

## **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, FEBRUARY 6, 2017 AT 5:00 P.M., IN THE PERSONNEL CONFERENCE ROOM  
(D&E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING**

#### **Annual Meeting Agenda**

Call to Order

Approval of Minutes – November 7, 2016; November 17, 2016 & January 10, 2017

Additions to the Agenda

Limited Public Comment – 3 minutes per person

1. Community Projects Update
2. Election of Officers – Motion
  - a. Chair is County Treasurer per Section 4 of the Intergovernmental Agreement
  - b. Vice Chair
  - c. Secretary
  - d. Treasurer
3. Resolution to Amend the Employee Time Paid Time Off/Leave Policy
4. Resolution to Approve the Sale of 417 S Detroit St, Lansing to Joshua Clayton/H & H Mobil
5. Discussion – Executive Director Position
6. January 2017 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 – November 2016, December 2016 & January 2017
  - b. Monthly Statement – October 31, 2016 & November 30, 2016
9. Chairman & Executive Director Comments

Announcements

Public Comment – 3 minutes per person

Adjournment

**PLEASE TURN OFF CELL PHONES AND OTHER ELECTRONIC  
DEVICES OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE SESSION**

**INGHAM COUNTY LAND BANK  
FAST TRACK AUTHORITY**

November 7, 2016  
Minutes

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

Members Absent: None

Others Present: Dawn Van Halst, Tim Perrone, Joseph Bonsall, Albert Roper, Darin  
Vickers

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 October 3, 2016 and October 14, 2016 Minutes

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE  
THE OCTOBER 3, 2016 AND OCTOBER 14, 2016 MINUTES. MOTION CARRIED  
UNANIMOUSLY.

Additions to the Agenda: None

Limited Public Comment:

Albert Roper, 4517 Ballard Rd, Lansing, spoke concerning his desire to purchase a  
Land Bank lot on Ingham St located behind his parcel. Comm. Nolan asked about his  
plans for the property. Mr. Roper stated it would be added to his yard and maintained as  
green space. Comm. McGrain requested staff prepare a report on the parcel for the  
next board meeting.

1. Community Projects Update: None
2. Resolution to approve the sale of 115 Church St, Leslie, MI to Leslie Funeral  
Home

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. ANTHONY, TO ADOPT THE  
RESOLUTION APPROVING THE SALE OF 115 CHURCH ST, LESLIE, MI TO LESLIE  
FUNERAL HOME.

Interim Executive Director Van Halst provided an overview of the information in the packet. She stated the Land Bank expects its total expenses for the property, including the proposed demolition to be \$11,717. We expect to receive between \$400 and \$500 per year in specific tax capture.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. McGRAIN, TO AMEND THE RESOLUTION TO INCLUDE THE FOLLOWING: "WHEREAS, THE AUTHORITY HAS RECEIVED A BID IN THE AMOUNT OF \$10,075.00 TO REMEDIATE AND DEMOLISH THE EXISTING STRUCTURE, MAKING IT SUITABLE FOR COMMERCIAL USE." "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 SUBSEQUENT TO ITS DEMOLITION BY THE AUTHORITY. MOTION CARRIED UNANIMOUSLY.

MOTION CARRIED UNANIMOUSLY.

3. 2017 Meeting Schedule

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE 2017 MEETING SCHEDULE. MOTION CARRIED UNANIMOUSLY.

4. Review – HHF Groups 13-15

Interim Executive Director Van Halst provided an overview of the information contained in the packet. Comm. Nolan expressed concern over the number of properties that being banked for future development. Chairperson Schertzing stated we are in discussion with developers about many of these lots. Additionally, the public has not been clamoring for the opportunity to purchase them. Interim Executive Director Van Halst stated staff tries to be very strategic about which properties we reserve for future developments. Comm. McGrain appreciated the need to be strategic about our properties because we only have one chance to try and ensure the best outcome.

5. Update – 112 E Malcolm X, Lansing – Stone Printing Option

Interim Executive Director Van Halst provided an overview of the information in the packet. It is staff's recommendation to not move to acquire the site at this time. Chairperson Schertzing noted that the site is contaminated.

6. Discussion – Non-refundable options on commercial sales

Interim Executive Director Van Halst stated her desire to engage the Board in a discussion regarding the specific outcome the Board was looking for in regards to option agreements for commercial sales. It is staff's recommendation that no changes be made to existing policies or procedures. Outlining specific requirements in our policies and procedures would only serve to limit staff's ability to negotiate. The Board has made

clear to staff its desire to see some form of non-refundable payment attached to any commercial sale option that comes before it and that should be sufficient. The Board is always free to reject any agreement that may come before it that lacks a non-refundable term. Comm. McGrain expressed agreement. Timothy Perrone stated the Land Bank could ask for consideration in the form of an option fee, rather than an earnest money deposit. Comm. Nolan stated she liked the idea of seeing an option fee included.

7. Update – Executive Director Position

Chairperson Schertzing stated the position had been posted in a few more places. He has received approximately one-half dozen applications which he expects to be able to share with the Board by the end of the week. Comm. Nolan inquired if the position would be more attractive if it were a County position. Chairperson Schertzing responded that it might be more attractive as a County position, but that would significantly limit the Board's ability to negotiate with any candidate and, depending upon how the position was classified, might compromise the extent to which the Executive Director served solely at the pleasure of the Land Bank Board. After discussion, it was decided to reserve 2:00 – 5:00 p.m. on November 17, 2016 for candidate interviews.

8. October 2016 Communications Report

Chairperson Schertzing stated the October Communications Report was included in the packet.

9. Property maintenance, renovation & development

9a. Residential, Garden, and Commercial Property update – dashboard

Chairperson Schertzing stated the dashboard was included in the packet.

9b. Completed and Pending Sales

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

9c. Land Bank Residential Rental Properties List

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

9d. General Legal Update – Counsel

Mr. Perrone stated there were no legal issues to report.

Comm. Anthony left the meeting at 6:00 p.m.

10. Accounts Payable & Monthly Statement

10a. Accounts Payable Approval – October 2016

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE ACCOUNTS PAYABLE FOR OCTOBER 2016. MOTION CARRIED UNANIMOUSLY.

Absent: Comm. Anthony

10b. Monthly Statement – September 30, 2016

The September 30, 2016 monthly financial statement was received and placed on file.

11. Chairman & Executive Director Comments:

Chairperson Schertzing expressed thanks to Land Bank staff for their work during the transition period.

Announcements:

Comm. Nolan reiterated Chairperson Schertzing's remarks regarding staff's work during the transition period.

Limited Public Comment: None

The meeting adjourned at 6:14 p.m.

Respectfully submitted,  
Joseph G Bonsall

**INGHAM COUNTY LAND BANK  
FAST TRACK AUTHORITY  
SPECIAL MEETING**

November 17, 2016  
Minutes

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

Members Absent: Comm. Anthony, Comm. Nolan

Others Present: Dawn Van Halst

The meeting was called to order by Chairperson Schertzing at 2:00 P.M., Land Bank offices, 3024 Turner Street, Lansing

Additions to the Agenda: None

Limited Public Comment: None

1. Executive Director Candidate Interviews

1a. Andria Ditschman

The Board interviewed Ms. Andria Ditschman regarding her skills and qualifications for the position of Executive Director.

1b. Ronda Thompson

The Board interviewed Ms. Ronda Thompson regarding her skills and qualifications for the position of Executive Director.

1c. Christopher Buck

The Board interviewed Mr. Christopher Buck regarding his skills and qualifications for the position of Executive Director.

2. Discussion and Evaluation of the Candidates

The Board discussed the various merits and qualifications of the candidates.

Announcements: None

Limited Public Comment: None

The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Dawn Van Halst

**INGHAM COUNTY LAND BANK  
FAST TRACK AUTHORITY  
SPECIAL MEETING**

January 10, 2017  
Minutes

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

Members Absent: Comm. Nolan

Others Present: Dawn Van Halst

The meeting was called to order by Chairperson Schertzing at 5:39 P.M., Land Bank Offices, 3024 Turner Street, Lansing

Additions to the Agenda: Addition of Item 2 – 2016 Preliminary Audit Information  
Limited Public Comment: None

1. Executive Director Candidate Evaluation and Discussion

Comm. Anthony arrived 5:41 p.m.

The Board discussed the various merits and qualifications of the candidates.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. ANTHONY, TO DIRECT THE CHAIR TO OFFER THE POSITION OF EXECUTIVE DIRECTOR TO CHRISTOPHER BUCK, PURSUANT TO REFERENCE AND BACKGROUND CHECKS, AND TO NEGOTIATE SALARY/BENEFITS PER DISCUSSION. MOTION CARRIED UNANIMOUSLY.

2. 2016 Preliminary Audit Update

Interim Executive Director Van Halst gave a preliminary analysis of the 2016 year-end financial state of the Land Bank. Staff is completing year-end journal entries in preparation for the 2016 financial audit.

Announcements: None

Limited Public Comment: None

The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Dawn Van Halst

INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION TO AMEND THE PAID TIME OFF/LEAVE POLICY OF THE INGHAM  
COUNTY LAND BANK FAST TRACK AUTHORITY**

**RESOLUTION #17-01**

**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 currently has a Paid Time Off/ Leave Policy which does not provide for the accrual of sick leave and vacation time; and

**WHEREAS**, the implementation of the accrual method of sick leave and vacation time will grant employees greater flexibility to arrange time off, with the Executive Director’s approval; and

**WHEREAS**, these employee-friendly benefits allow the Authority to be competitive in attracting and retaining qualified employees;

**THEREFORE BE IT RESOLVED**, the Ingham County Land Bank Fast Track Authority approves the proposed amended Paid Time Off/Leave Policy (Exhibit 1), subject to review by the Land Bank Attorney.

**THEREFORE BE IT FURTHER RESOLVED**, the amended Paid Time Off/Leave Policy (Exhibit 1) shall be considered effective January 1, 2017.

YEAS:

NAYS:

ABSENT:





# Ingham County Land Bank Fast Track Authority

3024 Turner Street • Lansing, Michigan 48906 • phone (517) 267-5221 • fax (517) 267-5224

## Paid Time Off/Leave Policy

### VACATION

**Accrual:** Full-time employees shall receive a one-time, lump-sum credit of twenty-four (24) hours of vacation time. Employees shall accrue vacation time for each payroll period of eighty (80) compensated hours and pro-rata increments thereof according to the following schedule:

Continuous Service	Hours Accrued Each Payroll Period Worked
One through Four Years	3.076 hours (80)
Five through Nine Years	4.615 hours (120)
Ten through Fourteen Years	5.385 hours (140)
Fifteen through Nineteen Years	6.154 hours (160)
Twenty Years or More of Continuous Uninterrupted Employment	6.923 hours (180)

**Maximum Accumulation:** Unused vacation hours may only be accumulated to a maximum of three hundred twenty (320) hours.

**Absence:** Absence on account of sickness, illness, or disability in excess of that hereinafter authorized for such purposes, may, at the request of the employee, be charged against vacation allowance.

**Schedule of Vacations:** The Land Bank shall keep a record of vacation credit, and the Executive Director, or their designee, shall schedule vacation leaves to accord with operating requirements and, insofar as possible, with the written request of the employee.

**Records:** Records of employee vacation eligibility and vacation hours used shall be available to the employee.

**Payment of Unused Vacation Hours:** Unused vacation hours accrued in accordance with this policy will be paid to a maximum of one hundred (100) hours to employees who

have completed at least six (6) months of continuous service, upon resignation, provided two (2) weeks' prior written notice from the employee is given to the Land Bank. Vacation hours will not be paid in cases of discharge from employment.

*Part-Time Employees:* Part-time employees shall receive a one-time, lump-sum credit of twelve (12) hours of vacation time. Part-time employees shall accrue vacation time at one-half ( $\frac{1}{2}$ ) the rate of full-time employees. However, part-time employees who are regularly scheduled to work and do work between thirty (30) and thirty-nine (39) hours per week shall accrue vacation time at three-fourths ( $\frac{3}{4}$ ) the rate of full-time employees.

## **SICK LEAVE**

*Accrual:* Full-time employees shall receive a one-time, lump-sum credit of sixteen (16) hours of sick leave credit. Employees shall accrue sick leave credit based on the ratio of 3.69 hours for each payroll period of eighty (80) compensated hours and pro-rata increments thereof.

*Maximum Accumulation:* Sick leave credit may only be accumulated to a maximum of 1,040 hours.

*Purpose:* Sick leave credit may be used for absence due to personal illness, personal injury or exposure to contagious disease, doctor or dentist appointments.

*Notice:* An employee taking sick leave shall notify the Executive Director, or their designee, of the fact and the reason therefore before the start of the employee's work day.

*Minimum Increments:* Sick leave credit shall be utilized in minimum increments of not less than one-half ( $\frac{1}{2}$ ) hour.

*Family Illness:* A cumulative maximum of 40 hours of sick leave credit per calendar year may be used for the illness of a spouse, minor dependent child or step-child, parent of the employee. Medical verification may be required by the Land Bank. This time shall be counted for Family Medical Leave Act (FMLA) leave in the event it qualifies.

Employees may use accumulated sick time for approved leave of absences under the FMLA when it is necessary, as medically certified, to care for seriously ill family members as defined under FMLA.

*Proof of Illness:* An employee may be required to provide proof of illness in the form of a physician letter or other means of proof at the discretion of the Executive Director.

*Payment of Unused Sick Leave Credit:* There shall be no payment for unused sick leave credit. All sick leave credit shall be cancelled upon resignation or dismissal from service.

*Part-Time Employees:* Part-time employees shall receive a one-time, lump-sum credit of sixteen (16) hours of sick leave credit. Part-time employees shall accrue sick leave credit at one-half (½) the rate of full-time employees. However, part-time employees who are regularly scheduled to work and do work between thirty (30) and thirty-nine (39) hours per week shall accrue sick leave credit at three-fourths (¾) the rate of full-time employees.

## **HOLIDAYS**

The following holidays are recognized by the Land Bank:

New Year's Eve Day	Independence Day
New Year's Eve	Labor Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Good Friday	Friday following Thanksgiving Day
Memorial Day	Christmas Eve Day
	Christmas Eve

*Holiday Pay:* Employees shall receive holiday pay for the holidays listed above equal to their base rate of compensation.

*Eligibility:* To be eligible for holiday pay, an employee must be compensated the last scheduled day before and the first scheduled day after the holiday unless the absence has been previously approved by the Executive Director.

*Weekends:* When a holiday listed above falls on a Saturday, the preceding Friday shall be observed as the legal holiday. When a holiday listed above falls on a Sunday, the preceding Saturday shall be observed as the legal holiday.

## **BEREAVEMENT (FUNERAL) LEAVE**

*Immediate Family:* If a death occurs among a member of an employee's immediate family, the employee will be excused from work up to a maximum of five (5) working days, three (3) of which will be with pay and, if necessary, two (2) additional work days to be charged against accrued sick leave credit. Immediate family is defined as: spouse, children, parents, father-in-law, mother-in-law, step-parent, step-child, brother, sister, step-sister, step-brother, grandchildren, and same sex domestic partners.

*Non-Immediate Family:* One (1) work day, the day of the funeral, is allowed in the case of the death of an uncle, aunt, nephew or niece and two (2) days for a brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather or grandmother. Upon approval of the Executive Director, one (1) additional work day may be granted, to be charged against sick leave credit.

*Notice:* The Executive Director is to be notified immediately of a death in the family and the extent of the expected absence. The employee may be required to provide appropriate verification to confirm the eligibility of paid funeral leave.

### **JURY DUTY**

The Land Bank shall pay an employee for jury duty their regular compensation rate they would earn if working, less an amount equal to the payment received for jury service. An employee excused with two (2) or more hours remaining in their work schedule must return to work for the balance of the day to receive compensation from the Land Bank. In order to receive payment, an employee must give the Land Bank at least two (2) days' prior notice that they have been summoned for jury duty, shall furnish satisfactory evidence that they reported for or performed jury duty on the day(s) for which they claim such payment, and must furnish a copy of the payments received from such jury duty.

### **SPECIAL LEAVE**

In addition to the leaves authorized above, the Executive Director may authorize an employee to be absent without pay for personal reasons for a period, or periods, not to exceed ten (10) working days in any calendar year. All special leaves must be taken in one or more full day periods.

### **ABSENCES**

Any employee absence from work that exceeds three (3) work days without proper notice to the Executive Director, or their designee, shall be considered by the Land Bank to be a voluntary termination of employment.



## **Ingham County Land Bank Fast Track Authority**

3024 Turner Street • Lansing, Michigan 48906 • phone (517) 267-5221 • fax (517) 267-5224

February 6, 2017

**To:** Ingham County Land Bank Board Members

**From:** Dawn Van Halst, Interim Executive Director

**Subject:** Proposed Resolution #17-01 amending the Land Bank's Paid Time Off/Leave Policy

The proposed amendment to the Land Bank's Paid Time Off/Leave Policy is based upon the Ingham County – ICEA County Professionals labor agreement and is intended to create better parity between our County employees and our contract employees. Under the Land Bank's current policy, employee sick and vacation time is "use it, or lose it" and does not carry over year-to-year. This existing policy tends to create a log-jam of employees wishing to take time off at the end of each calendar year.

The proposed amendment will allow employees to accrue and accumulate vacation time up to a maximum of 320 hours. Accrual rates for vacation time are progressive and reward an employee's longevity. Employees would also be able to accrue and accumulate sick leave up to a maximum of 1,040 hours. The proposed amendment lists the specific holidays recognized by the Land Bank, rather than referencing County policy.

**Recommendation:**

Staff recommends that the Board adopt Resolution #17-01 amending the Land Bank's Paid Time Off/Leave Policy to be more in line with Ingham County operations and create greater parity amongst all Land Bank employees.

Paid Time Off/ Leave Policy  
Effective 12/5/11

Vacation Time

Employees who have completed at least six months of continuous service are eligible for compensated annual leave. Effective January 1<sup>st</sup>. of each year, a full time employee is eligible for 80 hours of paid vacation within the calendar year. Part time employees (twenty hours per week) are eligible for 40 hours of paid vacation within the calendar year. Vacation time shall be taken in increments of one (1) hour. Prorated vacation hours will be allocated on the date of hire. Full time proration rate is 3.077 and part time proration rate is 1.54. Unused vacation time at the end of the year will not carry over to the next year. Vacations shall be scheduled and approved by the executive director or chairman in accordance with operating requirements, with the written request of the employee. If an employee, who is otherwise eligible for vacation with pay leaves employment after giving two weeks notice, or retires or dies without having received the vacation, such employee will receive, along with his/her final paycheck, the accumulated vacation pay for which he/she had qualified. If an employee is discharged or leaves employment without giving the employer two weeks notice, the employee shall receive the accumulated vacation pay as of their last anniversary date.

Sick Leave

Employees who have completed at least six months of continuous service are eligible for sick leave compensation. Effective January 1<sup>st</sup> of each year, a full time employee is eligible for 40 hours of paid sick leave within the calendar year. Part time employees (twenty hours per week) are eligible for 20 hours of paid sick leave within the calendar year. Prorated sick leave will be allocated on the date of hire. Unused sick leave at the end of the year will not carry over to the next year. Five days of sick leave may be used for illness of a minor dependent of the employee, parent or spouse. Medical verification may be required by the employer. An employee must inform the executive director or chairman of their intention to take sick leave as soon as possible and failure to do so may be cause for denial of pay for the period of absence. All sick leave hours shall be cancelled upon resignation or dismissal from service.

Holiday Leave

Holiday pay will be compensated to coincide with Ingham County's scheduled holidays. An employee must work the last scheduled day before, and the first scheduled day after the holiday to be eligible for holiday pay, unless the absence has been previously approved by the executive director or chairman.



### Funeral Leave

If a death occurs among a member of an employee's immediate family, the employee will be excused from work to attend the funeral and make other necessary arrangements from the date of death until the day after the funeral, up to a maximum of five work days. Immediate family is defined as: Spouse, children, parents, father-in-law, mother-in-law, brother, sister, step-brother, step-sister, grandchildren, and same sex domestic partners. One day, the day of the funeral, is allowed in the case of the death of an uncle, aunt, nephew or niece and two days for a brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather or grandmother. The executive director or chairman is to be notified immediately of a death in the family and the extent of the expected absence. The employee may be required to provide appropriate verification to confirm the eligibility of paid funeral leave.

### Jury Duty

The employer will pay an employee called for jury duty his/her regular compensation he/she would earn if working, less an amount equal to the payment received for jury service. An employee excused from jury duty or examination prior to 3:00 pm must return to work for the balance of the day to receive compensation for that day's jury duty. In order to receive payment, an employee must give the Employer prior notice that he/she has been summoned for jury duty, must furnish satisfactory evidence that he/she reported for or performed jury duty on the days for which he/she claims such payment, and must furnish a copy of the payments received for such jury duty.

### Special Leave

The executive director or chairman may authorize an employee to be absent without pay for personal reasons for a period, or periods, not to exceed ten working days in any calendar year. All special leaves must be taken in one or more full day periods

### Absence

Absence from work that exceeds three work days without proper notice to the executive director or chairman shall be considered by the Employer to be a voluntary termination of employment.

INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION TO APPROVE THE SALE OF 417 S DETROIT STREET, LANSING (33-21-01-14-452-004) TO JOSHUA CLAYTON, H & H MOBIL, ADJACENT PROPERTY OWNER**

**RESOLUTION #17-**

**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 417 S Detroit Street, Lansing, MI on December 31, 2008 through tax foreclosure; and

**WHEREAS**, the adjacent property owner, Joshua Clayton owner of H & H Mobil, has expressed interest in purchasing the property for commercial purposes; and

**WHEREAS**, the proposed sale price is \$5,000.00 and closing costs; 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 transfer of the property with a parcel number of 33-21-01-14-452-004 (417 S Detroit Street, Lansing) to Joshua Clayton owner of H & H Mobil for \$5,000.00 and closing costs.

AYE:

NAY:

ABSENT:





February 6, 2017

To: Ingham County Land Bank Board Members

From: Dawn Van Halst, Interim Executive Director

Subject: Request to purchase 417 S Detroit Street, Lansing, MI by Joshua Clayton/H&H Mobil

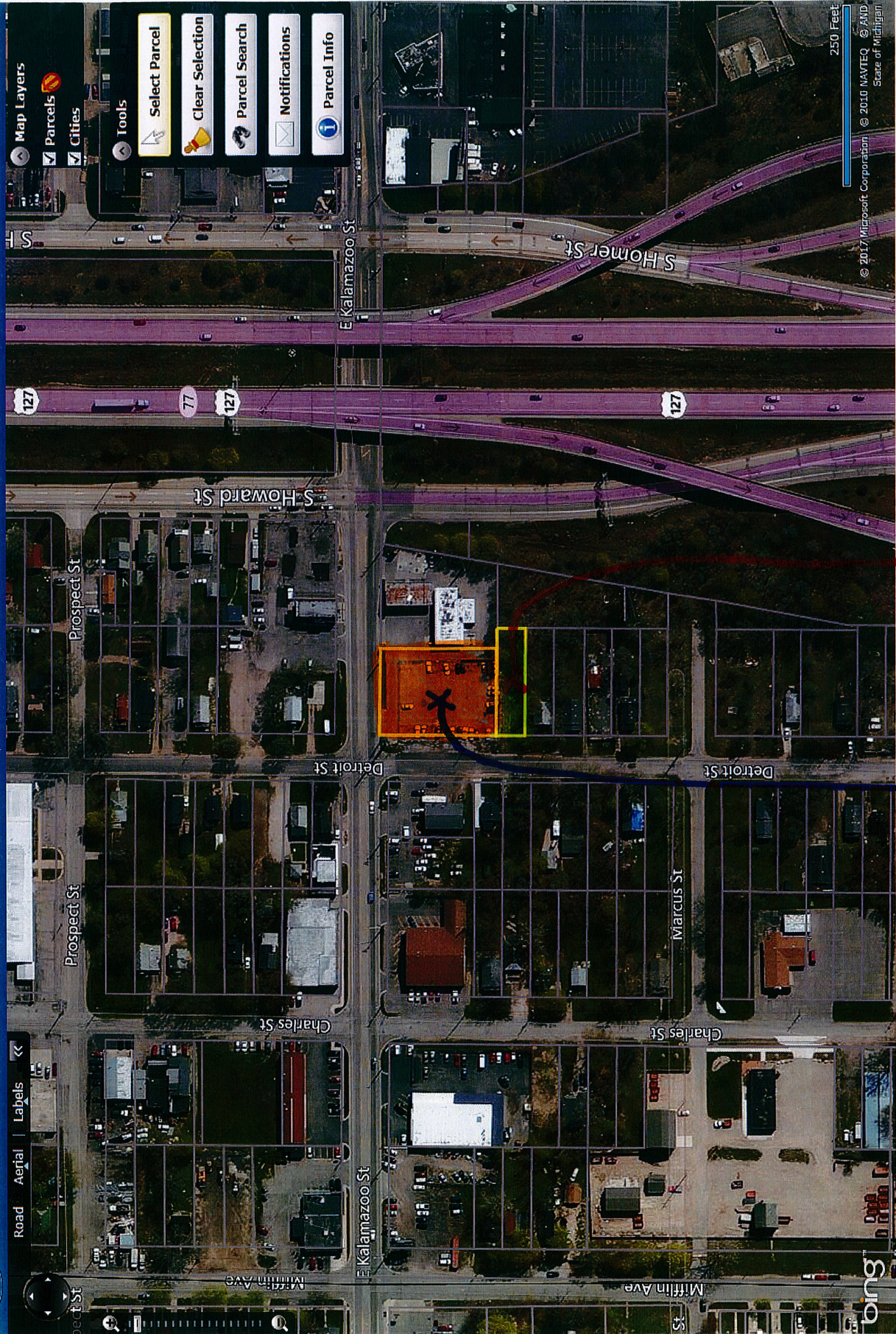
Joshua Clayton owner of H & H Mobil intends to purchase the vacant property located at 417 S Detroit Street, Lansing. He would like to expand the current footprint of his tow lot to allow for more inventory. The property is currently a vacant lot zoned F Commercial. The Land Bank's Policies, Priorities, and Procedures state that commercial land transfers shall be approved by the Land Bank's Board of Directors.

The property at 417 S Detroit Street, Lansing, was foreclosed on for property taxes in 2008 and has been in the Land Bank inventory since January 2009. This property is also included in the Countywide Brownfield Plan and would generate tax capture to help repay the bond associated with this plan. The Land Bank currently has \$1,000 into the property in maintenance costs. The proposed sale price of \$5,000 will cover these costs.

**Staff Recommendation:** Staff recommends approval of the sale of 417S Detroit Street, Lansing to Joshua Clayton, owner of H & H Mobil for not less than \$5,000.



# Ingham County Equalization/Tax Mapping



H&H Mobil Property

Land Bank Parcel



# FW: Land Bank Follow Up

Schertzing, Eric

Sat 1/21/2017 2:37 PM

To: McGrain, Brian <BMcGrain@ingham.org>; Hope, Kara <KHope@ingham.org>; Anthony, Sarah <SAnthony@ingham.org>; Nolan, Deb <DNolan@ingham.org>;

Cc: VanHalst, Dawn <DVanHalst@ingham.org>;

 2 attachments

Land Bank Summary Proposal 1-2017.pdf; Master Consultant Agreement.pdf;

This is the information I indicated Chris would send.

Perhaps this becomes an item on Feb 6.

**From:** Chris Buck [mailto:chris@cjbuckconsulting.com]

**Sent:** Friday, January 20, 2017 9:09 AM

**To:** Schertzing, Eric

**Subject:** Land Bank Follow Up

Eric,

I want to express my sincere gratitude for all of the communication we've shared regarding the Executive Director position at the Land Bank. As discussed, I regretfully need to remove my name from consideration of full-time employment at the Land Bank.

However, I fully believe in the mission and would like to offer my services during the transition and perhaps beyond. I invite you to read the attached proposal, share it with the Land Bank board and interim Executive Director and let me know if you'd like to engage at this level.

I look forward to your reply.

Sincerely,

Chris

--

Chris Buck

Principal

Text/Call: 517-528-4770

E-Mail: [chris@cjbuckconsulting.com](mailto:chris@cjbuckconsulting.com)

Web: [www.cjbuckconsulting.com](http://www.cjbuckconsulting.com)



Ingham County Land Bank Board of Directors,

I'd like to offer my services to help further the cause of the Land Bank. My experiences as a long-time business executive and subsequent small business consulting, economic development and non-profit experience make me believe I have a lot to offer. I propose the following for your review:

I engage with the existing Land Bank team on a part-time basis. Either as an independent contractor (1099), or a part-time employee (W2). I could work for as little as a half day per week or up to two full days per week. The schedule could either be fixed or be mutually determined on a weekly basis based on the Land Bank's scheduled meetings, deadlines, pressing issues or vacations. You would be under no obligation for a minimum commitment of engagement – cancel any time. Also, I can engage for a period, suspended services and be called back in the future as new programs and needs arise, as my schedule allows. My goal is to sincerely assist in the Land Bank's overall success.

Areas of focus could include:

- Engage with the Commercial Property division
  - Achieve goals as directed by the Chairman and Interim Executive Director
  - Establish and document best practices for future training
- Search for and hire the new Executive Director
  - Partner with the Interim Executive Director to develop an updated job posting
  - Recruit, manage the posting, screen applicants and bring candidates to the Board
- Increase teamwork, communication & morale
  - Establish meeting rhythm
  - Manage agendas and attendees
  - Establish goal setting measures
    - Foster support system
    - Share and vet new ideas
    - Create accountability and recognition measures
  - Review and suggest revisions to:
    - Organization chart, hierarchy, roles & job descriptions
    - Performance & pay review process
    - Standard operating procedures & various policies
- Oversee other projects as directed by Chairman & Interim Executive Director

Fee for service:

- As W2: \$75.00 per hour
- As 1099: \$100.00 per hour

I look forward to discussing this further.

Chris

## CONSULTING AGREEMENT

This agreement, dated -----, is made by and between ----- whose address is -----, referred to as "Company", and **CJBuck Consulting, LLC**, whose address is 2642 Loon Lane, Okemos, MI 48864, referred to as "Consultant."

**1. Consultation Services.** The Company hereby employs the Consultant to perform the following services in accordance with the terms and conditions set forth in this agreement: The Consultant will consult with the officers and employees of the Company concerning matters relating to the management and organization of the Company, their financial policies, the terms and conditions of employment, and generally any matter arising out of the business affairs of the Company. The Consultant will perform most services in accordance with this contract at the Company address above or at Consultant's home office. In addition the Consultant may perform services on the telephone and at other places as designated by the Company in order to perform these services in accordance with this agreement. Consultant will make recommendations based on information it receives from the Company and though its own general business knowledge. Consultant implies no warranties of specific results and Company reserves the right to use these ideas at its own risk.

**2. Term of Agreement.** This agreement will begin ----- and will continue on in an as requested basis. Either party may cancel this agreement at any time without cause upon the receipt of a notice of termination by the non-terminating party. Notice of termination may be given via e-mail, text, or in writing by certified mail or personal delivery. Final invoicing for completed work will be compiled and delivered to Company. Final payment in full by the Company will terminate the agreement.

**3. Payment to Consultant.** The Consultant will bill at a rate of ----- per -----, for services performed in accordance with this agreement. Consultant will also bill for reimbursement of expenses and transportation costs. See **Exhibit A** for clarification of billing terms. The Consultant will submit an itemized statement setting forth the time spent and services rendered along with an itemized list of expenses and costs on the fifteenth and final business day of each month. The Company will pay the Consultant the amounts due as indicated by the Consultant's itemized statements within fifteen (15) days of the Company's receipt of the statements. Late payments to Consultant are subject to a five percent (5%) monthly surcharge.

**4. Employment of Others and Subcontracting.** The Company may from time to time request that the Consultant arrange for the services of other individuals or companies. In no event shall the Consultant employ other individuals or companies without the prior authorization of the Company. All costs to the Consultant for those services will be paid by the Company but Consultant makes no warranties for the performance of the services provided by other individuals or companies.

**5. Independent Contractor.** Both the Company and the Consultant agree that the Consultant will act as an independent contractor in the performance of its duties under this contract. Accordingly, the Consultant shall be responsible for payment of all taxes including Federal, State and local taxes arising out of the Consultant's activities in accordance with this contract. Consultant shall not be deemed for any other purpose whatsoever to be an employee, agent, officer, or representative of the Company and

shall have no authority to represent to the Company or enter into, or accept any offers, contracts or agreements on behalf of the Company, except as authorized in writing by the Company.

**6. Confidential Information and Non-Compete.** The Consultant agrees that any information received by the Consultant during any furtherance of the Consultant's obligations in accordance with this contract, which concerns the personal, financial or other affairs of the Company will be treated by the Consultant in full confidence and will not be revealed to any other persons, firms or organizations. Confidential Information does not include (i) any information that is now part of the public domain or that hereafter becomes part of the public domain through no fault of Consultant, (ii) any information that was in Consultant's possession before the time of receipt from the Company and was not previously disclosed to Consultant by the Company under any other obligations of confidentiality; (iii) any information that subsequently comes into Consultant's possession and was not acquired by Consultant directly or indirectly from the Company, sources under obligation of secrecy to the Company, or sources that require Consultant to hold in confidence; (iv) any information that was independently developed by Consultant without the knowledge of the Company's Confidential Information as may be demonstrated by Consultant's written record. Consultant will, within reason, not directly or indirectly aid or assist competitors of the Company by disclosing business strategies learned during consulting for the Company. Similarly, Company will not disclose its terms of payment or fee agreement with the Consultant to third parties.

**7. Ownership of Intellectual Property.** Consultant will utilize templates, ideas, forms and notions already in possession of Consultant and may make modifications necessary to best meet the needs of the Company. Intellectual Property specially created for the Company can be used perpetually by the Company and can be further modified, duplicated and adjusted as Company sees fit. Similarly, the Consultant may elect to use the created Intellectual Property as templates for future projects with other clients. All confidentiality expectations will apply.

**8. General Provisions.**

- a) This agreement shall be binding on and inure to the benefit of each of the parties, their respective heirs, legal representatives, successor and assigns.
- b) The laws of the State of Michigan shall govern the validity, performance, and enforcement of this agreement.
- c) This agreement sets forth the entire agreement between the parties and supersedes and annuls all other agreements, contracts, promises, or representations, whether written or oral between the parties.
- d) No subsequent agreements, contracts, promises, or representations shall be binding and effective between the parties, unless set forth in writing and signed by the parties.
- e) Any forbearance or failure or delay by either of the parties to exercise any right, power, or remedy under this agreement shall not be deemed to be a waiver of such right, power, or remedy, and any single or partial exercise of any such right, power, or remedy shall not preclude the further exercise thereof.

**9. Notice.** Each party declares that any legal notices or formal communication regarding this agreement must be made using any of the contact information methods below the signature line of this agreement.

This Agreement is executed by:

----- (Company)	Date	Christopher Buck (Consultant)	Date
Address: -----		2642 Loon Lane, Okemos MI 48864	
E-mail: -----		<a href="mailto:chris@cjbuckconsulting.com">chris@cjbuckconsulting.com</a>	
Phone: -----		517-528-4770	
Phone: -----			



## Exhibit A

Parameters for payment to Consultant will be defined as followed:

- **Billable Time:**
  - Billable hours, half days or full days will begin and end when Consultant is spending undivided time directly working on site at the Company, at the Consultant's home office, in the field (if applicable) or on the telephone.
  - Hours billed will be rounded to the neared quarter hour.
  - Half days will last four hours in duration.
  - Full days will last eight working hours, plus one hour for meal break.
- **Commute and Transportation:**
  - Drive time to and from the Company or any work site within thirty (30) miles of Consultants home will not be billable for either time or miles.
  - Commute or business travel beyond thirty (30) miles per day will be subject to an hourly billing rate of one hundred dollars (\$100.00) per hour and fifty cents (\$0.52) per mile driven from mile one.
  - Consultant will provide his own vehicle, fuel and insurance. Consultant will hold the Company harmless for any traffic violations and mechanical or collision incidents.
- **Expenses:**
  - Any money spent by the Consultant that directly applies to projects relating to the Company (meals, office supplies, tolls etc.) will be approved in advance by the Company and will be reimbursed through monthly invoicing.
- **Communication of Invoicing:**
  - Invoices will be e-mailed to Company twice per month - on the fifteenth (15<sup>th</sup>) and final business day of each calendar month. Payment is due within fifteen (15) days.

Terms of this billing structure will be in effect for the Company through ----- . Services beyond that date will remain unchanged unless mutually agreed upon and executed in writing.

---

Company

Date

---

Consultant

Date



## **Communications Update January 2017**

### **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.
  - Worked in tandem with local churches, neighborhood centers, Center for Financial Health and Greater Lansing Housing Coalition to push 1601 Park Ave.
  - Updated and developed the email list to include elected officials, neighborhood groups and developers throughout Ingham County.
  - Developing a monthly email newsletter to distribute to elected officials, local developers and those interested in updates from the Land Bank.

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

- **STRATEGY:** Focus on selling the Eden Glen Condominiums, 1601 Park St. and promoting the rental properties.
  - **TACTIC:** Address misconceptions of the Eden Glen Condominiums and explain the rental process.
  - Developed project plans for Eden Glen and 1601 Park St. that featured social media content, flyers and outreach to local organizations.
  - Utilized social media channels to address misconceptions centered around the Eden Glen neighborhood.

**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 rental properties online and through the Treasurer's networks.
  - Took photos of rental properties and plan to list on the Land Bank website.
  - Submitted City Pulse ad featuring rental properties.
  - Developed project plan for rental properties that featured social media content, flyers and outreach to local organizations.

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

- 218 Mosley
- 519 N Hayford

**Homes with Accepted Offers YTD:**

- 1601 S Park
- 1705 S Genesee
- 1517 Redwood
- 501 Shepard
- 6117 Scotmar

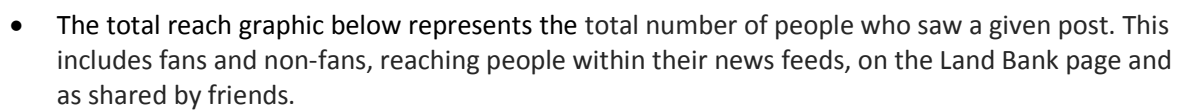
**Media Analysis:** Analysis of the quality of media coverage and quantity of storytelling opportunities. The article below was published in December and gives an update on the property formerly known as the School for the Blind.

**Media Clips:**

12/7/2016	Lansing State Journal	School for the Blind project could get finalized soon	<a href="http://www.lansingstatejournal.com/story/news/local/2016/12/07/school-blind-project-could-get-finalized-soon/95005260/">http://www.lansingstatejournal.com/story/news/local/2016/12/07/school-blind-project-could-get-finalized-soon/95005260/</a>
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**Social Media Metrics:**

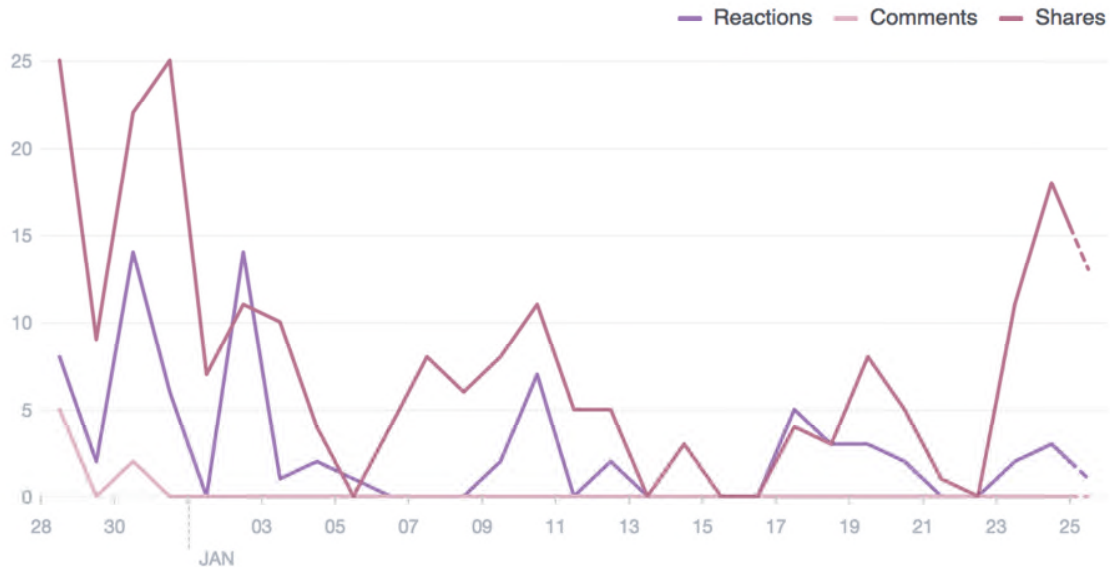
- Current Facebook Fans: 2,511 likes (up from 2,404)
- Current Twitter Followers: 1,056 (up from 1,046)
- The word cloud on the next page represents the most frequent terms appearing on the Land Bank's Facebook page. This gives us a good idea of what topics are resonating the most.



- The graphic below 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:
  - Homeowner Rehabilitation Program
  - A new year, a new home
  - Show Me the Money Day

In December, the Land Bank received a negative comment on a post promoting the Eden Glen Condominiums. The screenshot is below. There were no negative comments posted in January.



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  
December 31, 2016

Property Inventory	Inventory as of 12/31/2015	Acquired as of 12/31/2016	Rental or Garden as of 12/31/2016	Demolished as of 12/31/2016	Sold as of 12/31/2016	Current Inventory as of 12/31/2016
Structures	141	67	6	(63)	36	115
Rentals	36	0	(6)	0	5	25
Gardens	119	0	36	0	0	155
Vacant Land	847	19	(36)	63	57	836
Commercial Rental	3	0	0	0	0	2
Commercial Vacant	16	4	0	2	0	22
Commercial	9	0	0	(2)	0	7
<b>TOTAL(S)</b>	<b>1,171</b>	<b>90</b>	<b>0</b>	<b>0</b>	<b>98</b>	<b>1,162</b>

Land Contracts (L/C)	Current L/C as of 12/31/2016
L/C Residential	20
L/C Commercial	1
<b>L/C Total</b>	<b>21</b>

Approved Line of Credit as of 12/31/2016	
Total Line of Credit	\$ 5,000,000.00
Obligated	\$ 4,300,000.00
<b>Available Balance</b>	<b>\$ 700,000.00</b>

For Sale (by Program)	Pending Sales as of 12/31/2016	Sold as of 12/31/2016	Current For Sale as of 12/31/2016
NSP2	0	1	1
HOME	3	5	1
CDBG	0	4	1
LB As-Is	1	0	1
LB	1	10	3
Eden Glen	1	5	12
Worthington Place	0	16	0
<b>TOTAL(S)</b>	<b>6</b>	<b>41</b>	<b>19</b>

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		
<b>33-01-01-20-411-001</b>	<b>1601 Park Avenue</b>	<b>80%</b>	<b>HOME</b>	<b>Maggie G.</b>	<b>11/17/2016</b>	<b>\$95,000</b>	<b>\$95,000</b>	<b>OFFER</b>
<b>33-01-01-17-135-151</b>	<b>1705 S. Genesee Drive</b>	<b>80%</b>	<b>HOME</b>	<b>Adriane L.</b>	<b>10/1/2016</b>	<b>\$115,000</b>	<b>\$115,000</b>	<b>OFFER</b>
33-01-05-05-376-111	5844 Valencia Blvd.	80%	HOME	ICLB		\$80,000		
33-01-01-08-482-061	734 Princeton Avenue	80%	CDBG	Nancy B		\$98,000*		75% complete
<b>33-01-01-08-176-461</b>	<b>1517 Redwood Street</b>	<b>n/a</b>	<b>LB</b>	<b>Adriane L.</b>	<b>7/1/2016</b>	<b>\$47,500</b>	<b>\$47,500</b>	<b>OFFER</b>
33-01-01-08-454-091	818 Holten Street	n/a	LB	Maggie G.	2/7/2017	\$52,500		
<b>33-01-01-15-478-111</b>	<b>501 Shepard Street</b>	<b>n/a</b>	<b>LB</b>	<b>Nancy B</b>	<b>1/1/2017</b>	<b>\$49,900</b>	<b>\$50,000</b>	<b>OFFER</b>
33-20-01-13-109-114	611 Glenmoor #2	n/a	LB	Nancy B		\$69,900		Under Construction
33-01-01-31-405-381	2811 Leyburn Ct	n/a	LB	Adriane L.		\$69,900		Under Construction
<b>Eden Glen Condominiums</b>								
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		
<b>33-01-05-10-227-009</b>	<b>6117 Scotmar Drive (3 Bdm)</b>	<b>80%</b>	<b>CDBG</b>	<b>Maggie G.</b>	<b>12/20/2016</b>	<b>\$49,500</b>	<b>\$49,500</b>	<b>OFFER</b>
33-01-05-10-227-017	6133 Scotmar Drive	80%	CDBG	ICLB		\$45,000		
<b>As Is - Unrenovated</b>								
33-01-01-15-426-121	Lathrop Street (207)	n/a	Lot	ICLB				CAHP
<b>33-01-01-15-432-101</b>	<b>Shepard Street (229)</b>	<b>n/a</b>	<b>Lot</b>	<b>ICLB</b>		<b>\$500</b>	<b>\$500</b>	<b>CAHP - HHF Lot -OFFER</b>
33-01-01-22-130-051	1023 S. Pennsylvania Avenue	n/a	As-Is	ICLB		\$15,500*		
<b>Commercial</b>								
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
	122 E Grand River, Williamstor	n/a	Comm.	ICLB		\$75,000		
Asterisk (*) indicates Broker Price Opinion or Pre-Rhab Appraisal								

**Land Bank Rental Units**

As of: 12/31/2016

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	Occupied	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	Occupied	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	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	1024 S Pennsylvania	013002	Lansing	48912	VACANT	3	900.00
SF	842 Edison Ave	011065	Lansing	48910	VACANT	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	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 11/01/2016 - 11/30/2016

DB: Iclb

Check Date	Check	Vendor Name	Amount
Bank GEN			
11/01/2016	13719	BOARD OF WATER & LIGHT	569.80 V
11/07/2016	13677	EDEN GLEN CONDO ASSOCIATION	6,000.00
11/07/2016	13678	GLENMOOR CONDIMINIUM ASSOCIATION	146.36
11/16/2016	13679	BOARD OF WATER & LIGHT	1,443.25
11/16/2016	13680	BOARD OF WATER & LIGHT	401.58
11/16/2016	13681	BOARD OF WATER & LIGHT	1,783.77
11/16/2016	13682	CONSUMERS ENERGY	302.25
11/16/2016	13683	CONSUMERS ENERGY	187.31
11/16/2016	13684	CONSUMERS ENERGY	239.71
11/16/2016	13685	CITY OF WILLIAMSTON	100.82
11/16/2016	13686	SAM'S CLUB	45.00
11/16/2016	13687	DBI BUSINESS INTERIORS	69.75
11/16/2016	13688	BS&A SOFTWARE	238.00
11/16/2016	13689	COMCAST	235.81
11/16/2016	13690	CITY PULSE	972.00
11/16/2016	13691	KWIK CAR WASH	17.98
11/16/2016	13692	LANSING ICE & FUEL	464.84
11/16/2016	13693	GRANGER CONTAINER SERVICE	456.44
11/16/2016	13694	BWB CLEANING	195.00
11/16/2016	13695	COMPOST KATIE	72.00
11/16/2016	13696	HOEPTNER PERFECTED PRODUCTS	556.60
11/16/2016	13697	LANSING URBAN FARM PROJECT	2,000.00
11/16/2016	13698	MICHIGAN ENERGY OPTIONS	1,425.00
11/16/2016	13699	KELLEY APPRAISAL COMPANY	200.00
11/16/2016	13700	MANNIK SMITH GROUP	13,878.00
11/16/2016	13701	KEBS, INC.	5,200.00
11/16/2016	13702	ROYAL PAINT COMPANY	3,200.00
11/16/2016	13703	MASTERWORK, L.L.C.	58,271.00
11/16/2016	13704	BOLLE CONTRACTING, INC	300.00
11/16/2016	13705	HOLDERS HEATING & AIR	379.64
11/16/2016	13706	LJ TRUMBLE BUILDERS	370.00
11/16/2016	13707	INGHAM COUNTY TREASURER	4,642.00
11/16/2016	13708	MCKISSIC CONSTRUCTION	2,215.00
11/16/2016	13709	NORTHWEST INITIATIVE	1,245.00
11/16/2016	13710	SCHUMACHER'S FOUR SEASONS	3,255.00
11/16/2016	13711	SECOND CHANCE EMPLOYMENT	1,185.00
11/16/2016	13712	FRITZY'S LAWN & SNOW	6,540.00
11/16/2016	13713	ALL STAR SNOW REMOVAL	795.00
11/16/2016	13714	LAKE STATE LAWN-LANDSCAPING & SNOW	1,290.00
11/16/2016	13715	WE'RE DIFFERENT LAWNS & MORE	1,320.00
11/18/2016	13716	CINNAIRE TITLE SERVICES, LLC	2,034.76
11/21/2016	13717	CINNAIRE TITLE SERVICES, LLC	690.00
11/21/2016	13718	CINNAIRE TITLE SERVICES, LLC	250.00
11/30/2016	13720	CONSUMERS ENERGY	11.75 V

## GEN TOTALS:

Total of 44 Checks:	125,195.42
Less 2 Void Checks:	581.55
Total of 42 Disbursements:	124,613.87

User: DAWN

CHECK DATE FROM 12/01/2016 - 12/31/2016

DB: Iclb

Check Date	Check	Vendor Name	Amount
Bank GEN			
12/01/2016	13721	BOARD OF WATER & LIGHT	569.80
12/01/2016	13722	CONSUMERS ENERGY	11.75
12/01/2016	13723	DELHI TOWNSHIP	46.95
12/01/2016	13724	VERIZON WIRELESS	139.96
12/01/2016	13725	CAPITAL ONE COMMERCIAL	1,487.28
12/01/2016	13726	HOME DEPOT CREDIT SERVICES	152.96
12/01/2016	13727	HASSELBRING CLARK CO	217.79
12/01/2016	13728	DBI BUSINESS INTERIORS	30.03
12/01/2016	13729	PURCHASE POWER	135.39
12/01/2016	13730	GLENMOOR CONDOMINIUM ASSOCIATION	146.36
12/01/2016	13731	EDEN GLEN CONDO ASSOCIATION	6,000.00
12/01/2016	13732	PIPER & GOLD PUBLIC RELATIONS	6,976.74
12/01/2016	13733	COHL, STOKER & TOSKEY, P.C.	450.00
12/01/2016	13734	DELAU FIRE SERVICES	40.00
12/01/2016	13735	BWB CLEANING	130.00
12/01/2016	13736	D&D QUALITY SERVICING INC	575.00
12/01/2016	13737	DYER WELL DRILLING & SERVICE, INC	615.00
12/01/2016	13738	J & J HARDWOODS, INC.	2,300.00
12/01/2016	13739	KEBS, INC.	3,600.00
12/01/2016	13740	K&T ELECTRIC	225.00
12/01/2016	13741	DICK CORTRIGHT	150.00
12/01/2016	13742	MCKISSIC CONSTRUCTION	1,965.00
12/01/2016	13743	ALL STAR SNOW REMOVAL	795.00
12/01/2016	13744	FRITZY'S LAWN & SNOW	3,540.00
12/01/2016	13745	WE'RE DIFFERENT LAWNS & MORE	1,320.00
12/01/2016	13746	JOHN KROHN	358.00
12/01/2016	13747	MASTERWORK, L.L.C.	6,607.00
12/01/2016	13748	INGHAM COUNTY REGISTER OF DEEDS	60.00
12/14/2016	13749	BOARD OF WATER & LIGHT	966.39
12/14/2016	13750	BOARD OF WATER & LIGHT	361.81
12/14/2016	13751	BOARD OF WATER & LIGHT	198.72
12/14/2016	13752	CONSUMERS ENERGY	424.78
12/14/2016	13753	CONSUMERS ENERGY	427.37
12/14/2016	13754	CONSUMERS ENERGY	324.39
12/14/2016	13755	COMCAST	256.33
12/14/2016	13756	MICHGAN MUNICIPAL RISK MANAGEMENT	6,554.75
12/14/2016	13757	HOME DEPOT CREDIT SERVICES	29.96
12/14/2016	13758	DBI BUSINESS INTERIORS	61.66
12/14/2016	13759	CITY PULSE	879.30
12/14/2016	13760	KWIK REPO INC	17.98
12/14/2016	13761	LANSING ICE & FUEL	471.10
12/14/2016	13762	LAFONTAINE FORD, INC	46.08
12/14/2016	13763	CINNAIRE TITLE SERVICES, LLC	550.00
12/14/2016	13764	CAPITAL EQUIPMENT & SUPPLY	91.35
12/14/2016	13765	VET'S ACE HARDWARE	20.24
12/14/2016	13766	GRANGER CONTAINER SERVICE	262.94
12/14/2016	13767	COMMERCIAL CLEANING	2,148.64
12/14/2016	13768	DISCOUNT ELECTRICAL& MAINTENANCE RE	400.00
12/14/2016	13769	MASTERWORK, L.L.C.	30,078.00
12/14/2016	13770	DICK CORTRIGHT	295.00
12/14/2016	13771	ETC	495.00
12/14/2016	13772	MIKE CHILDERS & SONS EXCAVATING	12,200.00
12/14/2016	13773	KEBS, INC.	400.00
12/14/2016	13774	D&D QUALITY SERVICING INC	750.00
12/14/2016	13775	SHUNK/FIEDLER SEPTIC SERVICE	210.00
12/14/2016	13776	SCHUMACHER'S FOUR SEASONS	3,255.00
12/14/2016	13777	ALL STAR SNOW REMOVAL	795.00
12/14/2016	13778	NORTHWEST INITIATIVE	1,380.00
12/14/2016	13779	JOHN KROHN	213.48
12/14/2016	13780	LANSING CITY TREASURER	2,500.12
12/14/2016	13781	LANSING CITY TREASURER	2,735.67
12/14/2016	13782	CHARTER TOWNSHIP OF LANSING	1,224.65
12/14/2016	13783	INGHAM COUNTY TREASURER	18,235.13
12/14/2016	13784	KWIK CAR WASH	17.98
12/30/2016	13785	INGHAM COUNTY TREASURER	115,864.03

## GEN TOTALS:

Total of 65 Checks:

243,787.86

Less 1 Void Checks:

17.98

Total of 64 Disbursements:

243,769.88

User: DAWN

CHECK DATE FROM 01/01/2017 - 01/31/2017

DB: Iclb

Check Date	Check	Vendor Name	Amount
Bank GEN			
01/03/2017	13786	PNC BANK, NA	12,456.32
01/03/2017	13787	PNC BANK, NA	6,741.59
01/05/2017	13788	BOARD OF WATER & LIGHT	1,389.55
01/05/2017	13789	CONSUMERS ENERGY	61.76
01/05/2017	13790	CAPITAL ONE COMMERCIAL	130.62
01/05/2017	13791	VERIZON WIRELESS	139.96
01/05/2017	13792	ADT SECURITY SERVICES, INC	140.64
01/05/2017	13793	DELHI TOWNSHIP	46.95
01/05/2017	13794	EDEN GLEN CONDO ASSOCIATION	6,000.00
01/05/2017	13795	GLENMOOR CONDIMINIUM ASSOCIATION	146.36
01/05/2017	13796	COHL, STOKER & TOSKEY, P.C.	540.00
01/05/2017	13797	PIPER & GOLD PUBLIC RELATIONS	5,450.00
01/05/2017	13798	CITY PULSE	879.30
01/05/2017	13799	HASSELBRING CLARK CO	271.49
01/05/2017	13800	ADRIANE LAU	100.00
01/05/2017	13801	BWB CLEANING	260.00
01/05/2017	13802	THEE ELECTRIC COMPANY	591.00
01/05/2017	13803	LANE'S REPAIR	236.51
01/05/2017	13804	DICK CORTRIGHT	85.00
01/05/2017	13805	PRECISION PIPING LLC	137.12
01/05/2017	13806	MASTERWORK, L.L.C.	9,075.00
01/05/2017	13807	BOLLE CONTRACTING, INC	35,419.00
01/05/2017	13808	NORTHWEST INITIATIVE	2,520.00
01/05/2017	13809	MCKISSIC CONSTRUCTION	3,920.00
01/05/2017	13810	LJ TRUMBLE BUILDERS	3,600.00
01/05/2017	13811	WE'RE DIFFERENT LAWNS & MORE	660.00
01/05/2017	13812	FRITZY'S LAWN & SNOW	7,695.00
01/05/2017	13813	INGHAM COUNTY TREASURER	4,942.89
01/06/2017	13814	CINNAIRE TITLE SERVICES, LLC	151.00
01/26/2017	13815	BOARD OF WATER & LIGHT	545.76
01/26/2017	13816	BOARD OF WATER & LIGHT	409.55
01/26/2017	13817	BOARD OF WATER & LIGHT	215.40
01/26/2017	13818	CONSUMERS ENERGY	1,287.58
01/26/2017	13819	CONSUMERS ENERGY	862.26
01/26/2017	13820	CONSUMERS ENERGY	463.84
01/26/2017	13821	CITY OF WILLIAMSTON	110.76
01/26/2017	13822	CITY OF LESLIE	350.80
01/26/2017	13823	ADT SECURITY SERVICES, INC	155.76
01/26/2017	13824	PURCHASE POWER	194.43
01/26/2017	13825	PIPER & GOLD PUBLIC RELATIONS	5,025.00
01/26/2017	13826	KWIK CAR WASH	35.96
01/26/2017	13827	KEBS, INC.	400.00
01/26/2017	13828	INGHAM COUNTY HOUSING COMMISSION	3,212.98
01/26/2017	13829	CENTER FOR FINANCIAL HEALTH	300.00
01/26/2017	13830	COHL, STOKER & TOSKEY, P.C.	144.00
01/26/2017	13831	INGHAM COUNTY HEALTH DEPARTMENT	6,500.00
01/26/2017	13832	HASSELBRING CLARK CO	227.97
01/26/2017	13833	ETC	490.00
01/26/2017	13834	WES STEFFEN PLUMBING	250.00
01/26/2017	13835	LANSING ICE & FUEL	369.45
01/26/2017	13836	CAPITAL ONE COMMERCIAL	99.98
01/26/2017	13837	VET'S ACE HARDWARE	17.75
01/26/2017	13838	GLENMOOR CONDIMINIUM ASSOCIATION	146.36
01/26/2017	13839	EDEN GLEN CONDO ASSOCIATION	6,000.00
01/26/2017	13840	VERIZON WIRELESS	139.90
01/26/2017	13841	GRANGER CONTAINER SERVICE	222.44
01/26/2017	13842	CAPITAL EQUIPMENT & SUPPLY	99.96
01/26/2017	13843	BWB CLEANING	130.00
01/26/2017	13844	DBI BUSINESS INTERIORS	83.87
01/26/2017	13845	COMCAST	256.33
01/26/2017	13846	MICHIGAN DEMOLITION & EXCAVATION	16,650.00
01/26/2017	13847	MASTERWORK, L.L.C.	21,627.16
01/26/2017	13848	LANSING CITY TREASURER	263.07
01/26/2017	13849	MCKISSIC CONSTRUCTION	4,760.00
01/26/2017	13850	HOLISTIC LANDSCAPE, INC	5,640.00
01/26/2017	13851	LJ TRUMBLE BUILDERS	1,800.00
01/26/2017	13852	FRITZY'S LAWN & SNOW	3,915.00
01/26/2017	13853	CITY OF LANSING	6,812.44
01/26/2017	13854	INGHAM COUNTY TREASURER	29,635.07
01/26/2017	13855	INGHAM COUNTY TREASURER	19,369.83
01/26/2017	13856	JOSEPH G BONSALE	333.06
01/26/2017	13857	ROXANNE CASE	168.75

## GEN TOTALS:

Total of 72 Checks:	243,509.53
Less 0 Void Checks:	0.00

Total of 72 Disbursements:	243,509.53
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**INGHAM COUNTY LAND BANK AUTHORITY**  
**STATEMENT OF NET ASSETS**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS**  
**October 31, 2016**

<b>Assets</b>	
Cash	\$ 52,112.49
Accounts Receivable	\$ -
Land Contract Receivable	\$ 881,682.10
Land Contract Interest Receivable	\$ 19,494.80
Land Contract Escrow	\$ 22,760.01
Notes Receivable	\$ -
Specific Tax Receivable	\$ 187,639.77
Payroll	\$ -
Employer Tax Liability CDBG	\$ -
Specific Tax Receivable - Prior Year	\$ 22,925.94
OCOF Nonprofit Receivable	\$ 5,322.68
Ingham County Receivable	\$ 1,435.99
Lansing City Receivable - General	\$ 2,489.32
CDBG County Receivable	\$ -
CDBG Receivable - Lansing Demo	\$ -
CDBG Lansing Rehab Receivable	\$ 174,407.67
CDBG City TA Receivable	\$ -
NSP 3 Lansing City Receivable	\$ -
NSP County Receivable	\$ -
NSP 2 Receivable	\$ 16,771.06
HOME Lansing City Receivable	\$ 49,360.00
Michigan Blight Elimination Rec	\$ -
HHF MSHDA Receivable	\$ 862,678.07
MSDHA Ash Street Rec	\$ -
Brownfield Rec	\$ -
Due from other funds	\$ -
Inventory - NSP2	\$ 45,000.00
Inventory	\$ 2,763,424.97
Fixed Assets	\$ 236,763.70
Fixed Assets - Rental	\$ 881,780.04
Accumulated Depreciation - Rental	\$ (183,756.18)
<b>Total Assets</b>	<b>\$ 6,042,292.43</b>

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

<b>Liabilities</b>	
Accounts Payable	\$ 90,094.82
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	\$ 636,030.98
Due from other funds	\$ -
Rental Deposit	\$ 8,120.00
Good Faith Deposits	\$ 8,994.00
Land Contract Escrow	\$ (9,303.99)
Deferred Revenue	\$ -
Employee Contribution - Health Car	\$ 155.19
<b>Total Liabilities</b>	<b>\$ 6,243,183.87</b>

<b>Retained Earnings</b>	<b>\$ (120,077.60)</b>
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<b>Total Net Assets</b>	<b>\$ (80,813.84)</b>
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INGHAM COUNTY LAND BANK AUTHORITY  
STATEMENT OF REVENUES, EXPENSES, AND CHANGE IN NET ASSETS  
October 31, 2016

	2016 Amended Sep-16	2016 YTD 10/31/2016	%
<b>Revenues</b>			
Ingham County allocation	\$ 400,000.00	\$ 400,000.00	100.00%
Property Sales	\$ 979,110.00	\$ 791,284.90	80.82%
Interest Income	\$ 61,825.00	\$ 62,117.16	100.47%
HOME Developer Fee Income	\$ 125,500.00	\$ 78,075.56	62.21%
HOME Program Revenue	\$ 370,000.00	\$ 277,254.44	74.93%
Specific Tax	\$ 190,000.00	\$ 188,581.01	99.25%
CDBG Program Revenue	\$ 420,000.00	\$ 223,815.59	53.29%
NSP1 Program Revenue	\$ -	\$ -	0.00%
NSP2 Program Revenue	\$ 108,600.00	\$ 16,814.91	15.48%
Hardest Hit Blight Elimination Funding	\$ 2,000,000.00	\$ 903,131.46	45.16%
Rental Income	\$ 153,500.00	\$ 128,190.51	83.51%
Lansing Reinvestment Revenue	\$ -	\$ -	0.00%
Late Fee Revenue	\$ 1,000.00	\$ 1,515.37	151.54%
Donation Revenue	\$ 750.00	\$ 895.01	119.33%
Miscellaneous Revenue	\$ 100.00	\$ 771.00	771.00%
Neighborhoods in Bloom	\$ 40,000.00	\$ 40,000.00	100.00%
Garden Program Revenue	\$ 6,500.00	\$ 9,353.98	143.91%
<b>Total Revenue</b>	<b>\$ 4,856,885.00</b>	<b>\$ 3,121,800.90</b>	<b>64.28%</b>

<b>Non-Administrative Expense</b>			
Property Acquisitions	\$ 200,000.00	\$ 199,859.80	99.93%
Land Bank Cost of Projects (renovations, assoc. fees, etc.)	\$ 292,651.00	\$ 590,460.98	201.76%
Land Bank Current Year Taxes	\$ -	\$ -	0.00%
Lawn/Snow/Maintenance	\$ 338,000.00	\$ 187,810.00	55.57%
Brownfield Debt	\$ 60,000.00	\$ -	0.00%
HOME Grant Expenses	\$ 370,000.00	\$ 463,648.34	125.31%
CDBG Renovation Expenses	\$ 420,000.00	\$ 283,525.19	67.51%
CDBG Demolition	\$ -	\$ (200.00)	0.00%
NSP1 Lansing City	\$ 17,500.00	\$ 12,582.97	71.90%
NSP2 Expenses	\$ 114,000.00	\$ 26,774.31	23.49%
NSP2 -PI-1 Expenses	\$ 300.00	\$ 281.69	93.90%
NSP2 -PI-2 Expenses	\$ 1,750.00	\$ 1,716.81	98.10%
Hardest Hit Blight Elimination Funding	\$ 2,000,000.00	\$ 737,541.47	36.88%
MI Blight Elimination Grant Expenses	\$ -	\$ (12,404.00)	0.00%
Neighborhoods in Bloom	\$ 40,000.00	\$ 15,545.22	38.86%
Demolitions	\$ 15,000.00	\$ 1,357.50	9.05%
<b>Total Non-Administrative Expense</b>	<b>\$ 3,869,201.00</b>	<b>\$ 2,508,500.28</b>	<b>64.83%</b>

<b>Administrative Expense</b>			
Office Supplies	\$ 8,000.00	\$ 4,258.72	53.23%
Audit Fee	\$ 21,700.00	\$ 21,700.00	100.00%
Communication	\$ 5,000.00	\$ 3,510.75	70.22%
Security	\$ 2,000.00	\$ 1,373.06	68.65%
Membership Fees	\$ 1,000.00	\$ 850.00	85.00%
Rental Expense	\$ 600.00	\$ 500.00	83.33%
Vehicle Expense	\$ 7,000.00	\$ 4,689.18	66.99%
Postage	\$ 1,500.00	\$ 1,121.84	74.79%
Office Expense (Utilities, Lawn/Snow, etc)	\$ 6,000.00	\$ 5,431.81	90.53%
Media/Public Relations	\$ 16,000.00	\$ 8,650.15	54.06%
Consultants/Legal/Contractual Services	\$ 88,225.00	\$ 41,055.63	46.54%
Computer Software Upgrade/Annual fee	\$ 24,450.00	\$ 22,751.88	93.05%
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	\$ 288,486.35	69.67%
Health Insurance and Benefit Expenses	\$ 70,335.00	\$ 75,444.26	107.26%

<b>Administrative Expense Cont.</b>			
Building Maintenance	\$ 10,000.00	\$ 6,124.27	61.24%
Interest Expense	\$ 70,000.00	\$ 52,133.14	74.48%
AmeriCorps	\$ 11,000.00	\$ 4,250.00	38.64%

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

	2016 Amended Sep-16	2016 YTD 10/31/2016	%
Equipment Small Purchase	\$ 4,500.00	\$ -	0.00%
Bank Fee	\$ 1,000.00	\$ 676.70	67.67%
Prior Year Expense	\$ -	\$ 1,560.00	0.00%
Insurance	\$ 22,100.00	\$ 2,391.13	10.82%
Garden Program Expense	\$ 10,000.00	\$ 9,238.94	92.39%
Land Contract Default	\$ 50,000.00	\$ -	0.00%
Community Development Projects	\$ 10,000.00	\$ 10,448.00	104.48%
Lansing Brownfield Expense	\$ -	\$ -	0.00%
Rental Depreciation	\$ 42,694.00	\$ 42,694.00	0.00%
Rental Program Expense	\$ 83,450.00	\$ 83,931.89	100.58%
<b>Total Administrative Expense</b>	<b>\$ 982,604.00</b>	<b>\$ 694,114.46</b>	<b>70.64%</b>

<b>Total Operating Expense</b>	<b>\$ 4,851,805.00</b>	<b>\$ 3,202,614.74</b>	<b>66.01%</b>
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<b>Total Net Revenue &amp; Expense, end of period</b>	<b>\$ 5,080.00</b>	<b>\$ (80,813.84)</b>	
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**INGHAM COUNTY LAND BANK AUTHORITY**  
**STATEMENT OF NET ASSETS**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS**  
**November 30, 2016**

<b>Assets</b>	
Cash	\$ 39,695.35
Accounts Receivable	\$ -
Land Contract Receivable	\$ 873,141.88
Land Contract Interest Receivable	\$ 16,707.85
Land Contract Escrow	\$ 8,631.00
Notes Receivable	\$ -
Specific Tax Receivable	\$ 187,639.77
Payroll	\$ -
Employer Tax Liability CDBG	\$ -
Specific Tax Receivable - Prior Year	\$ 22,925.94
OCOF Nonprofit Receivable	\$ 5,322.68
Ingham County Receivable	\$ 16,713.22
Lansing City Receivable - General	\$ 2,489.32
CDBG County Receivable	\$ -
CDBG Receivable - Lansing Demo	\$ -
CDBG Lansing Rehab Receivable	\$ 210,142.67
CDBG City TA Receivable	\$ -
NSP 3 Lansing City Receivable	\$ -
NSP County Receivable	\$ -
NSP 2 Receivable	\$ 16,771.06
HOME Lansing City Receivable	\$ 22,035.35
Michigan Blight Elimination Rec	\$ -
HHF MSHDA Receivable	\$ 877,171.33
MSDHA Ash Street Rec	\$ -
Brownfield Rec	\$ -
Due from other funds	\$ -
Inventory - NSP2	\$ 45,000.00
Inventory	\$ 2,759,704.97
Fixed Assets	\$ 236,763.70
Fixed Assets - Rental	\$ 881,780.04
Accumulated Depreciation - Rental	\$ (183,756.18)
<b>Total Assets</b>	<b>\$ 6,038,879.95</b>



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

<b>Liabilities</b>	
Accounts Payable	\$ 128,693.93
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	\$ 636,030.98
Due from other funds	\$ -
Rental Deposit	\$ 8,120.00
Good Faith Deposits	\$ 7,434.00
Land Contract Escrow	\$ (7,781.29)
Deferred Revenue	\$ -
Employee Contribution - Health Car	\$ 155.19
<b>Total Liabilities</b>	<b>\$ 6,281,745.68</b>
<b>Retained Earnings</b>	<b>\$ (120,077.60)</b>
<b>Total Net Assets</b>	<b>\$ (122,788.13)</b>

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

	2016 Amended Sep-16	2016 YTD 11/30/2016	%
<b>Revenues</b>			
Ingham County allocation	\$ 400,000.00	\$ 400,000.00	100.00%
Property Sales	\$ 979,110.00	\$ 797,893.70	81.49%
Interest Income	\$ 61,825.00	\$ 62,117.16	100.47%
HOME Developer Fee Income	\$ 125,500.00	\$ 78,075.56	62.21%
HOME Program Revenue	\$ 370,000.00	\$ 299,289.79	80.89%
Specific Tax	\$ 190,000.00	\$ 188,581.01	99.25%
CDBG Program Revenue	\$ 420,000.00	\$ 282,086.59	67.16%
NSP1 Program Revenue	\$ -	\$ -	0.00%
NSP2 Program Revenue	\$ 108,600.00	\$ 17,466.91	16.08%
Hardest Hit Blight Elimination Funding	\$ 2,000,000.00	\$ 930,684.22	46.53%
Rental Income	\$ 153,500.00	\$ 139,813.78	91.08%
Lansing Reinvestment Revenue	\$ -	\$ -	0.00%
Late Fee Revenue	\$ 1,000.00	\$ 1,536.27	153.63%
Donation Revenue	\$ 750.00	\$ 895.01	119.33%
Miscellaneous Revenue	\$ 100.00	\$ 771.00	771.00%
Neighborhoods in Bloom	\$ 40,000.00	\$ 40,000.00	100.00%
Garden Program Revenue	\$ 6,500.00	\$ 10,613.48	163.28%
<b>Total Revenue</b>	<b>\$ 4,856,885.00</b>	<b>\$ 3,249,824.48</b>	<b>66.91%</b>

<b>Non-Administrative Expense</b>			
Property Acquisitions	\$ 200,000.00	\$ 199,859.80	99.93%
Land Bank Cost of Projects (renovations, assoc. fees, etc.)	\$ 292,651.00	\$ 608,267.76	207.85%
Land Bank Current Year Taxes	\$ -	\$ -	0.00%
Lawn/Snow/Maintenance	\$ 338,000.00	\$ 205,415.00	60.77%
Brownfield Debt	\$ 60,000.00	\$ -	0.00%
HOME Grant Expenses	\$ 370,000.00	\$ 466,051.20	125.96%
CDBG Renovation Expenses	\$ 420,000.00	\$ 355,292.86	84.59%
CDBG Demolition	\$ -	\$ (200.00)	0.00%
NSP1 Lansing City	\$ 17,500.00	\$ 13,528.11	77.30%
NSP2 Expenses	\$ 114,000.00	\$ 28,352.13	24.87%
NSP2 -PI-1 Expenses	\$ 300.00	\$ 281.69	93.90%
NSP2 -PI-2 Expenses	\$ 1,750.00	\$ 1,716.81	98.10%
Hardest Hit Blight Elimination Funding	\$ 2,000,000.00	\$ 765,838.11	38.29%
MI Blight Elimination Grant Expenses	\$ -	\$ (12,404.00)	0.00%
Neighborhoods in Bloom	\$ 40,000.00	\$ 15,545.22	38.86%
Demolitions	\$ 15,000.00	\$ 1,357.50	9.05%
<b>Total Non-Administrative Expense</b>	<b>\$ 3,869,201.00</b>	<b>\$ 2,648,902.19</b>	<b>68.46%</b>

<b>Administrative Expense</b>			
Office Supplies	\$ 8,000.00	\$ 4,576.29	57.20%
Audit Fee	\$ 21,700.00	\$ 21,700.00	100.00%
Communication	\$ 5,000.00	\$ 3,848.00	76.96%
Security	\$ 2,000.00	\$ 1,373.06	68.65%
Membership Fees	\$ 1,000.00	\$ 895.00	89.50%
Rental Expense	\$ 600.00	\$ 600.00	100.00%
Vehicle Expense	\$ 7,000.00	\$ 3,676.89	52.53%
Postage	\$ 1,500.00	\$ 1,257.23	83.82%
Office Expense (Utilities, Lawn/Snow, etc)	\$ 6,000.00	\$ 5,914.44	98.57%
Media/Public Relations	\$ 16,000.00	\$ 9,622.15	60.14%
Consultants/Legal/Contractual Services	\$ 88,225.00	\$ 44,480.63	50.42%
Computer Software Upgrade/Annual fee	\$ 24,450.00	\$ 22,989.88	94.03%
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	\$ 299,175.74	72.26%
Health Insurance and Benefit Expenses	\$ 70,335.00	\$ 80,568.77	114.55%

<b>Administrative Expense Cont.</b>			
Building Maintenance	\$ 10,000.00	\$ 6,741.69	67.42%
Interest Expense	\$ 70,000.00	\$ 52,133.14	74.48%
AmeriCorps	\$ 11,000.00	\$ 4,250.00	38.64%

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

	2016 Amended Sep-16	2016 YTD 11/30/2016	%
Equipment Small Purchase	\$ 4,500.00	\$ -	0.00%
Bank Fee	\$ 1,000.00	\$ 736.38	73.64%
Prior Year Expense	\$ -	\$ 1,560.00	0.00%
Insurance	\$ 22,100.00	\$ 2,391.13	10.82%
Garden Program Expense	\$ 10,000.00	\$ 10,265.38	102.65%
Land Contract Default	\$ 50,000.00	\$ -	0.00%
Community Development Projects	\$ 10,000.00	\$ 12,448.00	124.48%
Lansing Brownfield Expense	\$ -	\$ -	0.00%
Rental Depreciation	\$ 42,694.00	\$ 42,694.00	0.00%
Rental Program Expense	\$ 83,450.00	\$ 88,969.86	106.61%
<b>Total Administrative Expense</b>	<b>\$ 982,604.00</b>	<b>\$ 723,710.42</b>	<b>73.65%</b>

<b>Total Operating Expense</b>	<b>\$ 4,851,805.00</b>	<b>\$ 3,372,612.61</b>	<b>69.51%</b>
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<b>Total Net Revenue &amp; Expense, end of period</b>	<b>\$ 5,080.00</b>	<b>\$ (122,788.13)</b>	
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