the check date, which is typically Friday.
- Accounts Payable Staff enters invoices and produces a check register proof on Wednesday of check-run week.
- Check Register Proof is reviewed, approved, and signed off by Executive Director.
- Check Register Proof is emailed to Chairperson and Land Bank Treasurer for review and approval.
 - If questions or comments, further documentation is emailed for confirmation.
- Approval is received.
 - Approval needs to be received ASAP or by no later than noon on Friday.
 - Approval may be received before or after checks are printed, but nothing is mailed out until after approval is received by both Chairperson and Treasurer.
- Approval is printed and attached to Check Register Proof documentation and filed.
- Checks are printed.
- Checks are processed and mailed out or ready for pick up.

- To further better controls, we may be able to filter BS&A to print no signatures on checks over a certain amount. This way these checks would need signatures. (This would use BS&A, Display Object Filters.)

BS&A e-Signature Procedures & Process:

- Scan signatures and save in Finance and Accounting Procedures folder on shared drive.
- Upload into BS&A Accounts Payable module.
 - Program Setup >> Program Settings >> Check Format Default box
- Check formats that will be used:
 - LBF Custom – no signatures
 - LBF E-Signatures – with both Eric Schertzing and Bryan Crenshaw signatures
 - BC Signature – with only Bryan Crenshaw’s signature
- To edit: Check Formats >> Edit >> scan a signature, copy and replace a signature at bottom

Page 1 of 1

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