

PUBLIC NOTICE

Chair
ERIC SCHERTZING
Vice-Chair
DEB NOLAN

Appointed Members
KARA HOPE, Secretary
BRIAN MCGRAIN, Treasurer
SARAH ANTHONY

Ingham County Land Bank Fast Track Authority

3024 Turner Street, Lansing Michigan 48906 517.267.5221 Fax 517.267.5224

THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY WILL MEET ON MONDAY, AUGUST 1, 2016 AT 5:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D&E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING

Agenda

Call to Order

Approval of Minutes – June 6, 2016, Closed Session June 6, 2016 & June 23, 2016

Additions to the Agenda

Limited Public Comment – 3 minutes per person

1. Community Projects Update
2. 2015 Land Bank Audit – Review with Plante Moran
3. Resolution to approve the sale of 1140 McCullough, Lansing, MI to Jessie Star for use as a residential rental property
4. Resolution to approve the side lot sale of 518 Christiancy , Lansing, MI to Anna Barbour
5. Resolution to approve the side lot sale of 915 Johnson, Lansing, MI to William Conant
6. Review of Executive Director Job Description
7. June-July 2016 Communications Report
7. Property maintenance, renovation & development
 - a. Residential, Garden and Commercial Property Update-Dashboard
 - b. Completed and Pending Sales
 - c. Land Bank Residential Rental Properties List
 - d. General legal update- Counsel
8. Accounts Payable & Monthly Statement
 - a. Accounts Payable Approval – June 2016
 - b. Monthly Statements – May 31, 2016 & June 30, 2016
9. Chairman & Executive Director Comments

Announcements

Public Comment – 3 minutes per person

Adjournment

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

June 6, 2016
Minutes

Members Present: Eric Schertzing, Comm. Anthony, Comm. Hope, Comm. McGrain, Comm. Nolan

Members Absent: None

Others Present: Jeff Burdick, Tim Perrone, Joseph Bonsall, Dawn Van Halst, Julie Powers, Brent Forsberg, Terry Terry, Ryan Wert, Joni Szytkiel, John Szytkiel, Mike Huszti, Paul Wyzgoski

The meeting was called to order by Chairperson Schertzing at 5:00 p.m. in Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the May 2, 2016 Minutes

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE MAY 2, 2016 MINUTES. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda: None

Limited Public Comment: None

1. Community Projects Update

Chairperson Schertzing updated the board on the success of the newly-constructed homes built in Mason by Brent Forsberg on lots purchased from the Land Bank.

Comm. Nolan remarked on the successful grand opening of the new Prospect Street park.

2. Resolution to authorize the extension of PNC line of credit notes

Chairperson Schertzing noted that Paul Wyzgoski was coming in from Detroit and had not yet arrived. He suggested moving on to agenda item 3 until Mr. Wyzgoski had arrived.

3. Resolution to authorize a 180 day extension to the existing option to purchase agreement between the Ingham County Land Bank and M2B2, LLC for the former Deluxe Inn site

MOVED BY COMM. HOPE, SUPPORTED BY COMM. ANTHONY, TO ADOPT THE RESOLUTION AUTHORIZING A 180 DAY EXTENSION TO THE EXISTING OPTION TO PURCHASE AGREEMENT BETWEEN THE LAND BANK AND M2B2, LLC FOR THE FORMER DELUXE INN SITE.

Chairperson Schertzing introduced Mike Huszti from M2B2, LLC. Mr. Huszti distributed an updated concept drawing incorporating the recently optioned Stone Printing site. He also updated the board on the progress made during the due diligence period. Executive Director Burdick stated staff is in support of the extension because M2B2 has been working diligently to date and has kept the Land Bank informed and involved throughout the process. He also noted that M2B2 has the ability to assign their option for the Stone Printing site to the Land Bank if need be. Chairperson Schertzing stated the Land Bank has long wanted to acquire the site, but this option is for a lower price than had been available in the past. Comm. McGrain asked if the new drawing was incorporating townhomes. Mr. Huszti said they were townhomes and would be offered at market-rate. Comm. McGrain inquired if an extension of the Riverwalk was included the plan. Mr. Huszti replied that they would like to, but BWL has expressed reservations about that aspect of the plan. He stated negotiations continue. Comm. Nolan asked who is responsible for the retaining wall along the river. Mr. Huszti replied they are working with the City to establish ultimate responsibility. Comm. Nolan asked where the boundary of the southern property is located. Tim Perrone replied that the legal description establishes the southern boundary as the water's edge.

MOTION CARRIED UNANIMOUSLY.

4. Resolution to authorize entering into an option to purchase agreement with Terry Terry of Message Makers for the residential vacant property on Turner Street in Lansing (33-01-01-09-253-021)

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO ADOPT THE RESOLUTION AUTHORIZING THE CHAIRMAN TO NEGOTIATE AN OPTION TO PURCHASE AGREEMENT FOR PARCEL # 33-01-01-09-253-021.

Executive Director Burdick introduced Terry Terry and provided an overview of the information included in the meeting packet and noted that Mr. Terry's adjacent site is included in the Brownfield Plan. Mr. Terry stated his proposal is for a mixed-use development with a pub on the street level and either apartments or condominiums on the upper floor. He is also negotiating to acquire the adjacent single-family home from the private owner. Chairperson Schertzing stated that it is difficult for the Land Bank to come up with pricing for parcels in situations like this. Executive Director Burdick stated the staff recommendation is for an appraisal and option agreement. Comm. Nolan asked if the nearby Quaker Meeting House would impact the pub. Mr. Terry replied that

the Quakers had agreed not to oppose any alcohol-related businesses or activities in the area when they moved to their current location. Comm. Anthony stated she was excited to see a project like this happening in Old Town.

MOTION CARRIED UNANIMOUSLY.

2. Resolution to authorize the extension of PNC line of credit notes

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. HOPE, TO ADOPT THE RESOLUTION AUTHORIZING THE EXTENSION OF CURRENT OBLIGATIONS WITH PNC BANK AND REQUESTING A PLEDGE OF FULL FAITH AND CREDIT FROM INGHAM COUNTY.

Executive Director Burdick introduced Paul Wyzgoski and stated staff recommends adopting the resolution. If the resolution is not authorized, the Land Bank will have to repay the entire outstanding principal balance at the end of the month. Chairperson Schertzing remarked that interest on the obligations is paid quarterly. Mr. Wyzgoski noted that all terms of the obligations remain unchanged except the maturity dates.

MOTION CARRIED UNANIMOUSLY.

5. Resolution to authorize entering into an option to purchase agreement with T.A. Forsberg for residential vacant property in in Lansing (1111 Grand, 1117 Grand, 125 Elm)

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO AUTHORIZE AN OPTION TO PURCHASE AGREEMENT WITH T.A. FORSBERG FOR VACANT RESIDENTIAL PROPERTY IN THE REO TOWN NEIGHBORHOOD OF LANSING.

Brent Forsberg provided an overview of the proposed project, noting the need for quality affordable housing in Lansing. The proposal is to create a pilot project for small-scale (580-600 square feet) affordable new-build housing. Comm. McGrain inquired about how the units would fit into the existing neighborhood. Ryan Wert, Executive Director of the REO Town Commercial Association, replied that the existing housing stock in the neighborhood is problematic and aging out of use. The neighborhood is more concerned about vacant lots than about new construction. He feels the project will be an asset to the neighborhood. Comm. Nolan advised them to keep neighbors in the loop regarding the design of the structures. Julie Powers, Executive Director of the Greater Lansing Housing Coalition, stated the key to vibrant neighborhoods is variety – variety of people and variety of housing options in terms of style, size, and pricing. Executive Director Burdick provided an overview of the parcels to be included in the option. Elm St is included in the Brownfield Plan. The Grand properties would generate 5/50 tax capture revenue for the Land Bank.

MOTION CARRIED UNANIMOUSLY.

Comm. Anthony left the meeting at 5:45 p.m.

6. May 2016 Communications Report

Chairperson Schertzing stated the Communications Report was in the packet. Executive Director Burdick reminded the board that Piper & Gold is still interested in receiving any additional comments members may have regarding the content or format of the Communications Report.

7. Property Maintenance, Renovation & Development

7a. Residential, Garden, and Commercial Property Update – Dashboard

Chairperson Schertzing stated the dashboard was included in the packet. Executive Director Burdick provided an update on the Flagstar Bank mortgage project for the Eden Glen condos. He also stated the Worthington Place Condo sale continues to make progress and should be completed by the end of summer.

7b. Completed and Pending Sales

Chairperson Schertzing stated the sales report was included in the meeting packet.

7c. Land Bank Rental Properties List

Chairperson Schertzing stated the rental property status list was not included in this month's meeting packet.

7d. General Legal Update - Counsel

Tim Perrone stated there were no legal issues to report.

8. Accounts Payable and Monthly Statements

8a. Accounts Payable Approval – May 2016

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. HOPE, TO APPROVE THE ACCOUNTS PAYABLE FOR MAY 2016. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Anthony

8b. Monthly Statement – April 30, 2016

The April 30, 2016 monthly financial statement was received and placed on file. Comm. McGrain asked where the earnest money deposit for the Deluxe Inn purchase option was reflected. Executive Director Burdick stated the earnest money was being held by our real estate broker and, therefore, was not included in the financial statement.

9. Chairman and Executive Director Comments: None

Announcements: None

Limited Public Comment:

Joni and John Sztykiel distributed materials discussed their desire to construct a hotel project in Old Town. They expressed interest in the properties Center and Liberty Streets, and Center and Beaver Streets. Chairperson Schertzing stated this project could be a back-up to the John Sears project already authorized by the Board.

10. Closed Session (at request of Executive Director) – personnel evaluation of Executive Director

Executive Director Burdick announced that he had submitted his letter of resignation to the Board Chair, effective June 24, 2016 and requested the meeting go into closed session for a personnel evaluation of the Executive Director position.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. NOLAN, TO GO INTO CLOSED SESSION UNDER SECTION 8(A) OF THE OPEN MEETINGS ACT, FOR A PERSONNEL EVALUATION OF THE EXECUTIVE DIRECTOR POSITION, PURSUANT TO HIS REQUEST.

Yeas: Comm. Hope, Comm. McGrain, Comm. Nolan, Chairperson Schertzing

Nays: None

Absent: Comm. Anthony

The Board went into closed session at 6:01 p.m.

The Board emerged from closed session at 6:24 p.m.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. HOPE TO APPOINT DAWN VAN HALST AS INTERIM EXECUTIVE DIRECTOR BEGINNING JUNE 25, 2016, AND CONTINUING UNTIL A PERMANENT REPLACEMENT IS HIRED. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Anthony

Executive Director Burdick was instructed to find a suitable time and place for the board to meet and discuss filling the Executive Director position, prior to June 30, 2016.

The meeting adjourned at 6:27 p.m.

Respectfully submitted,
Joseph G Bonsall

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

June 23, 2016
Minutes

Members Present: Eric Schertzing, Comm. McGrain, Comm. Nolan

Members Absent: Comm. Anthony, Comm. Hope

Others Present: Jeff Burdick, Tim Perrone, Joseph Bonsall, Dawn Van Halst, John Krohn

The meeting was called to order by Chairperson Schertzing at 9:04 a.m. in the Conference Room of the Land Bank office, 3024 Turner Street, Lansing.

Additions to the Agenda: None

Limited Public Comment: None

1. Discussion Item: Planning for the transition regarding the change in the Executive Director Position

Chairperson Schertzing stated he had reached out to other Land Bank's regarding how they handle the Executive Director position and provided an overview of what he learned. The hybrid nature of the employee structure was discussed. Changes to the position description were discussed. Chairperson Schertzing stated he and Dawn Van Halst would also be meeting with County Human Resources to discuss possible changes or improvements to the job description, including appropriate compensation levels. Comm. Nolan expressed her desire to see more concrete benchmarks established for the new Executive Director. Chairperson Schertzing stated a finalized job description and posting will be presented at the August meeting for final approval.

Announcements: None

Limited Public Comment: None

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The meeting adjourned at 9:55 a.m.

Respectfully submitted,
Joseph G Bonsall

Ingham County Land Bank Fast Track Authority

**Federal Awards
Supplemental Information
December 31, 2015**

Ingham County Land Bank Fast Track Authority

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Report on Schedule of Expenditures of Federal Awards
Required by the Uniform Guidance
Independent Auditor's Report

To the Board Members
Ingham County Land Bank Fast Track Authority

We have audited the basic financial statements of the Ingham County Land Bank Fast Track Authority as of and for the year ended December 31, 2015 and have issued our report thereon dated May 31, 2016. As discussed in Note 8 to the basic financial statements, the 2014 basic financial statements have been restated to correct misstatements. Our audit was conducted for the purpose of forming an opinion on the financial statement as a whole. We have not performed any procedures with respect to the audited financial statements subsequent to May 31, 2016.

The accompanying schedule of expenditures of federal awards is presented for the purpose of additional analysis as required by the Uniform Guidance, and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Plante & Moran, PLLC

May 31, 2016

Report on Internal Control Over Financial Reporting and on Compliance
and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards*

Independent Auditor's Report

To Management and the Board Members
Ingham County Land Bank Fast Track Authority

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Ingham County Land Bank Fast Track Authority, a discretely presented component unit of the County of Ingham, Michigan (the "Authority"), which comprise the basic statement of financial position as of December 31, 2015, and the related basic statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated May 31, 2016. As discussed in Note 8 to the basic financial statements, the 2014 basic financial statements have been restated to correct misstatements.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Ingham County Land Bank Fast Track Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified a certain deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described as Finding 2015-001 in the accompanying schedule of findings and questioned costs to be a material weakness.

To Management and the Board Members
Ingham County Land Bank Fast Track Authority

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Ingham County Land Bank Fast Track Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Ingham County Land Bank Fast Track Authority's Response to Finding

The Ingham County Land Bank Fast Track Authority's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. Ingham County Land Bank Fast Track Authority's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Plante & Moran, PLLC

May 31, 2016

Report on Compliance for Each Major Federal Program;
Report on Internal Control Over Compliance
Independent Auditor's Report

To the Board Members
Ingham County Land Bank Fast Track Authority

Report on Compliance for Each Major Federal Program

We have audited Ingham County Land Bank Fast Track Authority's (the "Authority") compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2015. Ingham County Land Bank Fast Track Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Ingham County Land Bank Fast Track Authority's major federal programs based on our audit of the types of compliance requirements referred to above.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Uniform Guidance"). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Ingham County Land Bank Fast Track Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Ingham County Land Bank Fast Track Authority's compliance.

To the Board Members
Ingham County Land Bank Fast Track Authority

Opinion on Each Major Federal Program

In our opinion, the Ingham County Land Bank Fast Track Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2015.

Report on Internal Control Over Compliance

Management of the Ingham County Land Bank Fast Track Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Ingham County Land Bank Fast Track Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Plante & Moran, PLLC

May 31, 2016

Ingham County Land Bank Fast Track Authority

Schedule of Expenditures of Federal Awards Year Ended December 31, 2015

Federal Agency/Pass-through Agency/Program Title	CFDA Number	Passed Through	Pass-through/ Grantor Number	Award Amount	Federal Expenditures
Community Development Block Grants - Entitlement Grants Cluster - U.S. Department of Housing and Urban Development					
Community Development Block Grant (CDBG)	14.218	City of Lansing	N/A	\$ 775,000	\$ 140,558
HOME Investment Partnership Program	14.239	City of Lansing	N/A	1,200,000	543,595
ARRA Neighborhood Stabilization Program 2	14.256	MSHDA	N/A	386,540	386,540
Total federal awards				\$	<u><u>1,070,693</u></u>

See Notes to Schedule of Expenditures
of Federal Awards.

Ingham County Land Bank Fast Track Authority

Notes to Schedule of Expenditures of Federal Awards Year Ended December 31, 2015

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal grant activity of Ingham County Land Bank Fast Track Authority under programs of the federal government for the year ended December 31, 2015. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the "Uniform Guidance"). Because the Schedule presents only a selected portion of the operations of Ingham County Land Bank Fast Track Authority, it is not intended to, and does not, present the financial position, changes in net assets, or cash flows of Ingham County Land Bank Fast Track Authority.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the same basis of accounting as the basic financial statements. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

The authority has not elected to use the 10 percent de minimus indirect cost rate to recover indirect costs as allowed under the Uniform Guidance.

Ingham County Land Bank Fast Track Authority

Schedule of Findings and Questioned Costs Year Ended December 31, 2015

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ☒ Yes ☐ No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? ☐ Yes ☒ None reported

Noncompliance material to financial statements noted?

☐ Yes ☒ No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified that are not considered to be material weaknesses? ☐ Yes ☒ None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516 (a)?

☐ Yes ☒ No

Identification of major programs:

CFDA Numbers	Name of Federal Program or Cluster
14.218	Community Development Block Grants
14.256	ARRA Neighborhood Stabilization Program 2

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? ☐ Yes ☒ No

Ingham County Land Bank Fast Track Authority

Schedule of Findings and Questioned Costs (Continued) Year Ended December 31, 2015

Section II - Financial Statement Audit Findings

Reference Number	Finding
2015-001	<p>Finding Type - Material weakness</p> <p>Criteria - The Authority should inventory properties donated by other entities at fair market value at the time of donation.</p> <p>Condition - Donated properties were not inventoried at the time of donation and contributed capital was not recorded for the years 2005 through 2014.</p> <p>Context - Once the Authority performed a detailed analysis of donated properties from 2005 to 2014 still in the Authority's possession, an adjustment was made by the Authority to record inventory for the donated properties. Net position and inventory as of January 1, 2015 was adjusted by \$161,276.</p> <p>Cause - The Authority did not have an internal control process in place to record donated inventory at fair market value at the time of donation.</p> <p>Effect - Improper recording of inventory can result in inventory and revenue being understated on the Authority's financial statements.</p> <p>Recommendation - The Authority should implement an internal control process to ensure that donated inventory is properly recorded at fair market value at the time of donation.</p> <p>Views of Responsible Officials and Planned Corrective Actions - The Authority agrees it is appropriate to record donated property at fair market value at the time of donation. The donated properties received in prior years have been restated correctly. The Authority has implemented an internal control process to ensure that donated inventory is properly recorded at fair market value at the time of donation.</p>

Section III - Federal Program Audit Findings

None

Ingham County Land Bank Fast Track Authority

Summary Schedule of Prior Audit Findings Year Ended December 31, 2015

Prior Year Finding Number	Fiscal Year in Which the Finding Initially Occurred	Federal Program, CFDA Number, and Name	Original Finding Description	Status/Partial Corrective Action (As Applicable)	Planned Corrective Action (If Finding Not Corrected)
2014-001	2014	N/A	Certain costs were improperly included and improperly excluded from the year-end inventory balance. Also, an analysis was not performed by the Authority to determine whether inventory was recorded at the lower of cost or market.	Corrected	N/A
2014-002		N/A	Certain depreciable capital assets were classified as inventory.	Corrected	N/A
2014-003		N/A	Certain accounts payable invoices were not accrued for in the proper period.	Corrected	N/A

INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION TO APPROVE THE SALE OF 1140 McCULLOUGH, LANSING
TO JESSIE STAR**

RESOLUTION # 16-

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

WHEREAS, the Ingham County Land Bank Fast Track Authority received title to a single-family residence at 1140 McCullough in Lansing, Michigan in July 2011; and

WHEREAS, the interested purchaser wishes to fully rehab this house and rent it to a tenant; and

WHEREAS, the purchase price for the property shall be \$10,500 plus closing costs; and

WHEREAS, the Ingham County Land Bank Fast Track Authority has policies, procedures and administrative rules regarding the disposition of residential property to be used as a rental which require board approval;

WHEREAS, the purchaser has agreed to a reverter clause;

THEREFORE BE IT RESOLVED, that the Authority authorizes the transfer of the property to Jessie Star for the purchase amount of \$10,500 plus closing costs with a reverter clause stating that the buyer has 18 months upon conveyance of the property to receive an occupancy permit from the City of Lansing for said property, or title of the property shall revert to the Ingham County Land Bank and the buyer shall forfeit all considerations paid.

AYE:

NAY:

ABSENT:



August 1, 2016

To: Ingham County Land Bank Board Members

From: Dawn Van Halst, Interim Executive Director

Subject: Request to purchase 1140 McCullough, Lansing, MI by Jessie Star

Jessie Star is interested in purchasing the Land Bank-owned home located at 1140 McCullough in Lansing, Michigan. Mr. Star intends to fully rehabilitate the house and then rent it to tenants. The Land Bank's Policies, Priorities, and Procedures state that residential land transfers shall not be used as rental properties. It further states that any deviations from policies must be approved by the Land Bank's Board of Directors. In your packet, you will find a copy of the purchase agreement and an estimated list of repairs to the house completed by Mr. Star regarding this property.

This property was foreclosed on for property taxes in 2011 and has been in the Land Bank inventory since July 2011. The property has been listed for sale on the Land Bank's as-is property list for well over a year with no other interest. Mr. Star has several renovated, registered rental properties in Lansing. Mr. Star has also provided proof of funds to purchase and renovate this property. The property will be sold to him for \$10,500 plus closing costs. He will have 18 months to renovate the property and acquire a legal occupancy from the City of Lansing or the property will revert to the Land Bank.

Staff Recommendation: Staff recommends approval of the sale of 1140 McCullough to Jessie Star for \$10,500 plus closing costs with a reverter clause stating that an occupancy permit from the City of Lansing must be received within 18 months of closing.

INGHAM COUNTY LAND BANK

OFFER TO PURCHASE REAL ESTATE

Dated July 27 2016 (A.M./P.M.)

1. BUYERS OFFER

The undersigned, Jessie Star

(Please print as you wish names to appear on final papers)

hereinafter called The BUYER, HEREBY OFFERS TO BUY FROM Ingham County Land Bank Fast Track Authority (sellers) THE FOLLOWING PROPERTY

Commonly known as: 1140 McCullough Street, Lansing, MI 48912
(Address)

also described as:

LOT 337 & S ½ LOT 338 EXCELSIOR LAND COMPANYS SUB

Property tax ID number: 33-01-01-22-253-131, subject to any existing building and use restrictions, zoning ordinances, and easements for the sum of:

Ten Thousand Five Hundred Dollars --zero/100thsDollars (\$10,500.00) and closing costs.

2. THE TERMS OF PURCHASE SHALL BE INDICATED BY "X" BELOW (Other unmarked items of purchase do not apply)

☒ CASH The full purchase price upon execution and delivery of Warranty Deed. Payment of such money shall be made in cash, certified check, or bank money order.

☐ NEW MTG The full purchase price upon execution and delivery of Warranty Deed contingent upon Buyer's ability to obtain a _____/yr. _____Mortgage commitment in the amount of \$ _____ on or before _____, which Buyer agrees to apply for and accept promptly if tendered.

☐ CONTRACT INSERT upon execution and delivery of Land Contract, wherein the balance of INSERT shall be payable in monthly installments of INSERT or more including interest at INSERT % per annum, interest to start on date of closing and the first such payment to become due thirty (30) days after closing date.

3. Other Provisions: ☒ NONE

4. ALL IMPROVEMENTS AND APPURTENANCES ARE INCLUDED in the purchase price, including now in or on the property, the following: T.V. antenna and complete rotor equipment; lighting fixtures and their shades; utility structures; all plantings; fence(s)

Additional Items: ☒ NONE

5. TAXES FOR THE PURPOSE OF THIS AGREEMENT: Real estate taxes billed before the close of sale are to be paid by the seller. The buyer shall pay all real estate taxes billed on or after close of sale. Real estate taxes shall be prorated on a calendar year basis with the Seller charged from January 1 to the date of closing. If the current tax bills are not yet issued, the tax amount will be estimated by using the millage rate and taxable value at the time of closing.

Any unbilled public improvements/special assessments outstanding at the time of closing shall be the responsibility of the Buyer. Seller shall pay any current municipal charges for water and sewage to the date of occupancy.

PRORATED ITEMS: Interest, rents, association fees, if any, will be prorated to the date of closing

Additional items: ☒ NONE

Subject to the foregoing prorations, delinquent real estate taxes and current installments of special assessments, except perpetual assessments, (i.e. garbage, lighting, fire protection.), which are billed on or before the closing date, shall be paid by the Seller. Real estate taxes billed after the date of closing shall be the responsibility of the Buyer.

6. Escrow closing fee to *Cinnaire Title Services, LLC* to be split by both parties.
(NOTE: the closing fee DOES NOT include other miscellaneous closing costs.)

7. SALE TO BE CLOSED no later than: August 31, 2016

8. OCCUPANCY TO BE GIVEN zero (0) days after close of sale, subject to right of present tenants, if any. From the date of closing to the date of vacating Seller shall pay the sum of zero Dollars (\$0.00) per day to Buyer. These funds are to be handled directly between the Buyer and Seller outside of closing. Any utilities shall remain in the name of the Seller until time of vacating and Seller shall be responsible for all of those utilities. Buyer shall assume all risk for loss or damage to the premises not caused by act of Seller during the period of time Seller occupies the premises following the date of closing.

9. If the property herein is a split from a larger parcel of land. "The grantor grants to the grantee the right to make zero (0) division(s) under Section 109 of the Land Division Act, Act No. 288 of the Public Acts of 1967". Sellers acknowledge that seller is aware of seller's obligation to timely file Michigan Department of Treasury form L04260A with the Assessor of the City or Township in which the land is located.

10. FOR VALUABLE CONSIDERATION, BUYER gives the above named Seller 15 days to accept this offer and agrees that this offer when signed by both Buyer and Seller will constitute a binding agreement upon them and herewith deposits with the Seller FIVE-HUNDRED ----- and 00/100ths Dollars (\$500.00), evidencing Buyer's good faith. Said deposit shall be applied toward the purchase price upon consummation of this agreement.

GENERAL CONDITIONS

11. All services and expenses related to but not limited to matters of survey, credit report, zoning, solid boring, franchising, use permits, drain easements, rights of way, etc. are to be secured and paid for by the Buyer unless otherwise specified as set forth in Paragraph 3 or 22 hereof, or any addendum hereto.

12. Seller shall provide and be responsible for any necessary fire and extended coverage insurance until sale is closed. Buyer if required shall provide and be responsible for fire and extended coverage insurance as of the closing.

13. PRORATIONS: Rent and insurance, if assigned, interest on any existing land contract, mortgage or other lien assumed by the Buyer, and City and County taxes as outlined in Paragraph 5 shall be adjusted to the date of closing of the sale.

14. SELLER'S will provide a commitment for an ALTA Homeowner's Policy of Title insurance issued by *Cinnaire Title Services, LLC* in an amount not less than the purchase price, without expense to the Buyer, unless otherwise agreed.

15. IF THE CLOSING OF THE SALE IS DELAYED because of surveying or title defects which can readily be corrected, the time of closing shall be extended up to thirty (30) days.

16. If this offer is not accepted, title is not marketable or insurable, or if the terms of purchase are contingent upon Buyer obtaining a new mortgage and should fail to obtain such, or if sale is on contract subject to the sale of such contract and such sale should fail, or any other contingency shall be specified which cannot be met, buyers good faith deposit shall be refunded forthwith. In the even of default by Buyer, all deposits made hereunder may be forfeited to Seller as liquidated damages for the failure of Buyer to perform his agreement, or Seller may elect to retain such deposits as part payment of the purchase price and pursue his legal or equitable remedies against Buyer.

17. The covenants herein shall be binding upon the insured to the benefit of the heirs, executors, administrators, successors and assigns of the parties hereto.

18. This agreement and the agreed upon Declaration of Restrictive Covenant supersedes any and all understandings and agreements and constitutes the entire agreements between the parties hereto and no oral representations or statements shall be considered a part hereof. Buyer acknowledges that he has inspected the premises covered hereby and that he accepts it in its present condition except as may be specified herein. This agreement maybe modified only in writing-signed by all parties.

19. STATE AND COUNTY REAL ESTATE TRANSFER TAX. The SELLER will be charged at closing, unless otherwise agreed upon, for the county real estate transfer tax/revenue stamps (\$.55 per \$500.00 base on the Sale Price) and the state real estate transfer tax/revenue stamps (\$3.75 per \$500.00 base on the Sale Price) at the time of closing (if any transfer taxes apply to this transaction)

20. MAINTENANCE: Between the date of the contract and the date of the closing, the property, including lawn, shrubbery, pool (if any) and snow removal shall be maintained by the Seller in the condition as it existed as of the date of the contract, ordinary wear and tear excepted.

21. It is agreed by the parties to this agreement, that as required by law, discrimination because of race, creed, color, national origin, sex, marital status, religion, age or handicap by said parties, in respect to the sale or lease of the subject property, is prohibited.

22. ADDITIONAL CONDITIONS IF ANY:

1: This conveyance is made subject to the following right of reverter running with the land: If Grantee fails to renovate the dwelling located upon the property to a habitable condition allowing for legal occupancy as determined by the City of Lansing within eighteen (18) months from the date of execution of this conveyance, then the property shall automatically revert to the Ingham County Land Bank Fast Track Authority in fee simple title and Grantee shall forfeit any and all consideration paid to Grantor.

2: This conveyance is made subject to the approval of the Ingham County Land Bank Board of Director(s).

3: This offer is contingent upon satisfactory inspections of the property by licensed contractor and/or inspector(s) of Buyer(s) choice. Buyer(s) have the right to terminate this contract if they are not satisfied with the results of the inspections by giving the Seller written notice within 15 business days after this contract is fully executed.

23. RECEIPT IS ACKNOWLEDGED BY BUYER OF A COPY OF THIS AGREEMENT.

DATE 7-27-16, 20__ A.M/P.M

In the Presence of:

X Dan Van Halst

X Jessie Star BUYER

X _____

X _____ BUYER

BUYERS ADDRESS _____

Phone: (Res) _____ (E-Mail) _____

24. THE FORGOING OFFER IS HEREBY ACCEPTED with these additional conditions: ☐ NONE

25. SELLER ACKNOWLEDGES RECEIPT OF A COPY OF THIS AGREEMENT.

DATE _____, 20__ A.M/P.M

In the Presence of:

X _____

X _____ SELLER

X _____

X _____ SELLER

SELLERS ADDRESS: 3024 Turner Street, Lansing, MI 48906

Phone: (517) 267-5221 Fax: (517) 267-5224

26. RECEIPT IS HEREBY ACKNOWLEDGED BY BUYER of the Seller's acceptance of Buyer's offer. In the event Seller's acceptance was conditioned upon changes as set forth above or set forth in attached addendum, The Buyer agrees to accept said changes, all other terms and conditions remain unchanged.

DATE _____, 20__ A.M/P.M

In the Presence of:

X _____

X _____ BUYER

X _____

X _____ BUYER

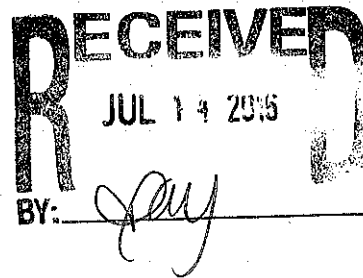
1140 McCULLOUGH

Closet Door	139
CARPET	1,280
LINOLEUM	571
Door	1,024
Dry well	112
GFI	67
FAUCET	220
TUB surround	598
VanITY	104
Toilet	200
SUCTION FAN	50
PAINT	158
STORM Door	200
Door Lock	117
Window	2,193
GARAGE	2000
FURNACE	3000
FUSE BOX	2,000
Plumbing	3,060
FASCIA SUFFIX	

17,935

11,000

28,935



INGHAM COUNTY LAND BANK AUTHORITY

RESOLUTION TO APPROVE THE SALE OF VACANT CHRISTIANCY ST, LANSING (33-01-01-21-427-147) TO ROGER & ANNA BARBOUR, ADJACENT PROPERTY OWNERS

RESOLUTION #16-

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

WHEREAS, the Authority received title to Christiancy St, (33-01-01-21-427-147), Lansing, MI (the “Property”) in December of 2014 through tax foreclosure; and

WHEREAS, the Property is adjacent to 514 Christiancy St, Lansing, which is owned by Roger and Anna Barbour (the “Adjacent Owner”); and

WHEREAS, the proposed sale price is \$500.00, plus closing costs; and

WHEREAS, the Property shares less than 75% common boundary line with 514 Christiancy St, Lansing; and

WHEREAS, the Ingham County Land Bank Fast Track Authority has policies, procedures and administrative rules regarding the disposition of vacant property with less than 75% common boundary line which require board approval;

THEREFORE BE IT RESOLVED, that the Authority authorizes the sale of the property known as Christiancy St, (33-01-01-21-427-147) to Roger and Anna Barbour for \$500.00, plus closing costs.

AYE:

NAY:

ABSENT:



August 1, 2016

To: Ingham County land Bank Board Members

From: Dawn Van Halst, Interim Executive Director

Subject: Proposed Resolution #16- approving the sale of vacant Christiancy (33-01-01-21-427-147) to adjacent property owner

The Land Bank acquired 518 Christiancy St (33-01-01-21-427-147) in December 2014 through the tax foreclosure process. The structure was demolished in September 2015 under the Help for Hardest Hit program. Staff has earmarked this property for disposition as a side lot.

Adjacent property owners were contacted regarding their interest in obtaining the property. The only positive response received came from Roger and Anna Barbour, who are purchasing 519 Christiancy on Land Contract. The Barbours have no outstanding code violations or delinquent taxes.

The Land Bank's Side Lot Disposition Policies require that the adjacent owner's property be physically contiguous to the Land Bank's parcels, with not less than a 75% common boundary line at the side. In this case, the adjacent property has ~50% common boundary line at the side. The sale complies with all other requirements of the Side Lot Disposition Policy.

Recommendation:

Given that other adjacent owners have not expressed interested in the parcel, staff recommends that the Board adopt Proposed Resolution #16- approving the sale of Vacant Christiancy (33-01-01-21-427-147) to the adjacent property owner at 519 Christiancy St.



Land Bank

Buyer

INGHAM COUNTY LAND BANK AUTHORITY

RESOLUTION TO APPROVE THE SALE OF VACANT JOHNSON AVENUE, LANSING (33-01-01-10-329-281) TO WILLIAM CONANT, ADJACENT PROPERTY OWNER

RESOLUTION #16-

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

WHEREAS, the Authority received title to Johnson Avenue (33-01-01-10-329-281), Lansing, MI (the “Property”) in December of 2013 through tax foreclosure; and

WHEREAS, the Property is adjacent to 905 Johnson Ave, Lansing, which is owned by William Conant (the “Adjacent Owner”); and

WHEREAS, the proposed sale price is \$500.00, plus closing costs; and

WHEREAS, the Property shares less than 75% common boundary line with 905 Johnson Ave, Lansing; and

WHEREAS, the Ingham County Land Bank Fast Track Authority has policies, procedures and administrative rules regarding the disposition of vacant property with less than 75% common boundary line which require board approval;

THEREFORE BE IT RESOLVED, that the Authority authorizes the sale of the property known as Johnson Avenue (33-01-01-10-329-281) to William Conant for \$500.00, plus closing costs.

AYE:

NAY:

ABSENT:



August 1, 2016

To: Ingham County land Bank Board Members

From: Dawn Van Halst, Interim Executive Director

Subject: Proposed Resolution #16- approving the sale of vacant Johnson Ave (33-01-01-10-329-281) to adjacent property owner

The Land Bank acquired 915 Johnson Ave (33-01-01-10-329-281) in December 2013 through the tax foreclosure process. The structure was demolished in November 2015 under the Help for Hardest Hit program. Staff has earmarked this property for disposition as a side lot.

Adjacent property owners were contacted regarding their interest in obtaining the property. The only positive response received came from William Conant, who owns 905 Johnson Ave. Mr. Conant has no outstanding code violations or delinquent taxes.

The Land Bank's Side Lot Disposition Policies require that the adjacent owner's property be physically contiguous to the Land Bank's parcels, with not less than a 75% common boundary line at the side. In this case, the adjacent property has ~33% common boundary line at the side. The sale complies with all other requirements of the Side Lot Disposition Policy.

Recommendation:

Given that other adjacent owners have not expressed interested in the parcel, staff recommends that the Board adopt Proposed Resolution #16- approving the sale of vacant Johnson Ave (33-01-01-10-329-281) to the adjacent property owner at 905 Johnson Ave.

→ Land Bank

→ Buyer

Johnson Ave

Blvd

69

43

E Oakland Ave

LAND BANK EXECUTIVE DIRECTOR

General Summary: The Executive Director is responsible for planning and directing the organization to ensure the mission, policies, philosophies and goals of the Land Bank Board of Directors are fulfilled. Understands and stays current on community challenges and opportunities relating to the mission of the organization. Oversees the Board of Directors efforts to further affordable housing goals and economic development opportunities while protecting the organization's financial assets and ensures compliance with board directives and applicable grantor, federal and state requirements.

Essential Functions:

1. Responsible for the day-to-day operations of the Corporation, with the control, management and oversight of the Corporation's function as well as supervision of all Corporation employees. Monitors staff performance and makes final employment decisions regarding hiring, corrective actions and terminations. Oversees training and development of all staff.
2. Oversees all accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management and payroll in accordance with generally accepted accounting principles, Board and Ingham County Land Bank policies and procedures, and all other applicable rules and guidelines.
3. Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures for Ingham County Land Bank operations. Establishes plans to achieve goals set by the Board of Directors and implements policies, subject to approval by the Board.
4. Maintains frequent contact with the Board Chair to maximize the effectiveness of day to day operations and community engagement to identify issues, determine strategies, and set priorities for addressing same.
5. Establishes and maintains cooperative working relationships with local units of government, community organizations and agencies (private and public) to create rental options, home & business ownership prospects and economic development opportunities.
6. Oversees the process of acquiring, holding and marketing properties obtained through various recovery efforts. Develops strategies to reduce the investing and holding costs of such properties.
7. Provides planning assistance and guidance for properties use such as zoning ordinances and land use plans.
8. Promotes best practices in the planning and design of properties including energy efficiency as well as "green" land and construction standards.
9. Directs economic development opportunities in an effort to link equitable housing opportunities and community development goals.
10. In conjunction with the Ingham County Treasurer coordinates and performs media relations activities. Formulates and implements a comprehensive communication strategy regarding Land Bank activities. Educates the public about the Land Bank's opportunities and activities.
11. Represents the Land Bank at various internal and external meetings. Acts as liaison for committees at the neighborhood, community and regional level. Ensures the integrity and effectiveness of the Land Bank information as it is presented to internal and external audiences.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A Bachelor's Degree is required. A strong preference is given for a degree in Business Administration, Public Administration, Community Development, Urban Planning or a similar field.

Experience: Five years of related experience is required. Two years of specific experience managing real estate transactions and or tax foreclosure properties highly desirable.

Other Requirements: None

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

- This position requires the ability to sit, stand, walk, bend, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in bending, lifting, carrying, pushing, pulling, reaching, and grasping
- This position's physical requirements require regular stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.

- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)



Communications Update June-July 2016

Strategy and Tactic Updates:

OBJECTIVE ONE: Increase understanding of the Ingham County Land Bank and its role in the community.

- **STRATEGY ONE:** Explain the Ingham County Land Bank's role through community events and partnerships with neighborhood organizations.
 - **TACTIC:** Identify opportunities to develop local partnerships and share involvement.
 - The Land Bank and Ingham County Treasurer sponsored the Allen Farmers Market.
 - The Land Bank served as a partner in the Annual Community Garden Tours with the Greater Lansing Food Bank.
 - Through social media, the Land Bank raised awareness of National Homeownership Month and the resources available to homeowners and potential homeowners.
 - The Land Bank's Garden Program held workshops during the Neighborhoods in Bloom events, hosted by the City of Lansing.
 - The Garden Program's Facebook page was merged with the Land Bank's page to eliminate confusion, reinforce the organization's brand and provide one channel of communication to the Land Bank's followers.

OBJECTIVE TWO: Support home sales efforts and increase the number of homes sold.

- **STRATEGY:** Focus on selling the Eden Glen Condominiums as well as 1142 Camp Street.
 - **TACTIC:** Conduct outreach to communities and organizations currently untapped.
 - Submitted City Pulse ad featuring Eden Glen Condominiums.
 - Began outreach to local immigrant and refugee programs to establish future partnership in flier distribution and speaking engagements.

OBJECTIVE THREE: Increase visibility for vacant land, non-single family residential and commercial properties, investments, rentals and redevelopment projects.

- **STRATEGY ONE:** Focus on selling commercial properties.
 - **TACTIC:** Share availability of commercial properties online and through the Treasurer's networks.
 - Sent email newsletter to developers showcasing Pine property.
 - Researched LoopNet, a website for marketing commercial listings, to potentially list future commercial properties online.

Measurement of Success:**Homes and Properties Sold YTD:**

- 4012 Hillborn Lane
- 4817 Sylvester Avenue
- 1132 Comfort
- 6115 Yunker Street
- 1738 Maisonette
- 6159 Scotmar
- 1225 Allen Street
- 6055 Wise Road
- 1017 Princeton Avenue
- 1600 W Willow
- 1745 Maisonette Drive
- 4527 Pleasant Grove
- 533 Denver
- 1329 W Lenawee

Homes with Accepted Offers YTD:

- 6140 Beechfield Drive
- 1705 S Genesee
- 627 Tisdale
- 1035 Morgan
- 6117 Scotmar

Media Analysis: Analysis of the quality of media coverage and quantity of storytelling opportunities.

- The Lansing State Journal published articles featuring the Garden Program and the Land Bank's role in removing blight.

Media Clips:

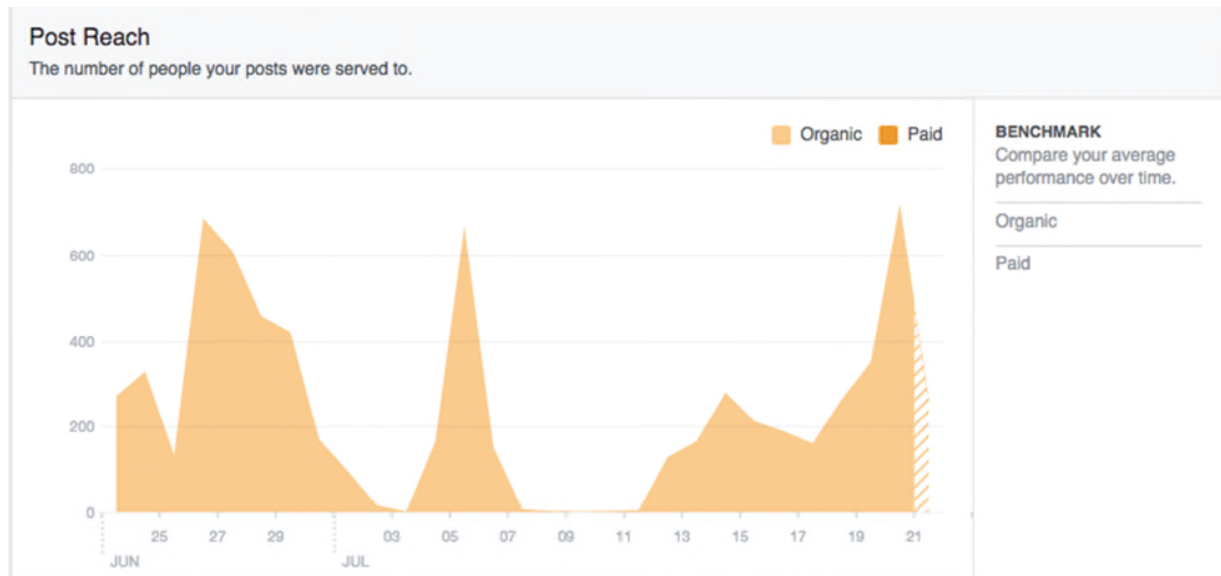
7/23/2016	Lansing State Journal	Urban farm growing along busy Lansing street	http://www.lansingstatejournal.com/story/opinion/columnists/judy-putnam/2016/07/23/putnam-urban-farm-growing-along-busy-lansing-street/86822756/
7/21/2016	Lansing State Journal	Haslett contest aims to beautify former blighted tract	http://www.lansingstatejournal.com/story/news/local/community/haslett/2016/07/21/haslett-contest-aims-beautify-former-blighted-tract/87299968/

Social Media Metrics:

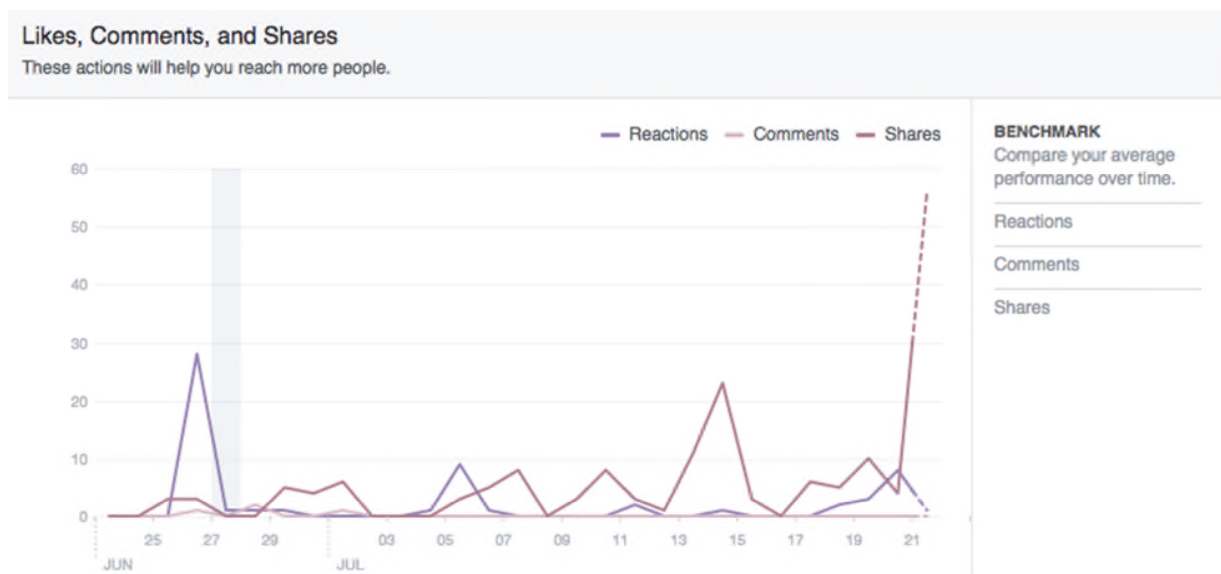
- Current Facebook Fans: 2,350 likes (up from 1,844)
 - On June 30 the Garden Program's Facebook page merged with the Land Bank's page, adding approximately 500 likes to the Land Bank Facebook page.
- Current Twitter Followers: 1,032 (up from 1,021)
- The word cloud below represents the most frequent terms appearing on the Land Bank's Facebook page. This gives us a good idea of what topics are resonating the most.



- The total reach graphic below represents the total number of people who saw a given post. This includes fans and non-fans, reaching people within their news feeds, on the Land Bank page and as shared by friends.



- The graphic below represents the number of people interacting with each post by means of likes, comments and shares.



- According to post reach, likes, comments and shares, the posts with the largest impressions these last two months include:
 - National Homeownership month graphic
 - Lansing Love Your Block post
 - The Power of We Consortium's AmeriCorps Program flier

There are no Facebook complaints to report this month. As a reminder, the current process for handling Facebook complaints is: Land Bank staff check SeeClickFix daily to address property questions or concerns and P&G and the Land Bank team work together to address each Facebook post.

INGHAM COUNTY LAND BANK
ACTIVITY REPORT
July 31, 2016

Property Inventory	Inventory as of 12/31/2015	Acquired as of 7/31/2016	Rental or Garden as of 7/31/2016	Demolished as of 7/31/2016	Sold as of 7/31/2016	Current Inventory as of 7/31/2016
Structures	159	0	7	(72)	27	67
Rentals	36	0	(7)		5	24
Gardens	119	0	27	6	0	152
Vacant Land	829	0	(27)	66	7	861
Commercial Rental	3	0			0	3
Commercial Vacant	16	0		2	0	18
Commercial	9	0		(2)	0	7
TOTAL(S)	1,171	0	0	0	39	1,132

Land Contracts (L/C)	Current L/C as of 7/31/2016
L/C Residential	21
L/C Commercial	1
L/C Total	22

Approved Line of Credit as of 7/31/2016	
Total Line of Credit	\$ 5,000,000.00
Obligated	\$ 4,300,000.00
Available Balance	\$ 700,000.00

For Sale (by Program)	Pending Sales as of 7/31/2016	Sold as of 7/31/2016	Current For Sale as of 7/31/2016
NSP2	0	1	1
HOME	2	5	1
CDBG	1	2	0
LB	1	8	3
Eden Glen	1	2	14
Worthington Place	0	14	0
TOTAL(S)	5	32	19

Ingham County Land Bank - For Sale								
Parcel #	Address	AMI	Grant	Agent	Listing Exp.	Price	Offer	Notes
33-01-01-10-327-021	1142 Camp Street	120%	NSP-2	Maggie G.	7/25/2016	\$45,000		
33-01-01-28-283-092	627 Tisdale Avenue	80%	HOME	Adriane L.	7/26/2016	\$110,000	\$110,000	
33-01-01-20-411-001	1601 Park Avenue	80%	HOME	Maggie G.	11/17/2016	\$115,000		
33-01-01-17-135-151	1705 S. Genesee Drive	80%	HOME	Adriane L.	10/1/2016	\$115,000	\$115,000	
33-01-01-22-131-081	1035 Morgan Street	80%	CDBG	Brian H.	9/1/2016	\$54,000	\$54,000	New offer.
33-01-01-08-176-461	1517 Redwood Street	n/a	LB	Adriane L.	7/1/2016	\$49,900		
33-01-01-08-454-091	818 Holten Street	n/a	LB	Maggie G.	9/7/2016	\$52,500		
33-01-05-10-205-133	6140 Beechfield Drive	n/a	LB	Adriane L.	7/1/2016	\$47,500*	\$45,000	New offer.
33-01-01-15-478-111	501 Shepard Street	n/a	LB	Nancy B		\$54,900*		Unfinished
Eden Glen Condominiums								
33-01-05-10-227-020	6139 Scotmar Drive	n/a	LB	ICLB				Do Not Show
33-01-05-10-227-043	1742 Maisonette Drive	n/a	LB	ICLB				Unfinished
33-01-05-10-227-076	1703 Maisonette Drive	80%	CDBG	ICLB		\$45,000		
33-01-05-10-227-068	1723 Maisonette Drive	80%	CDBG	ICLB		\$45,000		
33-01-05-10-227-061	1733 Maisonette Drive	80%	CDBG	Adriane L.	12/20/2016	\$45,000		
33-01-05-10-227-064	1739 Maisonette Drive	80%	CDBG	ICLB		\$45,000		
33-01-05-10-227-078	1707 Maisonette Drive	80%	CDBG	ICLB		\$45,000		
33-01-05-10-227-069	1725 Maisonette Drive	80%	CDBG	Adriane L.	12/20/2016	\$45,000		
33-01-05-10-227-063	1737 Maisonette Drive	80%	CDBG	ICLB		\$45,000		
33-01-05-10-227-002	6103 Scotmar Drive	80%	CDBG	ICLB		\$45,000		
33-01-05-10-227-022	6143 Scotmar Drive	80%	CDBG	ICLB		\$45,000		
33-01-05-10-227-007	6113 Scotmar Drive	80%	CDBG	Maggie G.	12/20/2016	\$45,000		
33-01-05-10-227-009	6117 Scotmar Drive (3 Bdm)	80%	CDBG	Maggie G.	12/20/2016	\$49,500	\$49,500	New offer.
33-01-05-10-227-017	6133 Scotmar Drive	80%	CDBG	ICLB		\$45,000		
As Is - Unrenovated								
33-01-01-15-426-121	Lathrop Street (207)	n/a	Lot	ICLB				CAHP
33-01-01-15-432-101	Shepard Street (229)	n/a	Lot	ICLB				CAHP
33-01-01-09-327-041	1214 N. Grand River Avenue	n/a	As-Is	ICLB		\$8,000*		
33-01-01-22-130-051	1023 S. Pennsylvania Avenue	n/a	As-Is	ICLB		\$15,500*		
33-01-01-22-253-131	1140 McCullough	n/a	As-Is	ICLB		\$12,000*	\$10,500	Jessie Star
Commercial								
33-01-01-09-255-(125,101,111)	Center & Beaver	n/a	Comm.	ICLB		\$7,500	-----	John Sears
33-01-01-09-279-002 (171)	Center & Liberty	n/a	Comm.	ICLB		\$7,500	-----	John Sears
33-01-01-09-127-011	North & Seager	n/a	Comm.	ICLB		\$5,000		
33-01-01-08-427-091	1141 N. Pine Street	n/a	Comm.	ICLB		\$299,900		Superintendent
33-01-01-21-203-003	E Malcolm X Street	n/a	Comm.	ICLB		Current Opt.	Agreement	Deluxe Inn

Last Updated: 7/22/2016 -- Saved on the L:\Sales Team\White Board Updates

Asterisk (*) indicates Broker Price Opinion

Ingham County Land Bank Rental Properties

As of: 7/14/2016

Type	Address	City	Zipcode	Occupant Name
Apt	6107 Scotmar Dr	Lansing	48911	Sylvia Newell
Apt	6125 Scotmar Dr	Lansing	48911	Terry Lewis
Apt	6131 Scotmar Dr	Lansing	48911	Erika Demyers
Apt	1734 Maisonette Dr	Lansing	48911	Angela Coleman
Apt	1746 Maisonette Dr	Lansing	48911	VACANT
Apt	1754 Maisonette Dr	Lansing	48911	Nicole D Lindsey
Apt	1758 Maisonette Dr	Lansing	48911	Angelia Miller
Apt	1735 Maisonette Dr	Lansing	48911	Erica Mitchell
Apt	1727 Maisonette Dr	Lansing	48911	Rachel Hodge
Apt	1705 Maisonette Dr	Lansing	48911	Henry Hernandez

SF	4327 Aurelius	Lansing	48910	Robert Burns/Terry Lickman
SF	323 Astor	Lansing	48910	Mary Lambert
SF	3325 W Holmes Rd	Lansing	48911	Cassandra Murphy
SF	818 N Fairview	Lansing	48912	Sylvana Newell
SF	1125 N Chestnut St	Lansing	48906	VACANT
SF	1026 S Grand	Lansing	48910	VACANT
SF	725 S Hayford	Lansing	48912	Raul Lopez
SF	729 S Hayford	Lansing	48912	VACANT
SF	1217 W Michigan Ave	Lansing	48915	Yadira Romero
SF	1014 S Pennsylvania	Lansing	48912	Lisa & Douglas Lauer
SF	842 Edison Ave	Lansing	48910	VACANT
SF	124 S Eighth St A	Lansing	48912	VACANT
SF	124 S Eighth St B	Lansing	48912	VACANT

Comm	122 W Grand River	Williamston	48895	VACANT
Comm	826 W Saginaw	Lansing	48915	Ingham County Animal Control
Comm	1715 E Kalamazoo St	Lansing	48912	Go Green Trikes/Lansing Bike Co-op

SF	653 S Hayford	Lansing	48912	LUFPA
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Occupied

Vacant

Eviction In Process

07/27/2016 08:49 AM
User: DAWN
DB: Iclb

CHECK REGISTER FOR INGHAM COUNTY LAND BANK
CHECK DATE FROM 06/01/2016 - 06/30/2016

Page: 1/1

Check Date	Check	Vendor Name	Amount
Bank GEN			
06/15/2016	13256	BOARD OF WATER & LIGHT	725.65
06/15/2016	13257	BOARD OF WATER & LIGHT	705.79
06/15/2016	13258	BOARD OF WATER & LIGHT	410.25
06/15/2016	13259	BOARD OF WATER & LIGHT	390.00
06/15/2016	13260	CONSUMERS ENERGY	199.81
06/15/2016	13261	CONSUMERS ENERGY	197.18
06/15/2016	13262	CONSUMERS ENERGY	601.96
06/15/2016	13263	DELHI TOWNSHIP	46.95
06/15/2016	13264	HOME DEPOT CREDIT SERVICES	27.59
06/15/2016	13265	GRANGER CONTAINER SERVICE	299.90
06/15/2016	13266	GRANGER LANDSCAPE SUPPLY	204.50
06/15/2016	13267	PLANTE & MORAN, PLLC	14,475.00
06/15/2016	13268	BESCO WATER TREATMENT, INC.	46.33
06/15/2016	13269	INGHAM COUNTY REGISTER OF DEEDS	14.00
06/15/2016	13270	CINNAIRE TITLE SERVICES, LLC	500.00
06/15/2016	13271	CITY PULSE	879.30
06/15/2016	13272	DBI BUSINESS INTERIORS	46.94
06/15/2016	13273	CRITER CONTROL OF GREATER LANSING	380.00
06/15/2016	13274	HASSELBRING CLARK CO	275.19
06/15/2016	13275	KWIK CAR WASH	17.98
06/15/2016	13276	LANSING ICE & FUEL	560.65
06/15/2016	13277	WILDTYPE	1,590.18
06/15/2016	13278	COMPOST KATIE	120.00
06/15/2016	13279	HAMMOND FARMS LANDSCAPE SUPPLY INC	470.00
06/15/2016	13280	BWB CLEANING	195.00
06/15/2016	13281	MARK'S LOCK SHOP INC	600.00
06/15/2016	13282	VET'S ACE HARDWARE	45.71
06/15/2016	13283	COMMERCIAL CLEANING	1,937.40
06/15/2016	13284	SPARTAN FENCE INC	350.00
06/15/2016	13285	FLOORING AMERICA CARPET STUDIO	3,221.75
06/15/2016	13286	DOVER MANOR CONDOMINIUM ASSOCIATION	4,656.67
06/15/2016	13287	J & J HARDWOODS, INC.	26,200.00
06/15/2016	13288	BB CONTRACTING	1,223.00
06/15/2016	13289	KWIK REPO INC	19,715.00
06/15/2016	13290	LJ TRUMBLE BUILDERS	17,924.87
06/15/2016	13291	BOLLE CONTRACTING, INC	700.00
06/15/2016	13292	WE'RE DIFFERENT LAWNS & MORE	2,070.00
06/15/2016	13293	MCKISSIC CONSTRUCTION	4,140.00
06/15/2016	13294	NORTHWEST INITIATIVE	3,585.00
06/15/2016	13295	LAKE STATE LAWN-LANDSCAPING & SNOW	2,670.00
06/15/2016	13296	ALL STAR SNOW REMOVAL	1,590.00
06/15/2016	13297	SECOND CHANCE EMPLOYMENT	1,800.00
06/15/2016	13298	FRITZY'S LAWN & SNOW	10,275.00
06/15/2016	13299	INGHAM COUNTY TREASURER	26,291.25
06/15/2016	13300	JOHN KROHN	1,507.31
06/15/2016	13301	MICH STATE HOUSING DEV AUTHORITY	6,363.00
06/15/2016	13302	CITY OF LANSING	92,733.11
06/15/2016	13303	SC SERVICES ENVIRONMENTAL	108,570.00
06/29/2016	13309	PNC BANK, NA	5,768.26 V

GEN TOTALS:

Total of 49 Checks:	367,317.48
Less 1 Void Checks:	5,768.26
Total of 48 Disbursements:	361,549.22

INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF NET ASSETS
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
MAY 31, 2016

Assets	
Cash	\$ 50,541.71
Accounts Receivable	\$ -
Land Contract Receivable	\$ 949,516.10
Land Contract Interest Receivable	\$ 35,016.23
Land Contract Escrow	\$ 22,760.01
Notes Receivable	\$ -
Specific Tax Receivable	\$ 142,729.81
Payroll	\$ -
Employer Tax Liability CDBG	\$ -
Specific Tax Receivable - Prior Year	\$ 20,116.57
OCOF Nonprofit Receivable	\$ 5,322.68
Ingham County Receivable	\$ 32,272.87
Lansing City Receivable - General	\$ 2,489.32
CDBG County Receivable	\$ -
CDBG Receivable - Lansing Demo	\$ 0.01
CDBG Lansing Rehab Receivable	\$ 164,350.64
CDBG City TA Receivable	\$ -
NSP 3 Lansing City Receivable	\$ -
NSP County Receivable	\$ -
NSP 2 Receivable	\$ 16,771.06
HOME Lansing City Receivable	\$ 27,000.00
Michigan Blight Elimination Rec	\$ -
HHF MSHDA Receivable	\$ 660,318.11
MSDHA Ash Street Rec	\$ -
Brownfield Rec	\$ -
Due from other funds	\$ -
Inventory - NSP2	\$ 45,000.00
Inventory	\$ 3,029,955.78
Fixed Assets	\$ 236,763.70
Fixed Assets - Rental	\$ 901,297.60
Accumulated Depreciation - Rental	\$ (186,683.82)
Total Assets	\$ 6,155,538.38

Liabilities	
Accounts Payable	\$ (39.43)
Notes Payable - PNC Bank	\$ 4,400,000.00
Due to MSHDA - NSP 2	\$ 51,362.78
Due to Ingham County	\$ 1,169,493.09
Due to MSHDA	\$ -
Due to City of Lansing	\$ 662,048.83

INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF NET ASSETS
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
MAY 31, 2016

Due from other funds	\$ -
Rental Deposit	\$ 13,350.00
Good Faith Deposits	\$ 9,755.00
Land Contract Escrow	\$ 7,131.09
Deferred Revenue	\$ -
Employee Contribution - Health Car	\$ 1,470.07
Total Liabilities	\$ 6,314,571.43

Retained Earnings	\$ (120,077.60)
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Total Net Assets	\$ (38,955.45)
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INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET ASSETS
MAY 31, 2016

	2016 Amended Feb-16	2016 YTD 5/31/2016	%
Revenues			
Ingham County allocation	\$ 400,000.00	\$ 400,000.00	100.00%
Property Sales	\$ 1,206,200.00	\$ 253,156.13	20.99%
Interest Income	\$ 50,900.00	\$ 53,275.31	104.67%
HOME Developer Fee Income	\$ 125,100.00	\$ 49,152.57	39.29%
HOME Program Revenue	\$ 140,000.00	\$ 106,204.32	75.86%
Specific Tax	\$ 190,000.00	\$ -	0.00%
CDBG Program Revenue	\$ 420,000.00	\$ 5,398.49	1.29%
NSP1 Program Revenue	\$ 4,300.00	\$ -	0.00%
NSP2 Program Revenue	\$ 104,300.00	\$ 13,162.91	12.62%
Hardest Hit Blight Elimination Funding	\$ 3,500,000.00	\$ 158,840.00	4.54%
Rental Income	\$ 232,300.00	\$ 62,209.51	26.78%
Lansing Reinvestment Revenue	\$ -	\$ 16,543.11	0.00%
Late Fee Revenue	\$ -	\$ 531.19	0.00%
Donation Revenue	\$ -	\$ 895.00	0.00%
Miscellaneous Revenue	\$ -	\$ 51.00	0.00%
Neighborhoods in Bloom	\$ -	\$ 40,000.00	0.00%
Garden Program Revenue	\$ 500.00	\$ 4,454.58	890.92%
Total Revenue	\$ 6,373,600.00	\$ 1,163,874.12	18.26%

Non-Administrative Expense			
Property Acquisitions	\$ 200,000.00	\$ -	0.00%
Land Bank Cost of Projects (renovations, assoc. fees, etc.) (6)	\$ 333,000.00	\$ 260,835.84	78.33%
Land Bank Current Year Taxes	\$ -	\$ 8,797.82	0.00%
Lawn/Snow/Maintenance	\$ 350,900.00	\$ 59,555.00	16.97%
Brownfield Debt	\$ 60,000.00	\$ -	0.00%
HOME Grant Expenses	\$ 140,000.00	\$ 177,730.12	126.95%
CDBG Renovation Expenses	\$ 420,000.00	\$ 33,321.81	7.93%
NSP1 Lansing City	\$ 21,600.00	\$ 3,905.33	18.08%
NSP2 Expenses	\$ 112,000.00	\$ 10,829.48	9.67%
NSP2 -PI-1 Expenses	\$ -	\$ 281.69	0.00%
NSP2 -PI-2 Expenses	\$ -	\$ 1,716.81	0.00%
Hardest Hit Blight Elimination Funding	\$ 3,500,000.00	\$ 272,694.23	7.79%
MI Blight Elimination Grant Expenses	\$ -	\$ (12,404.00)	0.00%
Neighborhoods in Bloom	\$ -	\$ 7,252.94	0.00%
Demolitions	\$ 30,000.00	\$ -	0.00%
Total Non-Administrative Expense	\$ 5,167,500.00	\$ 824,517.07	15.96%

Administrative Expense			
Office Supplies	\$ 12,000.00	\$ 2,248.36	18.74%
Audit Fee	\$ 16,200.00	\$ 7,225.00	44.60%
Communication	\$ 5,000.00	\$ 1,684.74	33.69%
Security	\$ 2,000.00	\$ 780.26	39.01%
Membership Fees	\$ 1,500.00	\$ 350.00	23.33%
Rental Expense	\$ 600.00	\$ 300.00	50.00%
Vehicle Expense	\$ 8,000.00	\$ 2,163.44	27.04%
Postage	\$ 4,000.00	\$ 286.47	7.16%
Office Expense (Utilities, Lawn/Snow, etc)	\$ 5,500.00	\$ 2,462.10	44.77%
Media/Public Relations	\$ 25,000.00	\$ 6,005.77	24.02%
Consultants/Legal/Contractual Services	\$ 93,700.00	\$ 15,696.38	16.75%
Computer Software Upgrade/Annual fee	\$ 22,500.00	\$ 25,881.24	115.03%
Travel/Mileage	\$ 6,000.00	\$ 287.76	4.80%
Prof.Training/Conferences	\$ 3,500.00	\$ 555.00	15.86%
Payroll Expense (incl. intern)	\$ 477,600.00	\$ 144,543.75	30.26%
Health Insurance and Benefit Expenses	\$ 69,700.00	\$ 49,572.38	71.12%
Administrative Expense Cont.			
Building Maintenance	\$ 60,000.00	\$ 2,621.34	4.37%
Interest Expense	\$ 55,000.00	\$ 17,166.18	31.21%
AmeriCorps	\$ 13,500.00	\$ 4,250.00	31.48%
Equipment Small Purchase	\$ 13,000.00	\$ -	0.00%
Bank Fee	\$ 1,400.00	\$ 348.59	24.90%

INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET ASSETS
MAY 31, 2016

	2016 Amended Feb-16	2016 YTD 5/31/2016	%
Insurance	\$ 21,400.00	\$ -	0.00%
Garden Program Expense	\$ 5,000.00	\$ 2,927.60	58.55%
Land Contract Default	\$ 50,000.00	\$ -	0.00%
Community Development Projects	\$ 15,000.00	\$ 10,000.00	66.67%
Lansing Brownfield Expense	\$ 8,300.00	\$ -	0.00%
Rental Depreciation	\$ -	\$ 43,669.88	0.00%
Rental Program Expense	\$ 75,000.00	\$ 37,286.26	49.72%
Total Administrative Expense	\$ 1,900,900.00	\$ 378,312.50	19.90%

Total Operating Expense	\$ 7,068,400.00	\$ 1,202,829.57	17.02%
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Total Net Revenue & Expense, end of period	\$ (694,800.00)	\$ (38,955.45)	
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INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF NET ASSETS
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
June 30, 2016

Assets	
Cash	\$ 234,098.20
Accounts Receivable	\$ -
Land Contract Receivable	\$ 946,055.06
Land Contract Interest Receivable	\$ 30,357.96
Land Contract Escrow	\$ 22,760.01
Notes Receivable	\$ -
Specific Tax Receivable	\$ 142,729.81
Payroll	\$ -
Employer Tax Liability CDBG	\$ -
Specific Tax Receivable - Prior Year	\$ 20,116.57
OCOF Nonprofit Receivable	\$ 5,322.68
Ingham County Receivable	\$ 34,339.48
Lansing City Receivable - General	\$ 2,489.32
CDBG County Receivable	\$ -
CDBG Receivable - Lansing Demo	\$ 0.01
CDBG Lansing Rehab Receivable	\$ 164,350.64
CDBG City TA Receivable	\$ -
NSP 3 Lansing City Receivable	\$ -
NSP County Receivable	\$ -
NSP 2 Receivable	\$ 16,771.06
HOME Lansing City Receivable	\$ 27,000.00
Michigan Blight Elimination Rec	\$ -
HHF MSHDA Receivable	\$ 657,295.61
MSDHA Ash Street Rec	\$ -
Brownfield Rec	\$ -
Due from other funds	\$ -
Inventory - NSP2	\$ 45,000.00
Inventory	\$ 3,028,955.78
Fixed Assets	\$ 236,763.70
Fixed Assets - Rental	\$ 901,297.60
Accumulated Depreciation - Rental	\$ (186,683.82)
Total Assets	\$ 6,329,019.67

Liabilities	
Accounts Payable	\$ 179,394.98
Notes Payable - PNC Bank	\$ 4,300,000.00
Due to MSHDA - NSP 2	\$ 44,999.78
Due to Ingham County	\$ 1,164,093.09
Due to MSHDA	\$ -
Due to City of Lansing	\$ 659,337.16

INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF NET ASSETS
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS
June 30, 2016

Due from other funds	\$ -
Rental Deposit	\$ 11,020.00
Good Faith Deposits	\$ 9,792.00
Land Contract Escrow	\$ 9,251.38
Deferred Revenue	\$ -
Employee Contribution - Health Care	
Total Liabilities	\$ 6,377,888.39

Retained Earnings	\$ (120,077.60)
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Total Net Assets	\$ 71,208.88
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INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET ASSETS
June 30, 2016

	2016 Amended Feb-16	2016 YTD 6/30/2016	%
Revenues			
Ingham County allocation	\$ 400,000.00	\$ 400,000.00	100.00%
Property Sales	\$ 1,206,200.00	\$ 257,825.69	21.38%
Interest Income	\$ 50,900.00	\$ 53,486.37	105.08%
HOME Developer Fee Income	\$ 125,100.00	\$ 49,152.57	39.29%
HOME Program Revenue	\$ 140,000.00	\$ 106,204.32	75.86%
Specific Tax	\$ 190,000.00	\$ -	0.00%
CDBG Program Revenue	\$ 420,000.00	\$ 5,398.49	1.29%
NSP1 Program Revenue	\$ 4,300.00	\$ -	0.00%
NSP2 Program Revenue	\$ 104,300.00	\$ 13,162.91	12.62%
Hardest Hit Blight Elimination Funding	\$ 3,500,000.00	\$ 605,431.50	17.30%
Rental Income	\$ 232,300.00	\$ 77,703.51	33.45%
Lansing Reinvestment Revenue	\$ -	\$ 16,543.11	0.00%
Late Fee Revenue	\$ -	\$ 944.78	0.00%
Donation Revenue	\$ -	\$ 895.01	0.00%
Miscellaneous Revenue	\$ -	\$ 86.00	0.00%
Neighborhoods in Bloom	\$ -	\$ 40,000.00	0.00%
Garden Program Revenue	\$ 500.00	\$ 5,982.58	1196.52%
Total Revenue	\$ 6,373,600.00	\$ 1,632,816.84	25.62%

Non-Administrative Expense			
Property Acquisitions	\$ 200,000.00	\$ 1,000.00	0.50%
Land Bank Cost of Projects (renovations, assoc. fees, etc.)	\$ 333,000.00	\$ 296,950.59	89.17%
Land Bank Current Year Taxes	\$ -	\$ 8,797.82	0.00%
Lawn/Snow/Maintenance	\$ 350,900.00	\$ 83,705.00	23.85%
Brownfield Debt	\$ 60,000.00	\$ -	0.00%
HOME Grant Expenses	\$ 140,000.00	\$ 185,297.61	132.36%
CDBG Renovation Expenses	\$ 420,000.00	\$ 41,576.94	9.90%
NSP1 Lansing City	\$ 21,600.00	\$ 4,815.00	22.29%
NSP2 Expenses	\$ 112,000.00	\$ 12,602.28	11.25%
NSP2 -PI-1 Expenses	\$ -	\$ 281.69	0.00%
NSP2 -PI-2 Expenses	\$ -	\$ 1,716.81	0.00%
Hardest Hit Blight Elimination Funding	\$ 3,500,000.00	\$ 444,538.45	12.70%
MI Blight Elimination Grant Expenses	\$ -	\$ (12,404.00)	0.00%
Neighborhoods in Bloom	\$ -	\$ 12,127.32	0.00%
Demolitions	\$ 30,000.00	\$ -	0.00%
Total Non-Administrative Expense	\$ 5,167,500.00	\$ 1,081,005.51	20.92%

Administrative Expense			
Office Supplies	\$ 12,000.00	\$ 3,026.10	25.22%
Audit Fee	\$ 16,200.00	\$ 21,700.00	133.95%
Communication	\$ 5,000.00	\$ 2,171.07	43.42%
Security	\$ 2,000.00	\$ 920.90	46.05%
Membership Fees	\$ 1,500.00	\$ 350.00	23.33%
Rental Expense	\$ 600.00	\$ 350.00	58.33%
Vehicle Expense	\$ 8,000.00	\$ 2,545.00	31.81%
Postage	\$ 4,000.00	\$ 372.17	9.30%
Office Expense (Utilities, Lawn/Snow, etc)	\$ 5,500.00	\$ 3,015.99	54.84%
Media/Public Relations	\$ 25,000.00	\$ 6,591.97	26.37%
Consultants/Legal/Contractual Services	\$ 93,700.00	\$ 19,562.43	20.88%
Computer Software Upgrade/Annual fee	\$ 22,500.00	\$ 22,988.88	102.17%
Travel/Mileage	\$ 6,000.00	\$ 287.76	4.80%
Prof.Training/Conferences	\$ 3,500.00	\$ 555.00	15.86%
Payroll Expense (incl. intern)	\$ 477,600.00	\$ 190,327.54	39.85%
Health Insurance and Benefit Expenses	\$ 69,700.00	\$ 54,596.45	78.33%
Administrative Expense Cont.			
Building Maintenance	\$ 60,000.00	\$ 3,164.56	5.27%
Interest Expense	\$ 55,000.00	\$ 34,510.56	62.75%
AmeriCorps	\$ 13,500.00	\$ 4,250.00	31.48%
Equipment Small Purchase	\$ 13,000.00	\$ -	0.00%
Bank Fee	\$ 1,400.00	\$ 409.19	29.23%

INGHAM COUNTY LAND BANK AUTHORITY
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET ASSETS
June 30, 2016

	2016 Amended Feb-16	2016 YTD 6/30/2016	%
Insurance	\$ 21,400.00	\$ (4,075.00)	-19.04%
Garden Program Expense	\$ 5,000.00	\$ 6,008.15	120.16%
Land Contract Default	\$ 50,000.00	\$ -	0.00%
Community Development Projects	\$ 15,000.00	\$ 10,000.00	66.67%
Lansing Brownfield Expense	\$ 8,300.00	\$ -	0.00%
Rental Depreciation	\$ -	\$ 43,669.88	0.00%
Rental Program Expense	\$ 75,000.00	\$ 53,303.85	71.07%
Total Administrative Expense	\$ 1,900,900.00	\$ 480,602.45	25.28%

Total Operating Expense	\$ 7,068,400.00	\$ 1,561,607.96	22.09%
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Total Net Revenue & Expense, end of period	\$ (694,800.00)	\$ 71,208.88	
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YOU'RE INVITED!

Join us for a block party at
Eden Glen Condominiums.

August 6, 2016 • 1-3 p.m.
1733 Maisonette Drive, Lansing



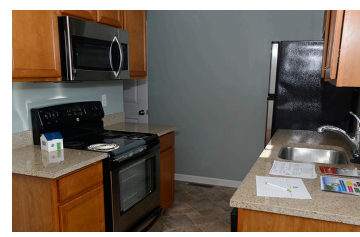
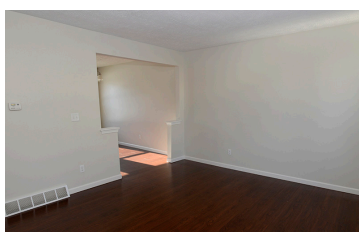
Affordable. Convenient. Home.

Walk through our newly renovated condos, featuring a club house, pool and lawn service. Connect with the Center for Financial Health on down payment assistance and enjoy food and beverages.



6117 Scotmar Drive
Lansing - **\$49,500**

3 beds, 1.5 bath



1733 Maisonette Drive
Lansing - **\$45,000**

2 beds, 1.5 bath

6113 Scotmar Drive
Lansing - **\$45,000**

2 beds, 1.5 bath

← SCOTMAR DRIVE

MAINSONETTE DRIVE →

1725 Maisonette Drive
Lansing - **\$45,000**

2 beds, 1.5 bath

