



BOARD OF DIRECTORS

Alan Fox CHAIR
Mark Grebner VICE CHAIR
Rawley Van Fossen TREASURER
Ryan Sebolt SECRETARY
Thomas Morgan MEMBER

THE LAND BANK BOARD WILL MEET ON THURSDAY, JUNE 18, 2026 AT 4:30 P.M. IN THE MAIN CONFERENCE ROOM OF THE LAND BANK OFFICE, 3024 TURNER ST, LANSING, MI

Join Zoom Meeting

<https://us02web.zoom.us/j/83639703732?pwd=8eX6Wzaes7Hm8UbnN4QKyWY8PBa3pG.1>

Meeting ID: 836 3970 3732

Passcode: 807111

Dial by your location

+1 929 205 6099 US (New York)	+1 301 715 8592 US (Germantown)	+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)	+1 346 248 7799 US (Houston)	+1 253 215 8782 US (Tacoma)

Agenda

Call to Order - The Ingham County Land Bank Board of Directors Regular meeting is called to order. This meeting is also being held virtually.

Approval of the minutes from April 16, 2026

Additions to the Agenda

Public Comment

1. Commercial – Multi-Family
 - A. Sale Status report
2. Residential
 - A. List of Properties
3. Administration
 - A. Accounts Payable – April and May 2026
 - B. Open Public Hearing to hear comments for the Community Development Block Grant submission and agreement with MSHDA
 - C. Resolution to Authorize the Engagement & Acceptance of the Community Development Block Grant Funds for Whole Home Program
 - D. Resolution to Approve Procurement Policies & Procedures for Federally-Funded Grants
 - E. Communications Narrative / Executive Director's Report
 - F. Legal
4. Announcements, Comments, or other Questions
5. Adjournment (Next meeting is scheduled for Thursday, July 16, 2026.)

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



Ingham County Land Bank Zoom Meeting

In-person and virtually via Zoom

<https://us02web.zoom.us/j/86578865129?pwd=bwiL89KugsdSxTA40Xqx0iMohMI7rh.1>

Meeting ID: 865 7886 5129

Passcode: 729854

By Phone: 1 929 205 6099 US (New York)

CALL TO ORDER

Chairperson Fox called the April 16, 2026 Regular Meeting of the Ingham County Land Bank to order at 4:30 p.m., held in-person at the Ingham County Land Bank Office and virtually via Zoom.

Members Present: Fox, Grebner, Sebolt, Van Fossen

Members Absent: Morgan

Others Present: Tim Perrone, David Burns, Mr. Detrick Taylor, Ruby, and Tim Chulfant of Rex St, Lansing

APPROVAL OF THE MINUTES

MINUTES OF MARCH 19, 2026 ACCEPTED AND PLACED ON FILE.

ADDITIONS TO THE AGENDA

Rental 2025 update – BLUE SHEET

LIMITED PUBLIC COMMENT

None

0. Sale of Rex St property

Director Case distributed a copy of her email to the Board, that she sent to Mr. Taylor explaining lot sales and the sale price of \$5000. Chairperson Fox stated that if the Land Bank didn't treat this property as a buildable lot and sold as split lots, then the Land Bank will lose about \$10,000 in revenue, in not being able to collect the 5/50. Detrick Taylor stated that he received Director Case's email and appreciated the clarification of lots sales. In good faith, he responded with a \$3500 counteroffer which includes the Land Bank cleaning up the lot. This would be \$1750 for each split. Mr. Taylor asked about the cleanup timeframe. Director Case stated that we have reach out to our tree service in regards to costs, and are waiting on that. And will be connecting with Cooney Homes to discuss possible construction debris left over in error from Mr. Taylor's house. Member Van Fossen apologized for not being at the last meeting when this was all being discussed, and asked if the other neighbor was interested. Director Case stated that the

APRIL 16, 2026 REGULAR MEETING

Land Bank reached out, and the neighbors changed their minds a couple times, but are now interested in the split. Member Van Fossen stated that as a member of the Board and knowing the Land Bank mission, the City considers a buildable by the width and depth of a lot and if you split this lot, you could actually build 2 houses and create more density. Mr. Van Fossen drove this street and found that this was the only lot on the street. This is a classic example of our "missing tooth" theory, and the City's perspective would be to build on it. Mr. Van Fossen stated that he would have voted against selling it at all, and would have encourage the Land Bank to use some of the housing funds to build at least one house, if not two. We need more infill; we need more units. The City does not have many big lots like this one. Mr. Van Fossen stated that if its too late, he understands and respects any decisions. Director Case stated that the lot hasn't been sold, but the Board has already made the decision to sell the lot, and so that question is about the sale price of \$5000 offered by the Land Bank or the \$3500 countered by Mr. Taylor. Mr. Taylor stated that if the price would be at \$3500, then he would agree to doing the cleanup. Director Case stated that the cost of cleanup of the lot (construction debris and a downed tree) could be \$1200-\$1500 to complete, depending. Chairperson Fox suggested that the Land Bank and Mr. Taylor are close enough in pricing, and that together, they can finalize the cost and move forward.

1. Commercial – Multi-Family

A. Sale Status report -

Chairperson Fox spoke with Brent Forsberg about the Holmes and Pleasant Grove site, and he stated that there won't be a groundbreaking but there will be a wall building ceremony sometime in June. Commissioner Sebolt was curious about the Land Bank's thoughts were in selling of the MLK versus Saginaw sites. MLK rowhouses selling quicker than Saginaw's. Mr. Burns believes that its mostly due to the MDOT 3-lane road, and the St Lawrence Hospital across the street sitting mostly empty doesn't help.

2. Residential

A. List of Properties –

The list is short. Projects have wrapped up. The Land Bank has started into the Homeowner Rehab Program. Land Bank staff has started on 4 homeowner renovations – 2 in Mason, 1 in Holt, and 1 in Williamston. The goal is to do 20 a year, if possible, depending on the needed and circumstances of each property. Commission Grebner asked about bringing the houses up to code and income qualifications. Director Case stated that this is a low-income critical repair program through CACS and the Housing Trust Fund, that addresses immediate (almost emergency) need. There may be 3 levels of repair that's at \$25,000, \$40,000, and possibly \$70,000. City of Lansing is bringing in some CDBG funds, as well, along with utility company funds, weatherization funds, lead abatement funds, and more. There are different categories of home repair, the immediate renovations are those that are critical. Commissioner Grebner is in favor of stretching the funds as much as possible and helping as many people as we can.

3. Administration

A. Accounts Payable – March 2026

Accepted and on file.

B. Rental 2025 update – BLUE SHEET

Brief discussion. Land Bank is slowly selling off the rentals.

C. Communications Narrative / Executive Director's Report

Brief discussion. Director Case introduced Scott Doerfler who was hired in January 2026 as the Construction Field Coordinator. Scott spoke about his experience and stated that he had his builders permit, but let it lapse. He is planning to apply again, so that the Land Bank will have a licensed builder on staff. Director Case stated the Tony Olivarez, Construction Manager, wants to retire next year, and this is the pathway to fill that position. Scott will be in charge of the homeowner rehab program and another project involving the scattered site housing initiative program.

D. Legal

Mr. Tim Perrone stated that there is a quiet title hearing scheduled for April 23 at the Courthouse in Mason, for judgment of quiet title on 7 tax reverted properties. Everything has been posted, mailed, and published. There was an easement requested for the site at Holmes & Pleasant Grove site about a month ago. Recently, an attorney requested a couple minor changes to be made, which Director Case approved, but haven't heard back from the attorney. Mr. Perrone will follow back up.

4. Announcements, Comments, or other Questions

None

5. Adjournment - Accepted.

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Fox adjourned the meeting at 5:02pm.

Next meeting on Thursday, May 21, 2026, at 4:30pm at the Land Bank office, which Chairperson Fox will not be able to attend. Commissioner Grebner will need to officiate.

Commercial / Multi-Family Properties - Sale Status Report

5/17/2026

Parcel Number	Address	City	Market List Price or Contract Price	Status & Date (On Development, Market, Pending, Sold)
1 33-01-01-08-427-021	(715) W Willow (former Women's College and School for the Blind campus)	Lansing	Value to be determined	8.01 acres. Land Bank is working on a pre-development plan to determine environmental and best scenarios for developing. Land Bank has reached out to civil engineering firms for proposals for site planning, utility analysis, and other related pre-development priorities. Deliverables are intended to help find and support a developer qualified to complete a project on this site. Priorities for a development include affordable homeownership, density, missing middle housing clustered for efficiency and exterior characteristics compatible with the old campus. Developing this site will require subsidy and an experienced developer.
2 33-01-01-09-127-022	W North St	Lansing	Value to be determined	Waiting until bottle plant redevelopment has begun before relisting. Possible extra land available with part of Reasoner Park.
3 33-01-01-09-177-003 33-01-01-09-176-062 33-01-01-09-176-073 33-01-01-09-176-082	1506 N Grand River Ave (Bottling Plant) N Capitol Ave 1611 N Capitol Ave 1617 N Capitol Ave	Lansing	Value to be determined	Land Bank and Chair met with LEDC and MEDC to update them on the previous proposal and to brainstorm development concepts and how to execute finding a qualified developer. The same group will meet a second time soon. A virtual meeting was facilitated in April 2026 with a local housing developer who is interested in the property, who plans to propose development options.
4 33-01-01-29-305-122	2140 W Holmes Rd (former Pleasant Grove School)	Lansing	Phase I - \$50,000 Phase II - TBD Phase III - TBD	<p>Property sale closing was conducted on 4/30/26. Construction began on Monday, 5/11/26. July 14, 3-7pm - wall raising/framing event</p> <p>The HPG LLC and the Land Bank have been meeting and working together to develop this property in phases. Phase I will be a 3-story mixed-use building containing 30 apartments and 5200 sq. ft. of commercial space. LAFCU will use most of the commercial space for a branch location, a separate community room to be used by their foundation, and a kitchen incubator space. Financial literacy, employment training, and other community supportive services will be their focus. The project will utilize limited debt financing (FNBA, approved), MEDC grant, a legislative grant, and a short term bridge loan from Cinnaire (approved 2/20/26). Equity will be raised locally through a Community Investment Fund which has been created. Information and investment opportunity can be found at www.LansingGrowthFund.com.</p> <p>We will split the remainder of the property as needed for future phases. Widespread community support for this development remains strong. Holmes & Pleasant Grove, LLC and the Land Bank have worked together on all aspects of this project and will continue to do so as we develop Phase II, hopefully anchored by a health/medical center with housing above, and Phase III anchored with additional (for-sale) housing.</p>

Parcel Number	Address	City	Market List Price or Contract Price	Status & Date (On Development, Market, Pending, Sold)
5 33-17-14-21-351-019	104 Worthington Place Dr.	Leslie	List price: TBD	An RFP seeking a developer for this property was released on August 20, 2025. No responses were received. The property is zoned multi-family and has approvals necessary to begin construction on 92 apartment units. Construction costs, projected rents, and depth of market is preventing real interest in this property for 9t2 units. Land Bank will consider revising the whole use concept for the site, At land Bank's request, City of Leslie provided a proposal to grub (brush hog) the property. We accepted the proposal and the property will be cleared of saplings, brushes and debris.
6 33-17-14-28-126-016	112 Woodworth (old Leslie High School)	Leslie	Value to be determined	Capitol Area Housing Partnership (CAHP) has been verbally awarded funds for 5 of the 10 lots and Land Bank is working on an updated Purchase Agreement. CAHP is working on documents with the City of Leslie and MSHDA. The City of Leslie has approved 10 SF lots on the site. Consumers Energy has begun the planning and design for Gas and electric to be stubbed onto each parcel. The City of Leslie will stub water and sewer onto each parcel. Land Bank will pay for all the utility extensions with grant money. Goal remains to have 10 homes built in partnership with CAHP.
7 33-01-01-08-481-451	(1000) W Saginaw St	Lansing	\$50,000	The developer working on the old Parks Furniture site (next door) has approached the Land Bank with interest in purchasing this property and an adjacent single family home. It seems like a good fit. The developer will get back in touch with us after some due-diligence on both properties.
8 33-21-01-07-352-005	(3600) W Saginaw St (billboard lot) Lansing Township	Lansing	10% net revenue of EV Charging Station	A 20-year lease for an electric vehicle rapid-charging station has been signed. Two fast chargers and a generator will be placed on site. Staff and the developer has met with Lansing Township to discuss site plan and related items. All development costs will be paid by the lessee. Lease payment will be 10% of revenue generated. A Site plan was submitted to Lansing Twp. and it is on the April Planning Board agenda for approval. Billboard lease remains. Land Bank will work with Twp. assessor to have the property taxed.

Parcel Number	Address	City	Market List Price or Contract Price	Status & Date (On Development, Market, Pending, Sold)
9 Various parcel #s	21 lots in the boundary of E Park Terrace / May / Saginaw / Penn	Lansing	75000 +	A large phased residential development is planned for the area bound by Saginaw St on the south, Pennsylvania on the east, May St. on the north, and E. Park Terrace on the west. The Land Bank has 21 lots in the site area. Staff and the developer have worked through a revised purchase agreement allowing developer to close on the Land Bank parcels by the end of May 2026 for 75K. Additional compensation for the 21 parcels will be paid to the Land Bank when the developing partnership/owner receives the first Certificate of Occupancy on their phased project. Once closed, the developer will combine the 21 Land Bank parcels with the developers 20 +/- parcels. Site planning, architectural design, and other pre-development work is underway. Best prediction for approvals and construction start is in 2028.
10 33-01-01-31-126-291 33-01-01-31-126-281 33-01-01-31-128-125	Holmes Rd / Glenbrook Dr (5.76 acres)	Lansing	\$3,000 per approved lot, minimum of \$33,000	Land Bank signed a Purchase Agreement with Allen Edwin Homes, a national residential developer. Our 3 parcels total 5.76 acres. Current zoning allows one house per parcel. Allen Edwin Homes site planed approximately 25 houses on all three parcels. They began their site due-diligence and after some evaluation of the site, the developer terminated the purchase agreement due to some issues on site. Land Bank will research the issues and work with EGLE to help with any clean up if necessary.

Parcel Number	Address	City	Market List Price or Contract Price	Status & Date (On Development, Market, Pending, Sold)
11 33-01-01-17-204-232 33-01-01-17-204-xxx 33-01-01-17-204-xxx 33-01-01-17-204-xxx 33-01-01-17-204-xxx	Pointe West Condos 5 units 1213 W Saginaw St 1217 W Saginaw St 1221 W Saginaw St 1225 W Saginaw St 1229 W Saginaw St	Lansing	Listing price targeting \leq 120% AMI qualification	Land Bank developed a 5-unit condo building utilizing grant funding from HTF and MEDC. Construction completed in September of 2024. Units were listed at 160k. One sold in December 2024. In 2025 we had several accepted offers that terminated for various reasons. We reduced prices to \$150,000 in August of 2025. In March 2026, we reappraised each unit and updated the market analysis which resulted in a price reduction to \$140,000. We have 2 signed Purchase Agreements and expect closings in June/July. Our agent has had more activity and expects another offer. Land Bank is building a 5 unit storage shed on site to provide each condo extra storage space. Cost will be paid with unused grant money from the original allocation.
12 33-01-01-17-231-041 33-01-01-17-231-031 33-01-01-17-231-021 33-01-01-17-231-011	Genesee Pointe Condos 4 units 416 N Martin Luther King Jr Blvd 418 N Martin Luther King Jr Blvd 422 N Martin Luther King Jr Blvd 424 N Martin Luther King Jr Blvd	Lansing	Listing price targeting \leq 120% AMI qualification	Four unit condo building developed with grant funding from HTF and MEDC. Construction completed in November of 2024. We reduced prices to \$150,000 in August of 2025. In March 2026, we reappraised each unit and updated the market analysis which resulted in a price reduction to \$140,000. We have 2 signed Purchase Agreements and expect closings in May/June. Our agent has had more activity and expects the last offer.
13 33-01-01-15-376-011 33-01-01-15-376-021 33-01-01-15-376-031	Hickory Pointe Condos 4 unit S Pennsylvania Ave (413-415-419)		Listing price targeting \leq 120% AMI qualification	Row Houses have received final approvals from the City of Lansing. We have Certificate's of Occupancy for all units. There are a few miscellaneous items the contractor needs to complete. Condominium Subdivision Plan has been started by our site engineer and Keb's Surveying has begun the final As-Built survey's required to finalize our condominium documents. We will begin listing the units very soon. The buildings have made a positive difference on Pennsylvania Ave. MSHDA has inspected and approved. Land Bank will be requesting reimbursement as soon as possible.
14 33-01-01-15-378-043 33-01-01-15-378-044	Pointe East Condos 4 units S Pennsylvania Ave (500 block)		Listing price targeting \leq 120% AMI qualification	

Residential or Vacant Properties Update

6/9/2026

April & May 2026 Sales

<u>Parcel #</u>	<u>Address</u>	<u>City</u>	<u>Sold Amount</u>	<u>Sold Date</u>
33-01-01-17-204-305	1229 W Saginaw St	Lansing	140000	5/27/2026
33-01-01-17-231-003	422 N MLK Jr Blvd	Lansing	145000	4/24/2026
33-01-01-22-306-181	(1418) Ada St	Lansing	1500	5/20/2026
33-01-01-22-352-261	Lyons St	Lansing	3000	4/6/2026
33-01-01-29-305-124	2140 W Holmes Rd	Lansing	50000	4/30/2026
33-01-05-05-276-021	S MLK Jr Blvd	Lansing	4000	4/20/2026
33-25-05-14-151-015	E Norwood Ave	Holt	15000	5/7/2026

Residential Properties - in progress

<u>Parcel #</u>	<u>Address</u>	<u>Project type / Notes</u>
33-01-01-09-354-041/051	912 N Chestnut St	New Construction -- ~ 65% complete.
33-01-01-32-176-361	1729 Hillcrest St	New Construction -- ~ 95% complete; adding a garage.

Residential Properties - Slated for Demolition

33-01-01-21-431-045	613 Avon St	Demolished 6/4/26. Working on final grading, seeding, sidewalks
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05/17/2026 CHECK REGISTER FOR INGHAM COUNTY LAND BANK
CHECK DATE FROM 04/01/2026 - 04/30/2026

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN PNC GENERAL CHECKING						
04/10/2026	GEN	16521	ANTROY NAT	ANTROY NATHAN	DEPOSIT REFUND 323 S HAYFORD REISSUED	100.00
04/10/2026	GEN	16522	LANSING CI	CITY OF LANSING	COMBINED LOTS 1508 BAILEY & 614 BAKER	25.00
04/10/2026	GEN	16523	CLS	CONSTRUCTION LABOR SERVICES INC	TRAINEE PAYROLL 1729 HILLCREST ST	1,509.48
04/10/2026	GEN	16524	CLS	CONSTRUCTION LABOR SERVICES INC	TRAINEE PAYROLL 1729 HILLCREST ST	1,503.14
04/10/2026	GEN	16525	CROWDFUND	CROWDFUND BETTER	HOLMES & PLEASANT GROVE LANDING PG FEB I	1,500.00
04/10/2026	GEN	16526	FEDEWA HOM	FEDEWA HOMES INC	HICKORY POINTE CONDO'S DRAW 3	330,000.00
04/10/2026	GEN	16527	FORESIGHT	FORESIGHT SUPERSIGN	BUSINESS CARDS T.Olivarez & S.Doerfler	58.00
04/10/2026	GEN	16528	FORESIGHT	FORESIGHT SUPERSIGN	MAGNET FLATBED NAME TAGS	40.00
04/10/2026	GEN	16529	HUBBLE	HUBBLE CONSTRUCTION & RESTORATION	RENOVATIONS POINTE EAST CONDOS	42,448.50
04/10/2026	GEN	16530	HUBBLE	HUBBLE CONSTRUCTION & RESTORATION	RENOVATIONS 912 N CHESTNUT	19,500.00
04/10/2026	GEN	16531	HOUSING	INGHAM COUNTY HOUSING COMMISSION	RENTAL MANAGMNT PRO JAN. FEB. & MAR. 202	3,531.00
04/10/2026	GEN	16532	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 1217 W SAGINAW	150.00
04/10/2026	GEN	16533	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 1221 W SAGINAW	150.00 V
04/10/2026	GEN	16534	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 1225 W SAGINAW	150.00
04/10/2026	GEN	16535	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 1229 W SAGINAW	150.00
04/10/2026	GEN	16536	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 416 N MLK BLVD	425.00
04/10/2026	GEN	16537	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 418 N MLK BLVD	150.00
04/10/2026	GEN	16538	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 422 N MLK BLVD	150.00
04/10/2026	GEN	16539	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 513 N PENNSYLVANIA	500.00
04/10/2026	GEN	16540	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 515 N PENNSYLVANIA	400.00
04/10/2026	GEN	16541	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 517 N PENNSYLVANIA	400.00
04/10/2026	GEN	16542	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 519 N PENNSYLVANIA	400.00
04/10/2026	GEN	16543	LANE'S	LANE'S REPAIR	APPLIANCES 1729 HILLCREST	5,104.60
04/10/2026	GEN	16544	MPC	MPC CASH-WAY LUMBER	RENOVATIONS 1729 HILLCREST	19.98
04/10/2026	GEN	16545	NEDERVELD	NEDERVELD, INC	CONTRACT SERVICE 2130 W HOLMES THRU 3/15	283.00
04/10/2026	GEN	16546	PAXTON	PAXTON COUNTERTOPS	COUNTERTOPS 1729 HILLCREST ST	5,529.75
04/10/2026	GEN	16547	ROBIN	ROBIN WRIGHT	ACCT PAYABLE SERVICE 03/26	506.00
04/10/2026	GEN	16548	CASE	ROXANNE CASE	MILEAGE & PARKING	61.19
04/10/2026	GEN	16549	DOERFLER S	SCOTT DOERFLER	MILEAGE MARCH 2026 & SUPPLES	226.44
04/24/2026	GEN	16550	APPLIED	APPLIED IMAGING	COPY CHARGES	188.02
04/24/2026	GEN	16551	COHL	COHL, STOKER & TOSKEY, P.C.	LEGAL, QUIET TITILE	1,788.28
04/24/2026	GEN	16552	CLS	CONSTRUCTION LABOR SERVICES INC	TRAINEE PAYROLL 1729 HILLCREST ST	1,502.88
04/24/2026	GEN	16553	EDEN	EDEN GLEN CONDO ASSOCIATION	EDEN GLEN HOA FEES MAY-26	1,080.00
04/24/2026	GEN	16554	GENESEE PT	GENESEE POINTE CONDOMINIUM ASSOC	HOA MAY-2026	495.00
04/24/2026	GEN	16555	GRANGER	GRANGER	DUMPSTER 1715 E KALAMAZOO	169.03
04/24/2026	GEN	16556	HOME	HOME DEPOT CREDIT SERVICES	SUPPLIES	319.96
04/24/2026	GEN	16557	HUBBLE	HUBBLE CONSTRUCTION & RESTORATION	RENOVATIONS POINTE EAST CONDOS	3,616.00
04/24/2026	GEN	16558	HUBBLE	HUBBLE CONSTRUCTION & RESTORATION	RENOVATIONS POINTE WEST CONDOS SHEDS	24,800.00
04/24/2026	GEN	16559	HUBBLE	HUBBLE CONSTRUCTION & RESTORATION	RENOVATIONS 912 N CHESTNUT	38,875.00
04/24/2026	GEN	16560	INGHAM	INGHAM COUNTY TREASURER	HEALTH BENEFITS APRIL 2026	8,469.31
04/24/2026	GEN	16561	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 1221 W SAGINAW	425.00
04/24/2026	GEN	16562	KWIK	KWIK REPO INC	CLEAN UP 615 LATHROP	2,280.00
04/24/2026	GEN	16563	KWIK	KWIK REPO INC	CLEAN UP 744 WISCONSIN AVE	5,675.00
04/24/2026	GEN	16564	MI FLEET	MICHIGAN FLEET FUELING SOLUTIONS LL	VEHICLE FUEL	372.82
04/24/2026	GEN	16565	POINTE WES	POINTE WEST ASSOCIATION	POINT WEST CONDO HOA MAY-2026	660.00
04/24/2026	GEN	16566	REHMANN	REHMANN ROBSON	BILLING #1 AUDIT FEES 2025	12,000.00
04/24/2026	GEN	16567	RYANS AUTO	RYANS AUTO CARE LANSING	PICK UP TRUCK REPAIR	<u>3,041.71</u>
GEN TOTALS:						
Total of 47 Checks:						520,729.09
Less 1 Void Checks:						150.00
Total of 46 Disbursements:						<u>520,579.09</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank PR PNC PAYROLL CHECKING						
04/10/2026	PR	1113(E)	ADT	ADT SECURITY SERVICES, INC	SECURITY FOR 3024 TURNER APRIL 14 2026 -	238.08
04/10/2026	PR	1114(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 416 N M L K JR BLVD	78.57
04/10/2026	PR	1115(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 418 N M L K JR BLVD	84.01
04/10/2026	PR	1116(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 422 M M L K JR BLVD	79.42
04/10/2026	PR	1117(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 1217 W SAGINAW	41.22
04/10/2026	PR	1118(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 1221 W SAGINAW	42.97
04/10/2026	PR	1119(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 1225 W SAGINAW	40.52
04/10/2026	PR	1120(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 1229 W SAGINAW	43.46
04/10/2026	PR	1121(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 1729 HILLCREST ST	61.00
04/10/2026	PR	1122(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 3024 TURNER	297.77
04/10/2026	PR	1123(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 3024 TURNER	184.35
04/10/2026	PR	1124(E)	PNC	PNC BANK, NA	ED EVENT, SUPPLIES, CONF	8,793.14
04/24/2026	PR	1125(E)	AT&T	AT & T	CELL PHONE APRIL 4TH- MAY 3, 2026	82.04
04/24/2026	PR	1126(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 416 N M L K JR BLVD	37.73
04/24/2026	PR	1127(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 418 N M L K JR BLVD	35.75
04/24/2026	PR	1128(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 422 N M L K JR BLVD	35.75
04/24/2026	PR	1129(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 513 S PENNSYLVANIA	28.83
04/24/2026	PR	1130(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 515 S PENNSYLVANIA	23.92
04/24/2026	PR	1131(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 517 S PENNSYLVANIA	27.85
04/24/2026	PR	1132(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 519 S PENNSYLVANIA	38.70
04/24/2026	PR	1133(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 1217 W SAGINAW	40.54
04/24/2026	PR	1134(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 1221 W SAGINAW	40.54
04/24/2026	PR	1135(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 1225 W SAGINAW	39.60
04/24/2026	PR	1136(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 1229 W SAGINAW	47.04
04/24/2026	PR	1137(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 1729 HILLCREST ST	330.49
04/24/2026	PR	1138(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 3024 TURNER	154.02
04/24/2026	PR	1139(E)	PITNEYBOW	PITNEY BOWES INC	MACHINE RENTAL MAY 16 2026-AUG 15 2026	104.94
PR TOTALS:						
Total of 27 Checks:						11,052.25
Less 0 Void Checks:						0.00
Total of 27 Disbursements:						11,052.25
REPORT TOTALS:						
Total of 74 Checks:						531,781.34
Less 1 Void Checks:						150.00
Total of 73 Disbursements:						531,631.34

06/09/2026

CHECK REGISTER FOR INGHAM COUNTY LAND BANK
CHECK DATE FROM 05/01/2026 - 05/31/2026

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN PNC GENERAL CHECKING						
05/08/2026	GEN	16568	ACSP	ACSP PROFESSIONAL SERVICES	PROPERTY MAINTENANCE 104 WORTHINGTON	2,500.00
05/08/2026	GEN	16569	CAHP	CAPITAL AREA HOUSING PARTNERSHIP	INCOME VERIFICATION 422 N M.L.KING	700.00
05/08/2026	GEN	16570	MENARDS	CAPITAL ONE COMMERCIAL	FRC 2026 SUPPLIES & WASHER 1026 S GRAND	951.43
05/08/2026	GEN	16571	CARTER LUM	CARTER LUMBER	1729 HILLCREST ST	416.13
05/08/2026	GEN	16572	CARTER LUM	CARTER LUMBER	1729 HILLCREST ST	2,788.37
05/08/2026	GEN	16573	CITY PULSE	CITY PULSE	RFP FOR TREES 04/2026-04/2029	53.65
05/08/2026	GEN	16574	CLS	CONSTRUCTION LABOR SERVICES INC	TRAINEE PAYROLL 1729 HILLCREST ST	1,912.82
05/08/2026	GEN	16575	CLS	CONSTRUCTION LABOR SERVICES INC	TRAINEE PAYROLL 1729 HILLCREST ST	675.27
05/08/2026	GEN	16576	CUSTOM HOM	CUSTOM HOME ENERGY SERVICES	PRE-DRYWALL INSPECTION & FINAL PRESSURE	2,600.00
05/08/2026	GEN	16577	BURNS	DAVID BURNS	MILEAGE MARCH 2026	96.43
05/08/2026	GEN	16578	HUBBLE	HUBBLE CONSTRUCTION & RESTORATION	RENOVATIONS 912 N CHESTNUT	21,850.00
05/08/2026	GEN	16579	RHODE	JILL RHODE C.P.A.	ACCOUNTING 4/2026	1,800.00
05/08/2026	GEN	16580	LABOR COMP	LABOR COMPLIANCE SERVICES LLC	RENOVATIONS HICKORY POINTE CONDOS	260.00
05/08/2026	GEN	16581	LUXE DEVEL	LUXE DEVELOPMENT GROUP LLC	RENOVATIONS 1729 HILLCREST	67,977.15
05/08/2026	GEN	16582	HOBRLA MEG	MEGAN HOBRLA	GARDEN CONTRACT 4/20 - 5/1/26	792.00
05/08/2026	GEN	16583	MCKIMMY	MELISSA MCKIMMY	MILEAGE MARCH 2026	549.41
05/08/2026	GEN	16584	MI FLEET	MICHIGAN FLEET FUELING SOLUTIONS LL	GARDEN, VEHICLE FUEL	428.97
05/08/2026	GEN	16585	NEILS HEIS	NEILS HEISELT	CONTRACT GARDEN PROJECT 4/27 - 5/1/26	396.00
05/08/2026	GEN	16586	ROBIN	ROBIN WRIGHT	ACCT PAYABLE SERVICE 04/26	440.00
05/08/2026	GEN	16587	CASE	ROXANNE CASE	MILEAGE & SUPPLIES	226.20
05/08/2026	GEN	16588	DOERFLER S	SCOTT DOERFLER	MILEAGE APRIL 7TH-29 2026	249.04
05/08/2026	GEN	16589	DOERFLER S	SCOTT DOERFLER	MILEAGE APRIL 13TH-24TH 2026	151.74
05/08/2026	GEN	16590	DBI SMART	SMART BUSINESS SOURCE	OFFICE SUPPLIES	153.05
05/22/2026	GEN	16591	APPLIED	APPLIED IMAGING	COPY CHARGES	188.02
05/22/2026	GEN	16592	CARTER LUM	CARTER LUMBER	1729 HILLCREST ST	765.88
05/22/2026	GEN	16593	CARTER LUM	CARTER LUMBER	1110 CESAR CHAVEZ AVE / CLEAR UP AGAPE I	1,902.07
05/22/2026	GEN	16594	CARTER LUM	CARTER LUMBER	1729 HILLCREST ST	93.84
05/22/2026	GEN	16595	LANSING CI	CITY OF LANSING	SPLIT REX ST	170.00
05/22/2026	GEN	16596	COMCAST	COMCAST	INTERNET MAY 20 2026 - JUNE 19 2026	217.90
05/22/2026	GEN	16597	CLS	CONSTRUCTION LABOR SERVICES INC	TRAINEE PAYROLL 1729 HILLCREST ST	1,401.03
05/22/2026	GEN	16598	CLS	CONSTRUCTION LABOR SERVICES INC	TRAINEE PAYROLL 1729 HILLCREST ST	2,103.37
05/22/2026	GEN	16599	BURNS	DAVID BURNS	MILEAGE APRIL 2026 AND SUPPLIES	127.35
05/22/2026	GEN	16600	EDEN	EDEN GLEN CONDO ASSOCIATION	EDEN GLEN HOA FEES JUNE 26	1,080.00
05/22/2026	GEN	16601	GENESEE PT	GENESEE POINTE CONDOMINIUM ASSOC	HOA JUNE-2026	330.00
05/22/2026	GEN	16602	GRANGER	GRANGER	DUMPSTER 1715 E KALAMAZOO	169.03
05/22/2026	GEN	16603	HAMMOND	HAMMOND FARMS LANDSCAPE SUPPLY INC	MULCH FOR NIB	2,004.77
05/22/2026	GEN	16604	HAMMOND	HAMMOND FARMS LANDSCAPE SUPPLY INC	MULCH FOR NIB	672.77
05/22/2026	GEN	16605	HOME	HOME DEPOT CREDIT SERVICES	SUPPLIES & FRCS	203.25
05/22/2026	GEN	16606	HUBBLE	HUBBLE CONSTRUCTION & RESTORATION	RENOVATIONS 912 N CHESTNUT	8,000.00
05/22/2026	GEN	16607	HYACINTH	HYACINTH HOUSE	BEDDING PLANT FLAT NIB	2,618.78
05/22/2026	GEN	16608	INGHAM	INGHAM COUNTY TREASURER	IT SERVICE LAPTOP FOR SCOTT DOERFLER	1,655.56
05/22/2026	GEN	16609	INGHAM	INGHAM COUNTY TREASURER	HEALTH BENEFITS JUNE 2026	8,469.31
05/22/2026	GEN	16610	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 409 S PENNSYLVANIA	500.00
05/22/2026	GEN	16611	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 413 S PENNSYLVANIA	300.00
05/22/2026	GEN	16612	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 421 S PENNSYLVANIA	300.00
05/22/2026	GEN	16613	KELLEY	KELLEY APPRAISAL COMPANY	APPRAISAL 417 S PENNSYLVANIA	300.00
05/22/2026	GEN	16614	KWIK	KWIK REPO INC	CLEAN UP 1713 N M L K JR BLVD	1,650.00
05/22/2026	GEN	16615	KWIK	KWIK REPO INC	CLEAN UP 1915 DEVENSHIRE	10,000.00
05/22/2026	GEN	16616	LAKE	LAKE STATE LAWN-LANDSCAPING & SNOW	LAWN SERVICES 05/1/2026	1,563.00
05/22/2026	GEN	16617	MAGWV	MAGWV	UPDATE POINTE EAST/HICKORY	450.00
05/22/2026	GEN	16618	MCKISSIC	MCKISSIC CONSTRUCTION	SNOW REMOVAL 5/03/26	1,300.00
05/22/2026	GEN	16619	HOBRLA MEG	MEGAN HOBRLA	GARDEN CONTRACT 5/4 - 5/15/26	1,228.25
05/22/2026	GEN	16620	NEILS HEIS	NEILS HEISELT	CONTRACT GARDEN PROJECT 5/4 - 5/15/26	904.00
05/22/2026	GEN	16621	POINTE WES	POINTE WEST ASSOCIATION	POINT WEST CONDO HOA JUNE-2026	660.00
05/22/2026	GEN	16622	REHMANN	REHMANN ROBSON	BILLING #1 AUDIT FEES 2025	12,000.00
05/22/2026	GEN	16623	EATON ROXY	ROXY EATON	MILEAGE APRIL & MAY 1ST	301.09

05/22/2026	GEN	16624	FOUR	SCHUMACHER'S FOUR SEASONS	LAWN SERVICE APRIL 2026	1,985.00
05/22/2026	GEN	16625	DBI SMART	SMART BUSINESS SOURCE	OFFICE SUPPLIES	146.52
05/22/2026	GEN	16626	DBI SMART	SMART BUSINESS SOURCE	OFFICE SUPPLIES	<u>109.04</u>

GEN TOTALS:

Total of 59 Checks:	173,837.49
Less 0 Void Checks:	<u>0.00</u>
Total of 59 Disbursements:	<u>173,837.49</u>

Bank PR PNC PAYROLL CHECKING

05/08/2026	PR	1140(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 1729 HILLCREST ST 2/2026 BILLI	69.84
05/08/2026	PR	1141(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 1239 CLIMAX/FINAL BILL	32.07
05/08/2026	PR	1142(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 416 N M L K JR BLVD	74.72
05/08/2026	PR	1143(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 418 N M L K JR BLVD	76.19
05/08/2026	PR	1144(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 422 M M L K JR BLVD	85.38
05/08/2026	PR	1145(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 513 SPENNSYLVANIA	101.13
05/08/2026	PR	1146(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 515 SPENNSYLVANIA	106.86
05/08/2026	PR	1147(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 517 SPENNSYLVANIA	99.50
05/08/2026	PR	1148(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 519 SPENNSYLVANIA	25.86
05/08/2026	PR	1149(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 1217 W SAGINAW	30.64
05/08/2026	PR	1150(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 1221 W SAGINAW	30.89
05/08/2026	PR	1151(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 1225 W SAGINAW	29.98
05/08/2026	PR	1152(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 1229 W SAGINAW	32.25
05/08/2026	PR	1153(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 1729 HILLCREST ST 4/27/26	76.07
05/08/2026	PR	1154(E)	BWL	BOARD OF WATER & LIGHT	UTILITIES 3024 TURNER	346.30
05/22/2026	PR	1155(E)	AT&T	AT & T	CELL PHONE MAY 4TH- JUNE 3, 2026	82.04
05/22/2026	PR	1156(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 416 N M L K JR BLVD	19.92
05/22/2026	PR	1157(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 418 N M L K JR BLVD	18.94
05/22/2026	PR	1158(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 422 N M L K JR BLVD FINAL BILL	5.94
05/22/2026	PR	1159(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 513 S PENNSYLVANIA	17.98
05/22/2026	PR	1160(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 515 S PENNSYLVANIA	17.00
05/22/2026	PR	1161(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 517 S PENNSYLVANIA	20.89
05/22/2026	PR	1162(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 519 S PENNSYLVANIA	30.60
05/22/2026	PR	1163(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 1217 W SAGINAW	31.06
05/22/2026	PR	1164(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 1221 W SAGINAW	25.57
05/22/2026	PR	1165(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 1225 W SAGINAW	24.65
05/22/2026	PR	1166(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 1229 W SAGINAW	22.82
05/22/2026	PR	1167(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 1729 HILLCREST ST	47.10
05/22/2026	PR	1168(E)	CONSUMERS	CONSUMERS ENERGY	UTILITIES 3024 TURNER	68.57
05/22/2026	PR	1169(E)	PITNEY	PITNEY BOWES PURCHASE POWER	POSTAGE MAY 2026	34.99
05/22/2026	PR	1170(E)	PNC	PNC BANK, NA	ED EVENT, GARDEN, VECHILE EXPENSE AND SU	<u>6,716.07</u>

PR TOTALS:

Total of 31 Checks:	8,401.82
Less 0 Void Checks:	<u>0.00</u>
Total of 31 Disbursements:	<u>8,401.82</u>

REPORT TOTALS:

Total of 90 Checks:	182,239.31
Less 0 Void Checks:	0.00
Total of 90 Disbursements:	<u>182,239.31</u>

**RESOLUTION TO AUTHORIZE THE ENGAGEMENT & ACCEPTANCE OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS ADMINISTERED BY
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY (MSHDA) FOR
THE WHOLE HOME PERFORMANCE PROGRAM (WHP)**

RESOLUTION 26-

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 (the “Authority”) to exercise those functions; and

WHEREAS, the Ingham County Treasurer, with Ingham County Board of Commissioners approval, has 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, no member of the Land Bank Board of Directors nor Land Bank staff has disclosed any direct or indirect personal or financial interest in this matter, and the Land Bank management is unaware of any such conflict of interest; and

WHEREAS, the Ingham County Land Bank desires to submit an application to the Michigan State Housing Development Authority for Community Development Block Grant funds to support the Whole Home Performance Pilot; and

WHEREAS, the Whole Home Performance Pilot Program was designed to demonstrate a scalable, locally driven model for delivering comprehensive home repair and energy retrofit services to low- and moderate-income homeowners. The WHP model integrates essential system repairs, health and safety interventions, and energy efficiency upgrades by coordinating multiple funding streams including HUD, utility, state, and local resources into a single, homeowner-centered delivery system. Activities include but not limited to basic system repairs, lead remediation, and energy efficiencies, to improve permanent residential structures; and

WHEREAS, Ingham County Land Bank is one of four Land Banks that has been involved with and chosen to pilot the program in order to eventually roll out throughout the State. The core of this model is strong county leadership and aligns with the Land Bank’s vision of creating place and community by improving the quality of a community’s unique neighborhoods through home renovations, new home construction, demolitions of blighted structures, repurposing vacant properties, and providing affordable homeownership opportunities in greater Lansing. Counties serve as the anchor institutions responsible for convening partners, aligning local resources, cultivating implementation capacity, and ensuring that WHP delivery reflects local conditions, priorities, and systems; and

WHEREAS, the proposed project will provide owner-occupied housing rehabilitation assistance to eligible low- and moderate-income households in non-entitlement areas of Ingham County; and

WHEREAS, the proposed project is consistent with the Ingham County Land Bank's community development goals and the community development plan described in the CDBG application; and

WHEREAS, the Ingham County Land Bank is requesting \$1,180,000 in Michigan Community Development Block Grant funds from the Michigan State Housing Development Authority for the Whole Home Performance Pilot and will leverage \$1,050,000 in Ingham County home repair funding through its partnership with Capital Area Community Services, Inc., as described in the application; and

WHEREAS, the Ingham County Land Bank understands that no project costs, whether CDBG or non-CDBG, will be incurred prior to formal grant award, completion of environmental review procedures, and receipt of formal written authorization to incur costs from the assigned CDBG Specialist.

THEREFORE, BE IT RESOLVED, that the Ingham County Land Bank Board of Directors authorizes the submission of a Michigan Community Development Block Grant application to the Michigan State Housing Development Authority for the Whole Home Performance Pilot.

BE IT FURTHER RESOLVED, that the Executive Director of the Ingham County Land Bank, is hereby authorized to sign the CDBG application and all required attachments on behalf of the Ingham County Land Bank.

BE IT FURTHER RESOLVED, that the Executive Director of the Ingham County Land Bank, is hereby authorized to sign the Grant Agreement and all amendments on behalf of the Ingham County Land Bank.

BE IT FURTHER RESOLVED, that the Executive Director of the Ingham County Land Bank, is hereby authorized to sign Financial Status Report payment requests and other financial documents required for grant administration.

BE IT FURTHER RESOLVED, that the Executive Director of the Ingham County Land Bank, is hereby designated as the Certifying Officer for the Ingham County Land Bank for purposes of this CDBG application and related grant requirements.

BE IT FINALLY RESOLVED, that the Ingham County Land Bank Board of Directors authorizes the Executive Director to take all actions necessary to submit the application, execute required documents, and carry out the Whole Home Performance Pilot in accordance with applicable CDBG, MSHDA, and local requirements.

AYE: NAY: ABSENT: Adopted

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Ingham County Land Bank Board of Directors at a meeting held on June 18, 2026.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

RESOLUTION TO APPROVE PROCUREMENT POLICIES AND PROCEDURES FOR FEDERALLY-FUNDED GRANTS INCLUDING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE WHOLE HOME PERFORMANCE PROGRAM (WHP)

RESOLUTION 26-

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 (the “Authority”) to exercise those functions; and

WHEREAS, the Ingham County Treasurer, with Ingham County Board of Commissioners approval, has 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, no member of the Land Bank Board of Directors nor Land Bank staff has disclosed any direct or indirect personal or financial interest in this matter, and the Land Bank management is unaware of any such conflict of interest; and

WHEREAS, the Ingham County Land Bank desires to submit an application to the Michigan State Housing Development Authority for Community Development Block Grant funds to support the Whole Home Performance Pilot; and

WHEREAS, the CDBG Program and application requires the Land Bank to comply with federal regulations and guidelines written in Policies and Procedures; and

THEREFORE, BE IT RESOLVED, that the Ingham County Land Bank Board of Directors approves these Policies and Procedures to use on federally fund grants and projects.

AYE: NAY: ABSENT: Adopted



PROCUREMENT POLICIES & PROCEDURES FOR FEDERALLY FUNDED GRANTS

6/9/26

1. Any purchase of goods or services less than \$5,000.00 require the approval of the Chairman/Executive Director.
2. Any purchase of goods or services between \$5,000.00 - \$25,000.00 requires three written quotation requests and approval by the Chairman/Executive Director.
3. Any purchase of goods or services over \$25,000.00 requires a formal sealed bid request and full Board approval.
4. Request for Proposals will be used for a specific need and on all commercial re-development projects. They will be date and time specific. They will be opened and read publicly at the time and date specified in the Request for Proposal. Proposals received after the time and date specified will not be accepted.
5. Professional services are defined as unique, technical and/or infrequent functions performed by an independent contractor by education, experience and/or technical ability to provide services. Professional services engagements may involve partnerships, corporations, or individuals. The competitive bidding requirements are not applicable in the following circumstances:
 - a. Transactions between the Ingham County Land Bank and any other governmental unit;
 - b. Emergency repairs or services;
 - c. Real Estate purchases;
 - d. Sole-source purchases;
 - e. Construction purchases;
 - f. Professional services under \$25,000.00.
6. Preference will be given to a vendor who operates a business within the legally defined boundaries of Ingham County as follows:

To be considered for preference as operating a business within the legally defined boundaries of Ingham County, the vendor must register as a "registered local vendor" (RLV) by providing the Land Bank with a verifiable physical business address (not a P.O. Box) within Ingham County at which the business is conducted.

The RLV who submits a responsive quote which is within 5% of the lowest responsive quote shall be given the opportunity to reduce its quote to meet the lowest responsive quote, and upon doing so, shall be considered to be the lowest responsive quote, provided however, that the initial lowest responsive quote is not from another RLV.

In the event that two (2) or more RLVs submit responsive quotes which are within 5% of the lowest responsive quote, the RLV with the lowest responsive quote shall be given the opportunity to reduce their quote to meet or be less than the lowest responsive quote, and upon doing so, shall be considered to be the lowest responsive quote,

provided however, the initial lowest responsive quote is not from another RLV. In the event of a tie between two RLVs, where all other factors are equal in the sole discretion of the Land Bank, and where the Land Bank is unable to break the tie through additional negotiations, the award of the quote shall be by coin toss. However, negotiations shall be based solely upon the quote price, and the Land Bank shall not negotiate any changes to, or otherwise vary, the specifications, contract requirements or scope of work.

The RLV who submits a responsive proposal which includes a cost proposal which is within 5% of the cost of the lowest responsive proposal shall be given the opportunity to reduce its proposed cost to meet the cost of the lowest responsive proposal, and upon doing so, the proposal shall be evaluated as having a cost component which is the lowest; provided however, that the initial lowest responsive proposal is not from another RLV. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated. In addition, a lowered cost proposal by an RLV which is premised upon, in whole or in part, changes to or variances to the published specifications, contract requirements or scope of work shall be considered non-responsive and will not be considered.

In the event that two (2) or more RLVs submit responsive proposals which are within 5% of the lowest responsive proposal, and the lowest responsive proposal is not from another RLV, the RLV with the lowest responsive proposal shall be given the opportunity to reduce the cost portion of their proposal to meet or be less than the cost component of the lowest responsive proposal. That proposal will be evaluated with the revised cost proposals. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated.

If the RLVs who are given the opportunity to reduce cost quotes or proposals are unable or unwilling to reduce their quote or proposal costs to match the lowest responsive quote or proposal of a non-RLV, then the quote/proposal shall be awarded without regard to RLV status.

RLVs who utilize non-RLVs as subcontractors for more than 50% of the value in a specific quote/proposal shall not be entitled to preference as a RLV for that specific quote or proposal.

When a RLV submits a responsive quote or proposal which is equal to a bid or proposal submitted by a non-RLV, then the responsive quote or proposal shall be awarded to the RLV.

The following purchases are exempt from the provisions of this policy:

- a. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety or welfare of the citizens of the County, or where in the judgment of the Land Bank the operational effectiveness or a significant Land Bank function would be seriously threatened if a purchase was not made expeditiously;
- b. Purchases with any sole source supplier for supplies, materials, or other equipment;
- c. Purchases between the Ingham County Land Bank and any other governmental unit.

Any person, firm, corporation or entity intentionally submitting false information to the Land Bank in an attempt to qualify for the local purchasing preference shall be barred from bidding on Land Bank contracts for a period of not less than three years.

Nothing in this policy shall be deemed to waive or constrain, in any manner, the sole discretion of the Land Bank, including, but not limited to:

- a. The right, in the exercise of sole discretion, to reject any and all quotes/proposals, waive any and all informalities and/or to negotiate contract terms with the successful bidder/vendor;
 - b. The right, in the exercise of sole discretion, to disregard all nonconforming, non-responsive, unbalanced or conditional quotes/proposals;
 - c. The right, in the exercise of sole discretion, to evaluate the qualifications of the bidders/vendors, whether or not the quotes comply with the prescribed requirement, and alternatives and unit prices if requested in the quote/proposal forms;
 - d. The right, in the exercise of sole discretion, to consider the qualifications and experience of subcontractors and other organizations (including those who are to furnish items of material or equipment), or to evaluate operation costs, maintenance considerations, performance data and guarantees of materials and/or equipment;
 - e. To conduct such investigation as is deemed, in the exercise of sole discretion, necessary to assist in the evaluation of any quote/proposal and/or to establish the responsibility, qualifications and financial ability of the bidders/vendors, proposal subcontractors and other persons or organizations to do the work in accord with the contract documents to the Land Bank's satisfaction and/or within the prescribed time;
 - f. The right, in the exercise of sole discretion, to reject the quote/proposal of any bidder/vendor who does not pass any such evaluation to the Land Bank's satisfaction;
 - g. The right, in the exercise of sole discretion, to reject all bids and suspend, discontinue or abandon the project/purchase, re-bid the project/purchase, or change or amend the requirements of the project/purchase.
7. Ingham County Land Bank will follow the same procedures regarding the Living Wage and Prevailing Wage as established by the Ingham County Board of Commissioners.
 8. Travel costs incurred by Land Bank personnel on official company business are allowable, subject to the limitations. Costs for transportation may be based on mileage rates, actual costs incurred, or on a combination thereof, provided the method used results in a reasonable charge. Costs for lodging, meals, and incidental expenses may be based on per diem, actual expenses, or a combination thereof, provided the method used results in a reasonable charge. 2 CFR 32.205-46(a .1.)
 9. In the event any provision of this policy is in conflict with any provision required under a Federal Grant Award authorized by the Board of Directors and executed by the Chairman/Executive Director, the requirements of the Federal Grant Award will supersede this policy, according to Addendum A.

ADDENDUM A

1. Purpose and Applicability

This Addendum supplements the Ingham County Land Bank Procurement Policies & Procedures for eligible federal grants including the Community Development Block Grant "CDBG"-funded home repair, homeowner rehabilitation, emergency repair, and Whole Home Performance Pilot activities. The existing Procurement Policies & Procedures remain in full force and effect. This Addendum does not replace, repeal, or otherwise change the Land Bank's existing procurement policy for non-federal, non-CDBG purchases or non-home-repair activities.

2. Federal Standards Incorporated into This Addendum

For federal grants and/or CDBG-funded home repair procurements, the Land Bank and any authorized program manager must conduct procurement in a manner that promotes full and open competition, cost reasonableness, fair treatment of vendors, contractor eligibility, proper contract administration, and documentation of the procurement history. **Federal reference: 2 CFR 200.318(a), 2 CFR 200.318(b), 2 CFR 200.318(h), 2 CFR 200.318(i), 2 CFR 200.319(a), and 2 CFR 200.320.**

3. Definitions

Home Repair Project. An owner-occupied home repair, homeowner rehabilitation, emergency repair, Whole Home Performance Pilot, or similar residential repair activity funded in whole or in part with CDBG funds and administered by the Land Bank or an authorized program manager acting on behalf of the Land Bank. **Federal reference: 2 CFR 200.318(a).**

Procurement. An informal procurement method that may be used for eligible federally funded and/or CDBG-funded owner-occupied home repair procurements only when the procurement is within the applicable simplified acquisition threshold and is authorized by the Grant Award, approved procurement process, or written program procedures. **Federal reference: 2 CFR 200.320(a)(2).**

Responsive and Responsible Contractor. A contractor, vendor, or supplier that submits a quote responsive to the written scope of work, is qualified and eligible to perform the work, is not suspended, debarred, or otherwise excluded from participation, has the capacity, licensing, and insurance required for the work, and can complete the work in accordance with program, grant, and contract requirements. **Federal reference: 2 CFR 200.318(h); 2 CFR 200.214.**

4. Use of Small Purchase Procedures

Small purchase procedures may be used only when the value of the procurement transaction is within the applicable federal simplified acquisition threshold or any lower threshold established by the Land Bank, the Grant Award, or written program procedures. **Federal reference: 2 CFR 200.320(a)(2).**

Small purchase procedures may not be used to divide, phase, or split a procurement into smaller parts to avoid formal procurement requirements, required approvals, sealed bidding, competitive proposals, Board approval, or any other applicable threshold or requirement. **Federal reference: 2 CFR 200.318(d); 2 CFR 200.319(a); 2 CFR 200.320(b).**

If the Grant Award or approved procurement plan requires sealed bidding, competitive proposals, or another procurement method for a specific type of home repair work, these procedures shall be clear, concise, and consistent with Federal, State, and local requirements. **Federal reference: 2 CFR 200.318(a); 2 CFR 200.320(b); 2 CFR 200.325.**

5. Written Scope of Work and Independent Cost Estimate

Before quotes are requested, the Land Bank or its authorized program manager must prepare or obtain a written scope of work that clearly describes the repair need, required materials or standards, location of the work, inspection or permit requirements, expected timeline, and any applicable federal, state, local, or program requirements. **Federal reference: 2 CFR 200.319(d)(2).**

The written scope of work must include all requirements the contractor must meet and any factors that will be used to evaluate quotes. **Federal reference: 2 CFR 200.319(d)(3).**

An independent cost estimate or other documented cost reasonableness basis must be prepared before quotes are received. The estimate may be prepared by qualified staff, an inspector, construction manager, third-party estimator, or other qualified source and must be retained in the project file. **Federal reference: 2 CFR 200.324(a); 2 CFR 200.318(i).**

6. Solicitation of Quotes

For each federal funds and/or CDBG-funded home repair purchase procurement, price or rate quotations must be obtained from an adequate number of qualified sources, with a program standard of at least three qualified sources whenever practicable. **Federal reference: 2 CFR 200.320(a)(2)(i).**

Quotes may be solicited by email, written request, program procurement platform, telephone followed by written confirmation, mail, or another reasonable method that can be documented. **Federal reference: 2 CFR 200.320(a)(2)(i); 2 CFR 200.318(i).**

A “not interested” response does not count as a quote. If fewer than three responsive quotes are received after good-faith solicitation, the project file must document the contractors contacted, the method and date of contact, responses received, the reason fewer than three quotes were obtained, and the basis for determining price reasonableness. **Federal reference: 2 CFR 200.318(i); 2 CFR 200.320(a)(2)(i); 2 CFR 200.324(a).**

Any required pass-through entity or Federal agency approval must be obtained when required by the Grant Award, approved procurement plan, written grant guidance, or when a procurement issue requires prior review. **Federal reference: 2 CFR 200.325.**

Solicitations must not unduly restrict competition, require unnecessary experience or excessive bonding, specify brand-name products without allowing equivalent products when appropriate, or otherwise create arbitrary barriers to competition. **Federal reference: 2 CFR 200.319(a), 2 CFR 200.319(c), and 2 CFR 200.319(d).**

7. Contractor Selection and Award

Award should be made to the lowest responsive and responsible contractor(s) whose quote is reasonable and conforms to the written scope of work and program requirements, unless the written solicitation identifies additional evaluation factors and the project file documents the basis for selection. **Federal reference: 2 CFR 200.318(h); 2 CFR 200.318(i); 2 CFR 200.319(d).**

The Land Bank's local vendor preference may not be applied to federal funds and/or CDBG-funded home repair procurements, if doing so would conflict with federal requirements for full and open competition or the applicable Grant Award. Any local preference may be applied only when expressly permitted by federal requirements and only if documented in the procurement file. **Federal reference: 2 CFR 200.319(a).**

Before award, the Land Bank or its authorized program manager must verify that the selected contractor and, when applicable, known subcontractors are eligible to participate in federally funded work, including checking applicable federal debarment, suspension, and exclusion sources. **Federal reference: 2 CFR 200.318(h); 2 CFR 200.214.**

8. Purchase Orders, Contracts, and Prohibited Contracting Methods

Procurements must be documented by a written purchase order, notice to proceed, work order, or contract approved by the Land Bank or its authorized program manager before work begins, unless emergency conditions require immediate action and the emergency procurement is documented as provided below. **Federal reference: 2 CFR 200.318(b); 2 CFR 200.318(i).**

Fixed-price purchase orders or fixed-price contracts should be used when the scope of work is sufficiently definite. **Federal reference: 2 CFR 200.318(i); 2 CFR 200.320(b)(1).**

Cost-plus-a-percentage-of-cost and percentage-of-construction-cost contracting methods are prohibited for CDBG-funded work. **Federal reference: 2 CFR 200.324(c).**

Time-and-materials contracts may be used only when no other contract type is suitable. The file should document why another method is not suitable. The contract includes a ceiling price that the contractor exceeds at its own risk, and the Land Bank or authorized program manager provides appropriate oversight. **Federal reference: 2 CFR 200.318(j).**

9. Affirmative Steps for Minority-Owned, Women-Owned, Veteran-Owned, and Labor Surplus Area Firms

For federally funded and/or CDBG-funded home repair procurements, the Land Bank and its authorized program manager must take affirmative steps to include small businesses, minority-owned firms, women-owned firms, veteran-owned firms, and labor surplus area firms when possible. **Federal reference: 2 CFR 200.321(a).**

These steps may include maintaining solicitation lists, adding qualified firms to contractor outreach lists, soliciting such firms whenever they are potential sources, dividing work into smaller tasks when practical and lawful, establishing schedules that encourage participation, using available small-business and minority-business resources, and/or requiring prime contractors to take similar affirmative steps with subcontractors. **Federal reference: 2 CFR 200.321(b)(1)-(6).**

10. Conflicts of Interest and Standards of Conduct

No employee, Board Member, Elected Official, or agents of the Land Bank may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Any real or apparent conflict of interest must be disclosed to the Executive Director by written instrument on the standard form. Any disclosure by the Executive Director shall be made to the Board Chair. Copies of the disclosure form shall be maintained in the relevant personnel file. In the event any person listed herein of the Land Bank must neither solicit nor accept gratuities, favors, or anything of monetary value in excess of \$25.00 from contractors or parties to subcontracts. In the event any person listed herein of the Land Bank is found to be in violation of this policy, they may be subject to disciplinary action up to and including termination, at the sole discretion of the Board of Directors or Board of County Commissioners. 2CFR 200.318(c).

11. Change Orders and Scope Modifications

Change orders and contract modifications must be within the general scope of the original procurement, supported by documentation of necessity and cost reasonableness, and approved in writing before the additional work begins unless emergency conditions require immediate action. **Federal reference: 2 CFR 200.318(b); 2 CFR 200.318(i); 2 CFR 200.324(a).**

If a proposed change materially changes the scope of work, affects the procurement method, causes the project to exceed an applicable threshold, or would otherwise affect competition, the Land Bank or its authorized program manager must consult the applicable grant representative before proceeding when required. **Federal reference: 2 CFR 200.319(a); 2 CFR 200.320(b); 2 CFR 200.325.**

12. Emergency or Noncompetitive Procurement

Emergency repairs may be procured using the most competitive process practicable under the circumstances when delay would threaten health, safety, habitability, or property preservation. The file must document the emergency condition, why standard competition could not be completed before work began, the contractor selected, the basis for price reasonableness, and any required approval. **Federal reference: 2 CFR 200.320(c)(3); 2 CFR 200.318(i); 2 CFR 200.324(a).**

Noncompetitive procurement may be used only when permitted by federal requirements, such as when the procurement can only be fulfilled by a single source, a public necessity or emergency will not permit delay, the Federal agency or pass-through entity authorizes the method in writing, or competition is determined inadequate after solicitation of several sources. **Federal reference: 2 CFR 200.320(c)(2)-(5).**

Noncompetitive procurements require documentation of cost reasonableness and any prior approval required by the Grant Award, Federal agency, or pass-through entity. **Federal reference: 2 CFR 200.318(i); 2 CFR 200.324(a); 2 CFR 200.325.**

13. Procurement File and Record Retention

Each federally funded and/or CDBG-funded home repair procurement file must contain enough information to show the significant history of the procurement and demonstrate compliance with this Addendum, the Grant Award, and federal standards. **Federal reference: 2 CFR 200.318(i).**

At a minimum, the file should include:

1. Written scope of work, specifications, inspection notes, and any permit requirements. **Federal reference: 2 CFR 200.319(d)(2)-(3).**
2. Independent cost estimate or other cost reasonableness documentation prepared before quotes were received. **Federal reference: 2 CFR 200.324(a); 2 CFR 200.318(i).**
3. List of contractors or vendors solicited, including date, method of contact, and small-business, minority-owned-business, women-owned-business, veteran-owned-business, or labor-surplus-area outreach efforts where applicable. **Federal reference: 2 CFR 200.318(i); 2 CFR 200.321.**
4. All quotes received and documentation of any "not interested" or nonresponsive responses. **Federal reference: 2 CFR 200.320(a)(2)(i); 2 CFR 200.318(i).**
5. Price analysis or cost analysis, as applicable, and the basis for contractor selection or rejection. **Federal reference: 2 CFR 200.318(i); 2 CFR 200.324(a).**
6. Conflict-of-interest disclosures, if any, and documentation of resolution. **Federal reference: 2 CFR 200.318(c)(1); 2 CFR 200.318(i).**
7. Debarment, suspension, and eligibility checks required by the Grant Award or federal requirements. **Federal reference: 2 CFR 200.214; 2 CFR 200.318(h).**
8. Purchase order, contract, notice to proceed, or written authorization. **Federal reference: 2 CFR 200.318(b); 2 CFR 200.318(i).**
9. Change orders, amendments, approvals, and cost reasonableness documentation. **Federal reference: 2 CFR 200.318(i); 2 CFR 200.324(a).**
10. Inspection approvals, payment documentation, closeout documentation, and any required CDBG, Federal, pass-through entity, or contract reporting. **Federal reference: 2 CFR 200.318(b); 2 CFR 200.318(i); 2 CFR 200.327.**

14. Disputes and Protests

A contractor or vendor that objects to a federally-funded and/or CDBG-funded home repair procurement decision may submit a written protest to the Executive Director or designee within five business days after notice of the award or procurement decision, unless a different timeframe is stated in the solicitation. The written protest must identify the procurement, describe the objection, and include supporting information. **Federal reference: 2 CFR 200.318(k).**

The Executive Director or designee will review the protest, consult legal counsel or the applicable grant representative when appropriate, and issue a written response. The Land Bank may proceed with the procurement when necessary to protect health, safety, habitability, property preservation, grant deadlines, or program requirements. **Federal reference: 2 CFR 200.318(k); 2 CFR 200.320(c)(3).**

Adopted Date:

- Rehmann has completed the 2025 audit. Documents have been distributed.
- Land Bank still working with the State Land Bank Authority (SLBA) on documents and reimbursement requests for the 5 Ferguson / Jerome street renovations that were sold in December 2025/January 2026. Ingham's Land Bank was the pilot for the SLBA to complete the document and monitoring process. It has taken some time and many changes.
- With the State Funds that the Land Bank received, the Land Bank is pulling together a program: Land Bank Scattered Site Housing Initiative, "Home is in Lansing". The objective is to build 50-60 single-family homes on Land Bank vacant lots. The goal is to work with 4-6 builders/developers and work with the City of Lansing to fast track the process to approve many at once to get homes built quicker and provide much needed housing. Next steps is to set up meetings with the utility companies and then another meeting with contractors.
- Working with CACS (Capital Area Community Services) and CAHP (Capital Area Housing Partnership) to complete Homeowner Renovations. Land Bank has sent out a bid requests on the first four properties, and quotes have been received. Staff created bid comparisons and narrowed down critical needs and costs. Contracts signed soon. Initial stages have started on 4 more properties, and another 3-4 are in the works.
- Since spring 2025, Director Case has been on MSHDA's advisory group of about 15-20 people for a Whole Home Program state roll-out. Working with MSU to help market the program to residents.
- Director Case and David Burns both attended MSHDA's Building Michigan Community Conference (BMCC) on May 12-13. Great conference, good sessions, and lots of ideas and info was received.
 - Director Case, along with Brent Forsberg and Chris Miller of the National Coalition of Community Capital spoke at a session on May 12th. The conversation was based around the ways to stack funds to make projects work such as the Holmes & Pleasant Grove project and the Community Investment Fund, www.LansingGrowthFund.com.
 - BMCC had a bus tour of 59 attendees on May 13th, that stopped at the Walter French building and at the Land Bank's Row Houses on Pennsylvania Ave. Director Case was on the bus and briefly talked about the row houses on site. Good feedback was provided and lots of compliments were received. (This helps reinforce that the Land Bank has created good quality housing.)
- Staff, along with Ingham County Treasurer and staff, inspected vacant lots and structures that are set for auction in August and October 2026. Land Bank may be purchasing properties using the First Right of Refusal activity to then transfer to nonprofits who can renovate and establish housing quickly.
- Land Bank has engaged with and was involved in meetings with Rocket Mortgage to share and obtain information on funding opportunities and resources.
- Purchase Agreements were signed with the flanking neighbors on Rex St.