

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, OCTOBER 3, 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 – September 12, 2016
Additions to the Agenda
Limited Public Comment – 3 minutes per person

1. Community Projects Update
2. Resolution to approve the sale of 115 Church St , Leslie, MI to Leslie Funeral Home
3. Resolution – Land Bank 2017 Budget
4. September 2016 Communications Report
5. 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
6. Accounts Payable & Monthly Statement
 - a. Accounts Payable Approval – September 2016
 - b. Monthly Statements – August 31, 2016
7. Chairman & Executive Director Comments

Announcements
Public Comment – 3 minutes per person

Adjournment

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

September 12, 2016
Minutes

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

Members Absent: Comm. Nolan

Others Present: Dawn Van Halst, Tim Perrone, Joseph Bonsall,

The meeting was called to order by Chairperson Schertzing at 5:09 p.m. in Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the August 1, 2016 Minutes

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. HOPE, TO APPROVE THE AUGUST 1, 2016 MINUTES. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

Additions to the Agenda: Comm. McGrain requested the addition of agenda item 4d. Swapping tax-foreclosed parcels.

Limited Public Comment: None

1. Community Projects Update:

Interim Executive Director Van Halst stated the transfer of 2 parcels on Lathrop St and Hayford Ave to Capital Area Housing Partnership had been completed.

2. Resolution to amend the 2016 Budget

MOVED BY COMM. HOPE, SUPPORTED BY COMM. ANTHONY, TO ADOPT THE RESOLUTION AMENDING THE 2016 BUDGET.

Interim Executive Director Van Halst provided an overview of the information in the meeting packet. Comm. McGrain questioned if it was realistic to expect to meet the CDBG numbers. Interim Executive Director Van Halst replied that the number was realistic as several projects will be completed in the second half of 2016.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

3. August 2016 Communications Report

Interim Executive Director Van Halst stated the report was included in the meeting packet. Chairperson Schertzing inquired about the success of the open house at Eden Glen. Interim Executive Director Van Halst replied that one of our land contract purchasers is moving towards re-financing with Flagstar as a result of the open house and around a half-dozen interested parties were identified for our for-sale units.

4. Property maintenance, renovation & development

4a. Residential, Garden, and Commercial Property update – dashboard

Chairperson Schertzing stated the dashboard was included in the packet. Interim Executive Director Van Halst stated she had closed on the sale of 19 side lots in the last two weeks.

4b. Completed and Pending Sales

Chairperson Schertzing stated the sales report was included in the meeting packet. Interim Executive Director Van Halst stated there are five pending offers, all of which look promising.

4c. Land Bank Residential Rental Properties List

Chairperson Schertzing stated the rental property status list was included in the meeting packet.

4d. General Legal Update – Counsel

Tim Perrone stated there were no legal issues to report.

4e. Swapping of tax-foreclosed parcels

Chairperson Schertzing provided an explanation of the process by which Land Banks and FGUs can swap parcels for their mutual benefit.

5. Accounts Payable & Monthly Statement

5a. Accounts Payable Approval – July 2016 and August 2016

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. HOPE, TO APPROVE THE ACCOUNTS PAYABLE FOR JULY 2016 AND AUGUST 2016. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

5b. Monthly Statement – July 31, 2016

The July 31, 2016 monthly financial statement was received and placed on file.

6. Chairman & Executive Director Comments

Chairperson Schertzing stated four applications were received for the Executive Director position after four weeks. The posting has been extended an additional two weeks. Interim Executive Director Van Halst updated the board on the status of the DeLuxe Inn site sale. Comm. McGrain reiterated his opinion that non-refundable earnest money deposits should be required for commercial sales. Chairperson Schertzing stated the Treasurer's 2016 tax auctions were very successful. The County Parks Department is interested in a tax-foreclosed parcel on Aurelius Rd that backs up to Hawk Island Park. The City of Lansing is interested in two tax-foreclosed parcels on Grand River Avenue for a River Trail access point.

Announcements: Comm. Anthony stated the Controller's Office was working on a response to the area's housing crisis. Staff should expect a call for input.

Limited Public Comment: None

The meeting adjourned at 5:49 p.m.

Respectfully submitted,
Joseph G Bonsall

INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION TO AUTHORIZE THE CHAIRPERSON TO NEGOTIATE AND EXECUTE
A PURCHASE AGREEMENT FOR 115 CHURCH ST, LESLIE, MI WITH LESLIE-
SPRINGPORT FUNERAL HOMES**

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 115 Church St, Leslie, MI on December 31, 2012 through tax foreclosure; and

WHEREAS, the Land Bank has established a value of \$12,000.00 for the property; and

WHEREAS, the adjacent property owner, Leslie-Springport Funeral Homes, has expressed interest in purchasing the property for commercial purposes; and

WHEREAS, the Ingham County Land Bank Fast Track Authority has policies, procedures and administrative rules regarding the disposition of commercial property which require board approval;

THEREFORE BE IT RESOLVED, that the Authority authorizes the Chairperson to negotiate and execute a purchase agreement for 115 Church St, Leslie, MI with Leslie-Springport Funeral Homes for an amount not less than \$12,000.00.

AYE:

NAY:

ABSENT:

Ingham County Equalization/Tax Mapping



Land Bank

Leslie Funeral

INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION TO APPROVE THE 2017 BUDGET OF THE INGHAM COUNTY LAND
BANK FAST TRACK AUTHORITY**

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 Ingham County Treasurer, with Ingham County Board of Commissioners approval, has entered into an intergovernmental agreement under the Act, with an effective date of October 21, 2005; and

WHEREAS, the County Board of Commissioners has appointed a Board of Directors consisting of five members, including the Ingham County Treasurer (ex officio) as Chair of the Board of Directors; and

WHEREAS, Section 10.4 of the Bylaws require the Board of Directors to adopt annually a budget for all operations, income, expense and assets.

THEREFORE BE IT RESOLVED, that the Authority approves the 2017 proposed budget for the Ingham County Land Bank Fast Track Authority.

YEAS:

NAYS:

ABSENT:

**2017 Ingham County Land Bank Fast Track Authority
Budget**

		2015 Final Aug-15	2016 Amended Sep-16	2017 Proposed Oct-16	Difference
	Revenue				
	Ingham County allocation	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ -
1	Property Sales	\$ 1,385,000.00	\$ 979,110.00	\$ 664,000.00	\$ (315,110.00)
2	Interest Income	\$ 84,000.00	\$ 61,825.00	\$ 53,000.00	\$ (8,825.00)
3	HOME Developer Fee Income	\$ 110,000.00	\$ 125,500.00	\$ 20,000.00	\$ (105,500.00)
	HOME Program Revenue	\$ 750,000.00	\$ 370,000.00	\$ 35,000.00	\$ (335,000.00)
	Specific Tax	\$ 160,000.00	\$ 190,000.00	\$ 175,000.00	\$ (15,000.00)
	CDBG Program Revenue	\$ 301,400.00	\$ 420,000.00	\$ 225,000.00	\$ (195,000.00)
4	NSP1 Program Revenue	\$ -	\$ -	\$ 8,600.00	\$ 8,600.00
5	NSP2 Program Revenue	\$ 477,300.00	\$ 108,600.00	\$ 12,900.00	\$ (95,700.00)
	NSP2-PI-1 Program Revenue	\$ 155,500.00	\$ -	\$ -	\$ -
6	Hardest Hit Blight Elimination Funding	\$ 4,500,000.00	\$ 2,000,000.00	\$ 1,500,000.00	\$ (500,000.00)
7	Rental Income	\$ 288,000.00	\$ 153,500.00	\$ 181,440.00	\$ 27,940.00
	Neighborhoods In Bloom	\$ -	\$ 40,000.00	\$ -	\$ (40,000.00)
	Brownfield Revenue	\$ -	\$ -	\$ -	\$ -
	Late Fee Revenue	\$ -	\$ 1,000.00	\$ -	\$ (1,000.00)
	Donation Revenue	\$ -	\$ 750.00	\$ -	\$ (750.00)
	Miscellaneous Revenue	\$ -	\$ 100.00	\$ -	\$ (100.00)
	Garden Program Revenue	\$ 7,500.00	\$ 6,500.00	\$ 5,000.00	\$ (1,500.00)
	Total Revenue	\$ 8,618,700.00	\$ 4,856,885.00	\$ 3,279,940.00	\$ (1,576,945.00)

	Expenses				
	Non-Administrative Expense	\$ 7,403,200.00	\$ 3,869,201.00	\$ 2,267,400.00	\$ (1,601,801.00)
	Administrative Expenses	\$ 1,125,737.00	\$ 982,604.00	\$ 979,738.26	\$ (2,865.74)
	Debt Retirement	\$ -	\$ 5,080.00	\$ 32,801.74	\$ 27,721.74
	Total Expenses	\$ 8,528,937.00	\$ 4,856,885.00	\$ 3,279,940.00	\$ (1,576,945.00)

	Net Revenue/Expense	\$ 89,763.00	\$ -	\$ -	\$ -
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**2017 Ingham County Land Bank Fast Track Authority
Budget**

		2015 Final Aug-15	2016 Amended Sep-16		Difference
	Non-Administrative Expense				
8	Property Acquisitions	\$ 245,000.00	\$ 200,000.00	\$ -	\$ (200,000.00)
9	Land Bank Cost of Projects (renovations, assoc. fees, etc.)	\$ 500,000.00	\$ 292,651.00	\$ 157,400.00	\$ (135,251.00)
10	Land Bank Current Year Taxes	\$ 25,000.00	\$ -	\$ -	\$ -
11	Lawn/Snow/Maintenance	\$ 300,000.00	\$ 338,000.00	\$ 335,000.00	\$ (3,000.00)
12	Real Estate Commissions	\$ 18,000.00	\$ -	\$ -	\$ -
	Brownfield Debt	\$ 125,000.00	\$ 60,000.00	\$ 50,000.00	\$ (10,000.00)
	HOME Grant Expenses	\$ 750,000.00	\$ 370,000.00	\$ 35,000.00	\$ (335,000.00)
13	CDBG Expenses	\$ 257,400.00	\$ 420,000.00	\$ 150,000.00	\$ (270,000.00)
14	NSP1 Lansing City	\$ -	\$ 17,500.00	\$ 15,000.00	\$ (2,500.00)
15	NSP2 Expenses	\$ 477,300.00	\$ 114,000.00	\$ 25,000.00	\$ (89,000.00)
	NSP2 -PI-1 Expenses	\$ 155,500.00	\$ 300.00	\$ -	\$ (300.00)
	NSP2 -PI-2 Expenses	\$ -	\$ 1,750.00	\$ -	\$ (1,750.00)
	Hardest Hit Blight Elimination Funding	\$ 4,500,000.00	\$ 2,000,000.00	\$ 1,500,000.00	\$ (500,000.00)
	Neighborhoods In Bloom		\$ 40,000.00	\$ -	\$ (40,000.00)
	Demolitions	\$ 50,000.00	\$ 15,000.00		\$ (15,000.00)
	Total Non-Administrative Expense	\$ 7,403,200.00	\$ 3,869,201.00	\$ 2,267,400.00	\$ (1,601,801.00)

	Administrative Expense				
	Office Supplies	\$ 12,000.00	\$ 8,000.00	\$ 8,000.00	\$ -
	Audit Fee	\$ 16,200.00	\$ 21,700.00	\$ 22,000.00	\$ 300.00
	Communication	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ -
	Security	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ -
	Membership Fees	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ -
	Rental Expense	\$ 20,600.00	\$ 600.00	\$ 600.00	\$ -
	Office Expense (Utilities, Lawn/Snow, etc)	\$ 5,500.00	\$ 6,000.00	\$ 6,000.00	\$ -
	Postage	\$ 3,500.00	\$ 1,500.00	\$ 1,500.00	\$ -
	Media/Public Relations	\$ 25,000.00	\$ 16,000.00	\$ 15,000.00	\$ (1,000.00)
16	Consultants/Legal/Contractual Services	\$ 75,000.00	\$ 88,225.00	\$ 60,000.00	\$ (28,225.00)
17	Computer Software Upgrade/Annual fee	\$ 30,000.00	\$ 24,450.00	\$ 27,360.00	\$ 2,910.00
	Travel/Mileage	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
	Prof. Training/Conferences	\$ 3,500.00	\$ 1,000.00	\$ 1,000.00	\$ -
18	Payroll Expense	\$ 465,000.00	\$ 414,050.00	\$ 384,039.10	\$ (30,010.90)
19	Health Insurance and Benefit Expenses	\$ 112,600.00	\$ 70,335.00	\$ 90,095.16	\$ 19,760.16
	Building Maintenance	\$ 55,000.00	\$ 10,000.00	\$ 70,000.00	\$ 60,000.00
20	Utilities (non-office)		\$ -	\$ -	\$ -

**2017 Ingham County Land Bank Fast Track Authority
Budget**

		2015 Final Aug-15	2016 Amended Sep-16		Difference
	Administrative Expense Continued				
	Interest Expense	\$ 55,000.00	\$ 70,000.00	\$ 70,000.00	\$ -
21	County Allocation (MIS)	\$ 20,000.00	\$ -	\$ -	\$ -
22	Vehicle Expense	\$ 8,000.00	\$ 7,000.00	\$ 7,000.00	\$ -
	AmeriCorps/Intern	\$ 15,000.00	\$ 11,000.00	\$ 9,000.00	\$ (2,000.00)
23	Equipment Small Purchase	\$ 10,000.00	\$ 4,500.00	\$ 4,500.00	\$ -
24	Housing Counseling	\$ 3,000.00	\$ -	\$ -	\$ -
	Bank Fee	\$ 1,400.00	\$ 1,000.00	\$ 1,200.00	\$ 200.00
	Insurance	\$ 27,637.00	\$ 22,100.00	\$ 23,000.00	\$ 900.00
	Garden Program Expense	\$ 30,000.00	\$ 10,000.00	\$ 2,500.00	\$ (7,500.00)
	Land Contract Default	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -
	Community Development Projects	\$ 10,000.00	\$ 10,000.00	\$ 1,000.00	\$ (9,000.00)
25	Lansing Brownfield Expense	\$ 8,300.00	\$ -	\$ -	\$ -
	Rental Depreciation	\$ -	\$ 42,694.00	\$ 42,700.00	\$ 6.00
26	Rental Program Expense	\$ 100,000.00	\$ 83,450.00	\$ 74,244.00	\$ (9,206.00)
	Total Administrative Expense	\$ 1,125,737.00	\$ 982,604.00	\$ 979,738.26	\$ (2,865.74)

**2017 Ingham County Land Bank Fast Track Authority
Budget**

Revenues

1	Property Sales		
	<u>Commercial Sales</u>		
	1141 N. Pine	\$	250,000.00
		\$	250,000.00
	 <u>Land Bank Sales - Improved Property</u>		
	Eden Glen condos - 4 @ \$45,000	\$	180,000.00
	LBA properties currently on market/renovation		
	519 N Hayford	\$	35,000.00
	611 Glenmoor	\$	55,000.00
	LBA rehabs to be completed & sold (2 @ \$50,000)	\$	100,000.00
	'As Is' property sales @ 80% of BPO		
	1023 S Pennsylvania	\$	12,500.00
	'As Is' sales to housing non-profits	\$	10,000.00
		\$	392,500.00
	 <u>Land Bank Sales - Vacant Residential Land</u>		
	25 LBA lot sales @ \$860 average	\$	21,500.00
		\$	664,000.00
2	Interest Income		
	Current year portion of land contract interest receivable.	\$	53,000.00
3	Developer Fee Income		
	15% of total HOME project costs	\$	20,000.00
		\$	20,000.00
	 CDBG Revenue		
	Condo Sales - 5 @ \$45,000	\$	225,000.00
4	NSP1 Program Revenue		
	10 NSP1 vacant lots @ \$860/ea	\$	8,600.00
5	NSP2 Program Revenue		
	15 NSP2 vacant lots @ \$860/ea	\$	12,900.00
		\$	12,900.00
6	Hardest Hit Blight Elimination Funding		
	Approximately \$1,500,000 to be spent in 2016	\$	1,500,000.00
7	Rental Income		
	27 units @ 20% Occupancy Rate	\$	181,440.00
		\$	181,440.00

**2017 Ingham County Land Bank Fast Track Authority
Budget**

Expenses

8 Property Acquisitions		
	\$	-
9 Land Bank Cost of Projects		
LB rehabs 2 @ \$35,000	\$	70,000.00
Utilities	\$	15,000.00
Commission (6%) Buyer and Seller (based on \$620,000 sales)	\$	37,200.00
Closing Costs (avg of \$200)	\$	7,000.00
Title Insurance (avg of \$600)	\$	6,000.00
Condo Assoc Fees (10 @ \$170 for 12 months)	\$	20,400.00
Housing Counseling (6 sales @ \$300)	\$	1,800.00
	\$	157,400.00
10 Land Bank Current Year Taxes - No Acquisitions		
11 Lawn/Snow Maintenance		
875 properties @ \$500/year	\$	437,500.00
Less NSP1& NSP2 Lots	\$	(40,000.00)
Less 125 non-program gardens	\$	(62,500.00)
	\$	335,000.00
12 Real Estate Commissions	line item deleted. Included in Cost of Projects on financial statements.	
13 CDBG Renovations Expenses		
Condo Maintenance Expense - Renovation Sold Condos	\$	125,000.00
14 NSP1 Lansing City		
Maintenance of vacant NSP1 lots (30 @ \$500)	\$	15,000.00
Less gardens	\$	-
	\$	15,000.00
15 NSP2 Expenses		
NSP2 completed home expenses		
Maintenance of vacant NSP2 lots 50 @ \$500	\$	25,000.00
	\$	25,000.00
16 Consultants/Legal/Contractual Services		
Consultants		
Piper & Gold	\$	25,000.00
Legal		
Cohl Stoker (\$1,500/month)	\$	15,000.00
Contractual Services		
MIS	\$	20,000.00
	\$	60,000.00

**2017 Ingham County Land Bank Fast Track Authority
Budget**

Expenses Continued

17 Computer Software Upgrade/Annual fee

Granicus	\$ 1,200.00
ePropertyPlus	\$ 22,500.00
Misc Software Purchase	\$ -
Loveland	\$ -
CDM	\$ 2,860.00
BS&A	
General Ledger	\$ 300.00
Accounts Payable	\$ 250.00
Cash Receipting	\$ 250.00
	\$ 27,360.00

18 Payroll Expense

Wages	\$ 356,281.46
Payroll Tax Liability	\$ 18,456.55
Worker's Comp	\$ 7,284.36
Unemployment Insurance for Layoffs	\$ -
Payroll Service Fees	\$ 2,016.73
	\$ 384,039.10

19 Employee Health Insurance and Benefits

3 singles, 3 couples, 2 families	\$ 79,043.10
Vision	\$ 1,832.18
Dental	\$ 6,639.88
Section 125 Expense	\$ 480.00
401 k Expense	\$ 2,100.00
	\$ 90,095.16

20 **Utilities (non-office)** line item deleted. Included in Cost of Projects on financial statements.

21 **County Allocation (MIS)** Line item deleted. Included in Software, Small Equipment, and Contractual Service on financial statements.

22 Vehicle Expense

Maintenance/upkeep on LB truck and LB tractor	\$ 7,000.00
Purchase of additional LB vehicle	\$ -
	\$7,000.00

23 Equipment Small Purchase

Property Maintenance and Gardening equipment (e.g. dump trailer, flail mower attachment, etc.)	\$ -
Tablet for property maintenance staff for mobile use	\$ -
PC replacement	\$ 2,000.00
Miscellaneous and unforeseen needs	\$ 2,500.00
	\$4,500.00

**2017 Ingham County Land Bank Fast Track Authority
Budget**

24 **Housing Counseling** line item deleted. Included in Cost of Projects on financial statements.

Expenses Continued

25	Included in Specific Tax (1621 E Michigan Ave Brownfield)	\$	-
26	Rental Program Expense		
	Management Fee (ICHC) 10%	\$	18,144.00
	Unit Maintenance (\$1,000/unit)	\$	27,000.00
	Vacancy Costs (Utilities, lawn, snow)		
	Utilities (\$50/mo)	\$	3,000.00
	Lawn Maintenance	\$	2,700.00
	Snow Removal	\$	3,000.00
	Association Fees	\$	20,400.00
		\$	74,244.00



Communications Update September 2016

Strategy and Tactic Updates:

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

- STRATEGY: 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.
 - Shared partner events and initiatives through social media posts, including Habitat for Humanity and other Land Banks throughout Michigan.
 - Shared vacant executive director position on the Land Bank website.

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: Address misconceptions of the Eden Glen Condominiums and explain the process.
 - Submitted City Pulse ad featuring Eden Glen Condominiums.
 - Took updated photos of the condos and shared via social media, City Pulse ad and the Land Bank website.

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

- STRATEGY: Focus on keeping the website listings and photos up to date.
 - TACTIC: Share availability of commercial properties online and through the Treasurer's networks.
 - Shared photo albums of properties via social media.

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
- 6140 Beechfield
- 1745 Maisonette Drive
- 1329 W Lenawee
- 4527 Pleasant Grove
- 1742 Maisonette Drive
- Worthington Place Condos
- 533 Denver
- 307 N Hayford
- 231 Lathrop
- 1314 W Ionia
- 1140 McCullough

Homes with Accepted Offers YTD:

- 818 Holten
- 627 Tisdale
- 1705 W Genesee
- 1035 Morgan

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

- The Lansing City Pulse highlighted 1023 S. Pennsylvania Ave. as its eyesore of the week, stating an interest in assisting potential buyers with developing the required development plan.
- Danville Commercial News in Illinois referenced the Ingham County Land Bank as an example of a successful community development organization.

Media Clips:

9/7/2016	Lansing City Pulse	Eyesore of the week	http://lansingcitypulse.com/article-13703-Eyesore-of-the-week.html
9/16/2016	Danville Commercial News	County unveils community development plans	http://www.commercial-news.com/news/local_news/county-unveils-community-development-plans/article_1d210428-7180-52a3-9619-617a8fc84c46.html

Social Media Metrics:

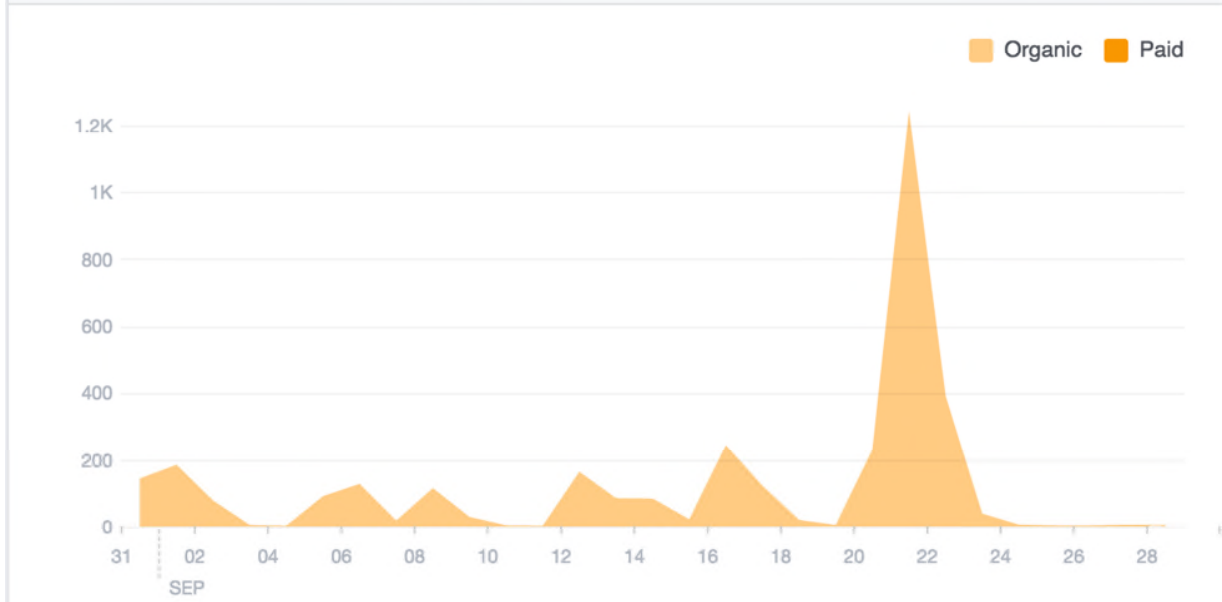
- Current Facebook Fans: 2,393 likes (up from 2,384)

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- 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.

Post Reach

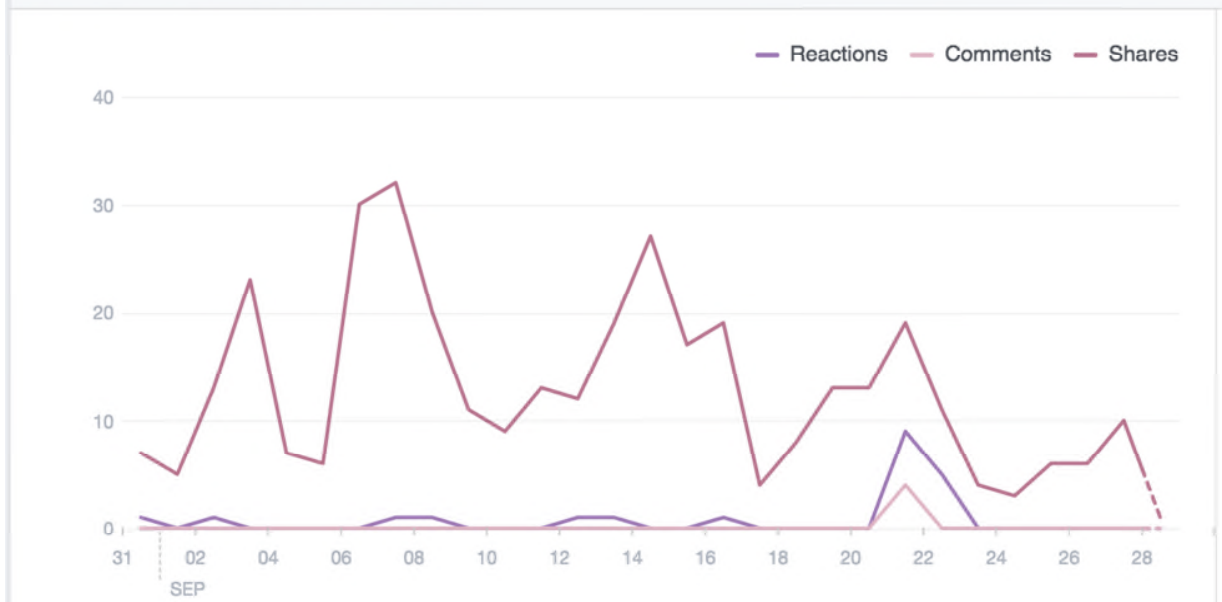
The number of people your posts were served to.



- The graphic on the next page represents the number of people interacting with each post by means of reactions, comments and shares.

Reactions, Comments, and Shares

These actions will help you reach more people.



- According to post reach, reactions, comments and shares, the posts with the largest impressions these last two months include:

- Vacant executive director position
- Eden Glen condominiums
- 6117 Scotmar Drive

The Land Bank did not receive any negative comments in September. 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
September 30, 2016

Property Inventory	Inventory as of 12/31/2015	Acquired as of 9/30/2016	Rental or Garden as of 9/30/2016	Demolished as of 9/30/2016	Sold as of 9/30/2016	Current Inventory as of 9/30/2016
Structures	159	0	7	(72)	36	58
Rentals	36	0	(7)	0	5	24
Gardens	119	0	29	7	0	155
Vacant Land	829	0	(29)	65	35	830
Commercial Rental	3	0	0	0	0	3
Commercial Vacant	16	0	0	2	0	18
Commercial	9	0	0	(2)	0	7
TOTAL(S)	1,171	0	0	0	76	1,095

Land Contracts (L/C)	Current L/C as of 9/30/2016
L/C Residential	20
L/C Commercial	1
L/C Total	21

Approved Line of Credit as of 9/30/2016	
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 9/30/2016	Sold as of 9/30/2016	Current For Sale as of 9/30/2016
NSP2	0	1	1
HOME	2	4	3
CDBG	1	2	4
LB	1	10	3
Eden Glen	0	5	13
Worthington Place	0	14	0
TOTAL(S)	4	36	24

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	Closing 10/7/16
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	Waiting on Lender
33-01-01-04-456-211	218 Mosley Avenue	80%	HOME	ICLB		\$55,000*		85% complete
33-01-05-05-376-111	5844 Valencia Blvd.	80%	HOME	ICLB		\$80,000*		90% complete
33-01-01-22-131-081	1035 Morgan Street	80%	CDBG	Brian H.	9/1/2016	\$54,000	\$54,000	Waiting on City DPA
33-01-01-08-482-061	734 Princeton Avenue	80%	CDBG	Nancy B		\$98,000*		50% complete
33-01-01-31-203-061	3100 Glenbrook Drive	80%	CDBG	ICLB		\$85,000*		90% complete
33-01-01-08-176-461	1517 Redwood Street	n/a	LB	Adriane L.	7/1/2016	\$47,500		
33-01-01-08-454-091	818 Holten Street	n/a	LB	Maggie G.	9/7/2016	\$52,500	\$48,000	L/Contract Offer w/20% Down
33-01-01-15-478-111	501 Shepard Street	n/a	LB	Nancy B	1/1/2017	\$54,900		
33-01-01-14-104-301	519 N Hayford	n/a	LB	Nancy B				BPO Ordered
33-20-01-13-109-114	611 Glenmoor #2	n/a	LB	Nancy B				BPO Ordered
Eden Glen Condominiums								
33-01-05-10-227-020	6139 Scotmar Drive	n/a	LB	ICLB		\$45,000		
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		
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
33-01-01-22-130-051	1023 S. Pennsylvania Avenue	n/a	As-Is	ICLB		\$15,500*		
Commercial								
33-01-01-09-255-(125,101,111)	Center & Beaver	n/a	Comm.	ICLB		\$7,500	-----	Option Agreement
33-01-01-09-279-002 (171)	Center & Liberty	n/a	Comm.	ICLB		\$7,500	-----	Option Agreement
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: 9/28/2016 -- Saved on the L:\Sales Team\White Board Updates

Asterisk (*) indicates Broker Price Opinion or Pre-Rhab Appraisal

Land Bank Rental Units

As of: 8/31/2016

Type	Address	Account #	City	Zipcode	Occupant Name	# of Bedrooms	Rent
Apt	6107 Scotmar Dr	MLP004	Lansing	48911	Occupied	2	700.00
Apt	6125 Scotmar Dr	MLP013	Lansing	48911	Occupied	2	700.00
Apt	6131 Scotmar Dr	MLP016	Lansing	48911	Occupied	2	700.00
Apt	1734 Maisonette Dr	MLP039	Lansing	48911	Occupied	3	900.00
Apt	1746 Maisonette Dr	MLP045	Lansing	48911	VACANT - App Received	3	900.00
Apt	1754 Maisonette Dr	MLP049	Lansing	48911	Occupied	2	700.00
Apt	1758 Maisonette Dr	MLP051	Lansing	48911	Occupied	2	700.00
Apt	1735 Maisonette Dr	MLP062	Lansing	48911	Occupied	2	650.00
Apt	1727 Maisonette Dr	MLP070	Lansing	48911	Occupied	2	700.00
Apt	1705 Maisonette Dr	MLP077	Lansing	48911	Occupied	2	700.00

SF	4327 Aurelius	006044	Lansing	48910	Occupied	2	700.00
SF	323 Astor	007037	Lansing	48910	Occupied	2	600.00
SF	3325 W Holmes Rd	007073	Lansing	48911	Occupied	3	900.00
SF	818 N Fairview	008012	Lansing	48912	Occupied	3	800.00
SF	1125 N Chestnut St	008022	Lansing	48906	VACANT	3	700.00
SF	1026 S Grand	008152	Lansing	48910	VACANT	3	900.00
SF	725 S Hayford	011012	Lansing	48912	Occupied	2	600.00
SF	729 S Hayford	011013	Lansing	48912	VACANT - App Received	2	600.00
SF	1217 W Michigan Ave	011014	Lansing	48915	Occupied	3	700.00
SF	1014 S Pennsylvania	011016	Lansing	48912	Occupied	3	900.00
SF	842 Edison Ave	011065	Lansing	48910	VACANT - App Received	2	700.00
SF	124 S Eighth St A	014003	Lansing	48912	Reserved for JJJ	2	700.00
SF	124 S Eighth St B	014003	Lansing	48912	Reserved for JJJ	2	700.00

Comm	122 W Grand River	011015	Williamston	48895	VACANT	n/a	600.00
Comm	826 W Saginaw	011033	Lansing	48915	Ingham County Animal Control	n/a	1.00
Comm	1715 E Kalamazoo St	011051	Lansing	48912	Go Green Trikes/Lansing Bike	n/a	25.00

SF	653 S Hayford	010003	Lansing	48912	LUFPA	2	125.00
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Occupied

Vacant

Eviction In Process

Reserved

User: DAWN

CHECK DATE FROM 09/01/2016 - 09/30/2016

DB: Iclb

Check Date	Check	Vendor Name	Amount
Bank GEN			
09/06/2016	13512	BOLLE CONTRACTING, INC	55,183.75
09/15/2016	13513	BOARD OF WATER & LIGHT	1,637.65
09/15/2016	13514	BOARD OF WATER & LIGHT	203.32
09/15/2016	13515	CONSUMERS ENERGY	248.90
09/15/2016	13516	CONSUMERS ENERGY	182.84
09/15/2016	13517	CONSUMERS ENERGY	150.63
09/15/2016	13518	CITY OF WILLIAMSTON	100.82
09/15/2016	13519	DELHI TOWNSHIP	80.29
09/15/2016	13520	COMCAST	235.81
09/15/2016	13521	SPARTAN ROOFING	375.00
09/15/2016	13522	GRANGER CONTAINER SERVICE	222.44
09/15/2016	13523	DBI BUSINESS INTERIORS	179.93
09/15/2016	13524	CINNAIRE TITLE SERVICES, LLC	1,302.00
09/15/2016	13525	CITY PULSE	879.30
09/15/2016	13526	MICHIGAN FAIR CONTRACTING CENTER	100.00
09/15/2016	13527	COHL, STOKER & TOSKEY, P.C.	450.00
09/15/2016	13528	PIPER & GOLD PUBLIC RELATIONS	6,955.33
09/15/2016	13529	HASSELBRING CLARK CO	183.53
09/15/2016	13530	SUPERIOR SAW	25.49
09/15/2016	13531	CAPITAL EQUIPMENT & SUPPLY	528.84
09/15/2016	13532	COMPOST KATIE	36.00
09/15/2016	13533	MOLENAAR & ASSOCIATES, INC	700.00
09/15/2016	13534	KELLEY APPRAISAL COMPANY	350.00
09/15/2016	13535	KWIK CAR WASH	8.99
09/15/2016	13536	LANSING ICE & FUEL	488.23
09/15/2016	13537	BWB CLEANING	195.00
09/15/2016	13538	COMMERCIAL CLEANING	422.76
09/15/2016	13539	PRECISION PIPING LLC	3,400.00
09/15/2016	13540	WES STEFFEN PLUMBING	110.00
09/15/2016	13541	KWIK REPO INC	10,895.00
09/15/2016	13542	J & J HARDWOODS, INC.	13,500.00
09/15/2016	13543	MICHIGAN ENERGY OPTIONS	475.00
09/15/2016	13544	MICHIGAN DEMOLITION & EXCAVATION	14,800.00
09/15/2016	13545	BOLLE CONTRACTING, INC	56,768.50
09/15/2016	13546	SCOTT FREDRICKSON CONSTRUCTION	49,500.00
09/15/2016	13547	MASTERWORK, L.L.C.	29,671.00
09/15/2016	13548	MCKISSIC CONSTRUCTION	4,070.00
09/15/2016	13549	LAKE STATE LAWN-LANDSCAPING & SNOW	1,470.00
09/15/2016	13550	WE'RE DIFFERENT LAWNS & MORE	1,380.00
09/15/2016	13551	SECOND CHANCE EMPLOYMENT	1,770.00
09/15/2016	13552	FRITZY'S LAWN & SNOW	8,745.00
09/15/2016	13553	JOHN KROHN	179.77
09/29/2016	13554	KWIK REPO INC	950.00
09/29/2016	13555	ALLSTATE INDEMNITY COMPANY	657.92
09/29/2016	13556	BWB CLEANING	130.00
09/29/2016	13557	GLENMOOR CONDIMINIUM ASSOCIATION	146.36
09/29/2016	13558	MASTERWORK, L.L.C.	21,516.00
09/29/2016	13559	SECOND CHANCE EMPLOYMENT	1,680.00
09/29/2016	13560	MCKISSIC CONSTRUCTION	3,930.00
09/29/2016	13561	BOARD OF WATER & LIGHT	214.27
09/29/2016	13564	BOARD OF WATER & LIGHT	169.03 V
09/29/2016	13565	CONSUMERS ENERGY	3.86 V
09/29/2016	13567	PNC BANK, NA	11,432.67 V
09/29/2016	13568	PNC BANK, NA	6,189.91 V
09/29/2016	13569	MICHGAN MUNICIPAL RISK MANAGEMENT	6,554.75 V
09/29/2016	13570	CAPITAL ONE COMMERCIAL	106.46 V
09/29/2016	13571	HOME DEPOT CREDIT SERVICES	14.06 V
09/29/2016	13572	VERIZON WIRELESS	140.02 V
09/29/2016	13573	ADT SECURITY SERVICES, INC	140.64 V
09/29/2016	13574	CINNAIRE TITLE SERVICES, LLC	7,977.25 V
09/29/2016	13575	INGHAM COUNTY TREASURER	6,823.94 V

GEN TOTALS:

Total of 61 Checks:	336,938.26
Less 11 Void Checks:	39,552.59
Total of 50 Disbursements:	297,385.67

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

Assets	
Cash	\$ 58,937.95
Accounts Receivable	\$ -
Land Contract Receivable	\$ 937,789.43
Land Contract Interest Receivable	\$ 19,096.50
Land Contract Escrow	\$ 22,760.01
Notes Receivable	\$ -
Specific Tax Receivable	\$ 188,581.01
Payroll	\$ -
Employer Tax Liability CDBG	\$ -
Specific Tax Receivable - Prior Year	\$ 162,846.38
OCOF Nonprofit Receivable	\$ 5,322.68
Ingham County Receivable	\$ 7,000.00
Lansing City Receivable - General	\$ 2,489.32
CDBG County Receivable	\$ -
CDBG Receivable - Lansing Demo	\$ -
CDBG Lansing Rehab Receivable	\$ 211,131.67
CDBG City TA Receivable	\$ -
NSP 3 Lansing City Receivable	\$ -
NSP County Receivable	\$ -
NSP 2 Receivable	\$ 16,771.06
HOME Lansing City Receivable	\$ 111,425.00
Michigan Blight Elimination Rec	\$ -
HHF MSHDA Receivable	\$ 778,836.82
MSDHA Ash Street Rec	\$ -
Brownfield Rec	\$ -
Due from other funds	\$ -
Inventory - NSP2	\$ 45,000.00
Inventory	\$ 2,837,494.26
Fixed Assets	\$ 236,763.70
Fixed Assets - Rental	\$ 881,780.04
Accumulated Depreciation - Rental	\$ (183,756.18)
Total Assets	\$ 6,340,269.65

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

Liabilities	
Accounts Payable	\$ 77.24
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
Due from other funds	\$ -
Rental Deposit	\$ 8,620.00
Good Faith Deposits	\$ 11,262.00
Land Contract Escrow	\$ (10,957.53)
Deferred Revenue	\$ -
Employee Contribution - Health Car	\$ 155.19
Total Liabilities	\$ 6,177,586.93
Retained Earnings	\$ (120,077.60)
Total Net Assets	\$ 282,760.32

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

	2016 Amended Sep-16	2016 YTD 8/31/2016	%
Revenues			
Ingham County allocation	\$ 400,000.00	\$ 400,000.00	100.00%
Property Sales	\$ 979,110.00	\$ 770,254.20	78.67%
Interest Income	\$ 61,825.00	\$ 53,486.37	86.51%
HOME Developer Fee Income	\$ 125,500.00	\$ 78,075.56	62.21%
HOME Program Revenue	\$ 370,000.00	\$ 254,754.44	68.85%
Specific Tax	\$ 190,000.00	\$ 188,581.01	99.25%
CDBG Program Revenue	\$ 420,000.00	\$ 134,350.12	31.99%
NSP1 Program Revenue	\$ -	\$ -	0.00%
NSP2 Program Revenue	\$ 108,600.00	\$ 14,756.91	13.59%
Hardest Hit Blight Elimination Funding	\$ 2,000,000.00	\$ 743,615.71	37.18%
Rental Income	\$ 153,500.00	\$ 102,714.01	66.91%
Lansing Reinvestment Revenue	\$ -	\$ -	0.00%
Late Fee Revenue	\$ 1,000.00	\$ 750.40	133.26%
Donation Revenue	\$ 750.00	\$ 895.01	83.80%
Miscellaneous Revenue	\$ 100.00	\$ 771.00	12.97%
Neighborhoods in Bloom	\$ 40,000.00	\$ 40,000.00	100.00%
Garden Program Revenue	\$ 6,500.00	\$ 7,488.98	115.22%
Total Revenue	\$ 4,856,885.00	\$ 2,790,493.72	57.45%

Non-Administrative Expense			
Property Acquisitions	\$ 200,000.00	\$ 198,859.80	99.43%
Land Bank Cost of Projects (renovations, assoc. fees, etc.)	\$ 292,651.00	\$ 505,966.57	172.89%
Land Bank Current Year Taxes	\$ -	\$ 8,797.82	0.00%
Lawn/Snow/Maintenance	\$ 338,000.00	\$ 138,420.00	40.95%
Brownfield Debt	\$ 60,000.00	\$ -	0.00%
HOME Grant Expenses	\$ 370,000.00	\$ 321,034.82	86.77%
CDBG Renovation Expenses	\$ 420,000.00	\$ 164,454.08	39.16%
NSP1 Lansing City	\$ 17,500.00	\$ 8,682.63	49.62%
NSP2 Expenses	\$ 114,000.00	\$ 19,936.25	17.49%
NSP2 -PI-1 Expenses	\$ 300.00	\$ 281.69	0.00%
NSP2 -PI-2 Expenses	\$ 1,750.00	\$ 1,716.81	0.00%
Hardest Hit Blight Elimination Funding	\$ 2,000,000.00	\$ 568,588.02	28.43%
MI Blight Elimination Grant Expenses	\$ -	\$ (12,404.00)	0.00%
Neighborhoods in Bloom	\$ 40,000.00	\$ 14,214.65	0.00%
Demolitions	\$ 15,000.00	\$ 286.50	1.91%
Total Non-Administrative Expense	\$ 3,869,201.00	\$ 1,938,835.64	50.11%

Administrative Expense			
Office Supplies	\$ 8,000.00	\$ 3,503.43	43.79%
Audit Fee	\$ 21,700.00	\$ 21,700.00	100.00%
Communication	\$ 5,000.00	\$ 2,845.69	56.91%
Security	\$ 2,000.00	\$ 1,076.66	53.83%
Membership Fees	\$ 1,000.00	\$ 850.00	85.00%
Rental Expense	\$ 600.00	\$ 450.00	75.00%
Vehicle Expense	\$ 7,000.00	\$ 3,859.14	55.13%
Postage	\$ 1,500.00	\$ 800.85	53.39%
Office Expense (Utilities, Lawn/Snow, etc)	\$ 6,000.00	\$ 4,203.17	70.05%
Media/Public Relations	\$ 16,000.00	\$ 6,891.55	43.07%
Consultants/Legal/Contractual Services	\$ 88,225.00	\$ 34,078.23	38.63%
Computer Software Upgrade/Annual fee	\$ 24,450.00	\$ 22,988.88	94.02%
Travel/Mileage	\$ 1,000.00	\$ 287.76	28.78%
Prof.Training/Conferences	\$ 1,000.00	\$ 555.00	55.50%
Payroll Expense (incl. intern)	\$ 414,050.00	\$ 220,151.24	53.17%
Health Insurance and Benefit Expenses	\$ 70,335.00	\$ 65,094.47	92.55%
Administrative Expense Cont.			
Building Maintenance	\$ 10,000.00	\$ 4,327.39	43.27%
Interest Expense	\$ 70,000.00	\$ 34,510.56	49.30%
AmeriCorps	\$ 11,000.00	\$ 4,250.00	38.64%
Equipment Small Purchase	\$ 4,500.00	\$ -	0.00%

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

	2016 Amended Sep-16	2016 YTD 8/31/2016	%
Bank Fee	\$ 1,000.00	\$ 517.82	51.78%
Insurance	\$ 22,100.00	\$ 1,078.89	4.88%
Garden Program Expense	\$ 10,000.00	\$ 8,358.02	83.58%
Land Contract Default	\$ 50,000.00	\$ -	0.00%
Community Development Projects	\$ 10,000.00	\$ 10,000.00	100.00%
Lansing Brownfield Expense	\$ -	\$ -	0.00%
Rental Depreciation	\$ 42,694.00	\$ 42,694.00	0.00%
Rental Program Expense	\$ 83,450.00	\$ 73,825.01	88.47%
Total Administrative Expense	\$ 982,604.00	\$ 568,897.76	57.90%

Total Operating Expense	\$ 4,851,805.00	\$ 2,507,733.40	51.69%
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Total Net Revenue & Expense, end of period	\$ 5,080.00	\$ 282,760.32	
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