

PUBLIC NOTICE ANNUAL MEETING

Chair
ERIC SCHERTZING

Vice-Chair
DEBBIE DE LEON

Appointed Members
DEBBIE DE LEON, Vice-Chair
REBECCA BAHAR-COOK, Secretary
DEB NOLAN
BRIAN MC GRAIN

Ingham County Land Bank Fast Track Authority

422 Adams 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, 2012 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 – December 5, 2011

Additions to the Agenda

Limited Public Comment – 3 minutes per person

1. Election of officer - Motion
 - a. The chair is the County Treasurer per Section 4 of the Intergovernmental Agreement
 - b. Vice-Chairperson (optional)
 - c. Secretary
 - d. Treasurer
2. Conflict of Interest
 - a. Compliance with article three subsection 3.6
Signature on form
3. Resolution to Amend Bylaws Section 3.3
4. Resolution to Approve Rental Property Guidelines
5. Specific Tax Pledge to Brownfield for 1621 E. Michigan Ave
Karl Dorshimer/Pat Gillespie Variance
6. Audit Engagement Letter
7. Property maintenance, renovation & development
 - a. Residential Property Update
 - b. Commercial Property Update
 - c. NSP2 Update-expenditure deadline
 - d. PROP Update
 - e. Garden Program
 - f. General legal update- Counsel

8. Accounts Payable & Monthly Statement
 - a. Accounts Payable Approval – December 2011
 - b. Accounts Payable Approval – January 2012
 - c. Monthly Statement – November 30, 2011

Announcements

Public Comment – 3 minutes per person

Adjournment

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

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

December 5, 2011
Minutes

Members Present: Eric Schertzing, Comm. Bahar-Cook, Comm. Nolan and Comm. McGrain;

Members Absent: Comm. DeLeon

Others Present: Mary Ruttan, Tim Perrone, Joe Bonsall, Sandy Gower, Paul Joseph, Dawn-Marie Joseph

The meeting was called to order by Chairperson Schertzing at 5:06 p.m. Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the November 7, 2011 Minutes

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE NOVEMBER 7, 2011 MINUTES.

Comm. McGrain requested the words "or low-income development" be added to the end of the first paragraph on page two. He also requested section four of the minutes be changed to clarify that a CHDO would be an independent non-profit and not "under the umbrella" of the Land Bank.

MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comm. DeLeon

Additions to the Agenda: None

Limited Public Comment: None

1. Resolution to Authorize Chairman to Negotiate and Execute Purchase Agreement on 122 W. Grand river, Williamston

Chairperson Schertzing noted the Josephs were not yet in attendance and suggested the item be held until their arrival.

2. Resolution to Approve the Employee Paid Time Off/Leave Policy

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO ADOPT THE RESOLUTION APPROVING THE EMPLOYEE PAID TIME OFF/LEAVE POLICY.

Comm. Nolan inquired as to the source of the language used in the resolution. Executive Director Ruttan stated the language was taken from the agreement between Ingham County and the ICEA Union and the Management Employees. Executive Director Ruttan stated the policy would apply to the Property Maintenance Coordinator, Property Sales Coordinator, Garden Program Coordinator, and Receptionist positions.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. DeLeon

3. Priorities, Policies and Procedures
3a. Residential Land Transfers

Executive Director Ruttan stated the documents were presented for review and discussion. Comm. McGrain asked if section 9, requiring a narrative description of future use was necessary for residential properties. Executive Director Ruttan stated these Priorities, Policies and Procedures are intended to guide staff when approached by the public about properties not actively listed for sale by the Land Bank and in those cases, intended future/end use is a factor in the process. A discussion of how the City of Lansing Master Plan interacts was undertaken without action.

3b. Attorney General Cox Opinion #7255

Chairperson Schertzing stated the opinion relates to the Wayne County Land Bank's Turbo Program.

4. The ReBuilding Exchange, Chicago
4a. Other Deconstruction Opportunities

Chairperson Schertzing presented a partnership proposal from the ReBuilding Exchange, Chicago. ReBuilding Exchange is a non-profit building material reuse organization that obtains its materials from sustainable deconstruction projects. They propose to partner with the Land Bank to deconstruct approximately five homes per month and transport those materials to their Chicago location for resale. Chairperson Schertzing stated the proposal intends to match our supply of materials with their demand for them. We have had difficulty doing deconstruction in any real volume because it is more expensive than demolition and there are only a handful of contractors in the area with any experience. He stated another issue of concern was exporting materials not just outside of the immediate area, but out of the state. Comm. Bahar-Cook stated that would be preferable to seeing all the materials go into a landfill. Comm. McGrain inquired if there was an in-state option for this type of activity. Chairperson Schertzing stated there are a few in Detroit and Saginaw but they have relied primarily on prison re-entry programs to subsidize the labor costs.

5. Property Maintenance, Renovation & Development

5a. Property Update

Chairperson Schertzing stated information was included in the packet concerning NSP2 rehab projects. He stated the Land Bank has already closed on 35 home sales for the year, including a woman from St Johns who recently purchased our home at 1609 N Genesee in Lansing. Executive Director Ruttan stated the Land Bank has met the 50% expenditure requirement for NSP2.

5b. 1621 E Michigan Avenue

Chairperson Schertzing distributed an email from Ken Szmusiak of Lansing EDC and stated he had requested Mr. Szmusiak to be in attendance. The City approved a brownfield plan for the property, but did not factor in the Land Bank's 5/50 tax capture. The City is requesting the Land Bank give up/return its capture. Comm. Nolan asked how much money we would be giving back. Chairperson Schertzing stated it would be approximately \$15,000/year. Chairperson Schertzing stated he had mentioned this issue to the City several times before their plan was finalized. Comm. McGrain asked how a mistake like this happens. Chairperson Schertzing stated this is the first time this issue has come up in the City. Comm. McGrain asked if staff had plans for the money. Executive Director Ruttan stated the expected capture was included in budget. Comm. McGrain stated the board should not take any action until the City EDC can be in attendance to discuss the situation in more detail.

5c. CHDO Update

Chairperson Schertzing stated a meeting with MSHDA would be held in the coming week to discuss the issue and a possible tri-county aspect. Comm. Nolan asked why a county-wide option would not be preferable. Chairperson Schertzing responded by stating a tri-county component might work well with other regional entities such as Tri-County Regional Planning and LEAP. Further, the issues that impact Lansing and Ingham County don't stop at Waverly Rd and Sheridan Rd. We need a mechanism to be able to cross those boundaries. Also, a tri-county entity would be able to bring in more resources to the region. That being said, it may turn out that politics make such an entity impractical; we are merely in the discussion phase. Comm. Nolan asked when the issue might come back to the board. Chairperson Schertzing responded it would likely come back before the board in February.

5d. General Legal Update – Counsel

Mr. Perrone informed the board all requested documents have been provided in the Maiz civil rights case and we are awaiting the investigator's decision. The Land Bank has received notice of a bankruptcy filing by one of our land contract buyers. The bankruptcy stems from a car loan and the party has indicated their intent to satisfy the terms of the land contract. The two land contract forfeiture cases continue in their

redemption period, with both purchasers expressing intent to redeem. The soil issue is still pending.

6. Community Development

6a. Community Outreach – Lunch-N-Learn

Chairperson Schertzing stated Kimberly Whitfield would be hosting a lunch meeting on January 11th at the Neighborhood Empowerment Center and has invited the neighborhood associations to send representatives. All board members are welcome to attend.

6b. Tri-County Regional Planning Sustainable Communities Planning Grant

Chairperson Schertzing stated the grant application, which included Land Bank activities as matching funds, was successful.

1. Resolution to Authorize Chairman to Negotiate and Execute Purchase Agreement on 122 W. Grand River, Williamston

Chairperson Schertzing introduced Paul and Dawn-Marie Joseph and invited them to share their proposal with the board. Mr. Joseph presented the board with information regarding their other existing business ventures in Williamston. Comm. Nolan commented that she had recently had a wonderful dinner at Gracie's Place, which is also owned by the Josephs. He stated his belief that one thing downtown Williamston is lacking is a neighborhood bar and the availability of three liquor licenses. Mrs. Joseph stated their proposed bar/pub would employ approximately 10-12 people. Comm. McGrain asked what the experience with Land Bank staff had been like. Mrs. Joseph stated she had experienced difficulty obtaining a form and having Executive Director Ruttan return her phone calls. Comm. McGrain asked if the Josephs had been aware of the appraised value of the property when they made their \$20,000 offer. Mrs. Joseph stated they were aware of the amount, but did not have a copy of the full appraisal.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO AUTHORIZE THE CHAIRMAN TO NEGOTIATE AND EXECUTE PURCHASE AGREEMENT ON 122 W. GRAND RIVER, WILLIAMSTON.

Chairperson Schertzing stated policy calls for the sales prices to be within 70% of appraised value. Comm. Bahar-Cook inquired what expenses the Land Bank had in the property. Chairperson Schertzing stated the purchase price was approximately \$15,000, plus current year taxes around \$6,000, plus \$1,800 for the appraisal.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. DeLeon

6c. Fund 202 – Dollar Home Program – 2012 Projections

Executive Director Ruttan provided an overview of the information in the packet. She stressed revenues generated by the Dollar Home Program must be utilized for some public purpose or another home renovation.

6d. Capital Community Bike Share Program – Martinez Consulting Group Contract
Chairperson Schertzing informed the board the focus of the group has transitioned to finding corporate partners and finding ways to dovetail the program with the HUD Sustainable Communities Planning Grant. He also stated the contract with Martinez Consulting Group is being extended another two months. Comm. Nolan inquired how long we would wait for other funding sources to materialize. Chairperson Schertzing stated a couple of months; through the first quarter of 2012.

6e. December 8th, Holiday Event – 934 Clark St

Chairperson Schertzing reminded the board to keep this item on their calendars; remarks are scheduled for 5:00pm. The building has already been covered in the LSJ and Community News. Additional media coverage is expected.

Comm. Nolan requested an update on PROP and the Sidelot Program. Executive Director Ruttan stated finding interested parties who also have the necessary capital continues to be an issue for PROP. Joseph Bonsall stated the Land Bank has a purchase offer for a vacant sidelot on Clifford and has an interested party for vacant land on Rheamont.

7. Accounts Payable & Monthly Statement

7a. Accounts Payable Approval – November 2011

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK TO APPROVE THE ACCOUNTS PAYABLE FOR NOVEMBER 2011.

Comm. McGrain disclosed that he works for CEDAM.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. DeLeon

7b. Monthly Statement – October 2011

The October 2011 monthly financial statement was received and placed on file.

Announcements:

Executive Director Ruttan responded to Mrs. Joseph's allegation that she was unable to obtain information from Land Bank staff. The form Mrs. Joseph requested was a standard real estate form that should be familiar to anyone as experienced in real estate

development as the Josephs. In a typical transaction, this form is provided by the purchaser, not the seller. Staff only provides those materials in situations such as the Sidelot Program when we deal with inexperienced buyers who would be expected to have difficulty providing the form themselves. Executive Director Ruttan further stated she had had numerous communications, both via telephone and email with the Josephs concerning their proposal.

Comm. Bahar-Cook thanked Comm. DeLeon for offering to give up her seat so that Comm. Bahar-Cook could remain on the board for another term.

Limited Public Comment:

Sandy Gower, Economic Development Coordinator for Ingham County, updated the board on the Ash St project in Mason. She stated a brownfield plan is being developed and is expected to be completed by the end of the year. This plan will be suitable for any developer the Land Bank chooses to work with.

The meeting adjourned at 6:26 p.m.

Respectfully submitted,

Joseph Bonsall

INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION TO AMEND THE BYLAWS, SECTION 3.3 TERM OF OFFICE, OF
THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY**

RESOLUTION #12-01

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 County Board Of Commissioners requested the change to the Bylaws;

THEREFORE BE IT RESOLVED, that the Authority approves the proposed amendment to strike the last sentence in section 3.3 and add the new language as stated in Exhibit 1.

Aye:

Nay:

Absent:

Exhibit 1

3.3 Term of Office. The Treasurer of Ingham County shall serve as an ex officio member of the Board of Directors without a term. Of the four (4) directors appointed in accordance with Subsection 3.2 of these Bylaws, one shall be appointed for an initial term of one (1) year, one shall be appointed for an initial term of two (2) years, one shall be appointed for an initial term of three (3) years, and one (1) shall be appointed for an initial term of four (4) years. Upon the expiration of the initial terms, all appointments shall be for a term of four years. Each director shall continue in office for a term for which he or she is appointed, or until his or her successor has been appointed and has qualified, or until his or her early death, resignation, removal or retirement. ~~There shall be no limit on the number of successive terms of office a director may serve.~~ A director may not be appointed to or serve more than two (2) consecutive terms of office.

INGHAM COUNTY LAND BANK AUTHORITY

**RESOLUTION TO APPROVE THE RENTAL PROPERTY GUIDELINES OF THE
INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY**

RESOLUTION #12-02

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 has inventory suitable for future renovations and currently vacant; and

WHEREAS, vacant property deteriorates quickly and is a source of vandalism and crime; and

WHEREAS, a property rental program will facilitate efficient use of our inventory; and

WHEREAS, guidelines are required to manage and operate the program,

THEREFORE BE IT RESOLVED, the Ingham County Land Bank Fast Track Authority, approves the proposed Rental Property Guidelines (Exhibit 1) subject to review by the Land Bank Attorney

YEAS:

NAYS:

ABSENT:

Exhibit 1

Obligations of the Leasee

This Section states the obligations of a Leasee

A. Supplying required information.

1. The leasee must supply any information that the Ingham County Housing Commission or THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY determines is necessary in the administration of the Lease. Information includes any requested certification, release or other documentation.
2. The leasee must disclose and verify Social Security Numbers and must sign and submit consent forms for obtaining information.
3. All information supplied by the leasee must be true and complete.

B. The leasee must allow the Ingham County Housing Commission *or THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY* to inspect the premises at reasonable times and after at least 2 calendar days notice according to state law.

D. Violation of Lease

The leasee may not commit any serious or repeated violation of the lease.

E. Leasee Notice of Move or Lease Termination

In accordance with the Lease, the leasee must notify the Ingham County Housing Commission before the leasee moves out of the rental premises or terminates the lease.

F. Use and Occupancy of the Rental Premises

1. The leasee must use the premises for a residence by the leasee.
2. The Ingham County Housing Commission must approve the composition of the family residing in the premises. The leasee must request approval from the Ingham County Housing Commission to add any other family members as an occupant of the premises. No other person (i.e., no one but members of the family) may reside in the premises.
3. Members of the household may engage in legal profit making

activities on the premises, but only if such activities are incidental to primary use of the premises for residence by members of the family. Any business uses of the premises must comply with the lease, zoning requirements and the affected household member must obtain all appropriate licenses.

4. The leasee must not sublease or let the premises.
5. The leasee must not assign the lease or transfer the premises.

G. Crime by Household Members

The members of the household may not engage in drug-related criminal activity or other violent criminal activity, or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other occupants and persons residing in the immediate vicinity of the premises.

H. Alcohol and/or Drug Abuse By Household Members

The members of the household must not abuse alcohol and/or drugs in a way that threatens the health, safety or right to peaceful enjoyment of other occupants and/or persons residing in the immediate vicinity of the premises.

Grounds for Denial

The Ingham County Housing Commission, *on behalf of the INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY* will deny assistance to applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process within 10 business days of a request for same;
- C. Fail to respond to a written request for information or a request to declare their continued interest in the program within 10 business days of a request for same;
- D. Fail to complete any aspect of the application or lease-up process;
- E. Have a family member who was evicted from federally assisted housing within the past five years because of drug-related criminal activity. The five year limit is based on the date of such eviction, not the date the crime was committed.

However, the Ingham County Housing Commission may admit the household if the ICHC determines:

- 1. The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program approved by the Ingham County Housing Commission; or
 - 2. The circumstances leading to the eviction no longer exist (for example, the criminal household member is imprisoned or has died).
- F. Have a household member who is currently engaging in illegal use of a drug;
- G. Have a household member whose illegal drug use or a pattern of illegal drug use may threaten the health, safety, or right to peaceful enjoyment of the premises by other neighbors;
- H. Have a household member who has ever been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing;
- I. Have a household member who is subject to a lifetime registration requirement under a State sex offender registration program;

- J. Have a household member whose abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other tenants or persons residing in the immediate vicinity;
- K. Have a household member who is a fugitive felon, parole violator or person fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees;
- L. Any member of the household was released from prison, parole or probation within the last five (5) years for any of the following:
 - 1. Any felony;
 - 2. Any drug-related criminal activity;
 - 3. Any violent criminal activity;
 - 4. Any other criminal activity which may threaten the health, safety, or right to peaceful enjoyment of the premises by other tenants or persons residing in the immediate vicinity; or
 - 5. Any other criminal activity which may threaten the health or safety of the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY (including an Ingham County Housing Commission employee or an Ingham County Housing Commission contractor, subcontractor or agent).

For purposes of this section, a household member is “currently engaged in” criminal activity if the person has engaged in the behavior recently enough to justify a reasonable belief that the behavior is current.

An applicant who is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate basis for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission. The Ingham County Housing Commission will require verification in all cases where an applicant claims protection against an action proposed to be taken by the Authority involving such individual. Verification must be submitted within 10 business days after receipt of the ICHC’s request for verification.

- M. Have a family member who has been evicted from federally assisted housing in the last five years that has a history of destruction of property;

- N. Have a family member who has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program;
- O. Have breached an agreement to pay amounts owed in rent to another landlord;
- P. Have engaged in or threatened abusive or violent behavior towards any *INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY* staff member, agent or tenant.

If the Ingham County Housing Commission denies admission on the basis of a criminal record, the Ingham County Housing Commission will provide the person with the criminal record (i.e., the family member) and the applicant head of household with a copy of the criminal record and an opportunity to dispute the accuracy and relevance of that record, in the procedures for the Informal Review Process for Applicants. The applicant will have ten (10) business days to dispute the accuracy and relevance of the record in writing. If the Ingham County Housing Commission does not receive the dispute within the allotted time, the applicant will be denied.

MAINTENANCE POLICY

The Maintenance Division of the Ingham County Housing Commission is responsible for managing the maintenance function in the most cost effective manner possible while maximizing the useful life of Ingham County Land Bank Fast Track Authority properties and providing the best service to residents. The following policy statements are designed to establish the structure of an effective and efficient maintenance system

1.0 COMPONENTS OF A MAINTENANCE SYSTEM

The Ingham County Housing Commission maintenance system shall include certain components:

- 1.1 A system of priorities for work requests;
- 1.2 Comprehensive working procedures;
- 1.3 Performance goals; and
- 1.4 A work order system.

By developing a maintenance system that has these components in place, the Housing Commission will have the tools it needs to control the performance of maintenance work for the Ingham County Land Bank Fast Track Authority.

1.1 PRIORITY SYSTEM

The work priorities adopted by the Ingham County Housing Commission exemplify its philosophy of delivering maintenance services. This priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively. Minimizing vacancy loss is part of the cost-effectiveness calculation. The maintenance priorities of the Ingham County Housing Commission are the following:

- A. Emergencies
- B. Scheduled Operations and Services
- C. Vacancy Preparation
- D. Resident On-Demand Requests

Placing planned maintenance and vacancy preparation work ahead of resident work requests does not indicate that resident requests are unimportant. It emphasizes the importance of maintaining control of the maintenance work by performing scheduled routine and preventive work first. By doing so the Housing Commission will decrease on-demand work and maintain the property in a manner that will keep and attract good tenants.

1.2 *Develop procedures*

The Director of Maintenance will ensure that there are sufficient clear procedures in place to allow staff to implement this maintenance policy statement. All procedures will include the following:

- A. A statement of purpose;
- B. The job title(s) of the staff member(s) responsible for carrying out the activities in the procedure;
- C. Any forms needed to carry out the activities; and
- D. The frequency of any specified activities.

After their adoption, maintenance procedures will be reviewed and updated at least annually.

1.3 *Develop performance standards and goals*

The Director of Maintenance will establish measures that will allow the effectiveness of maintenance systems and activities to be evaluated. In establishing these standards the Housing Commission will take into consideration certain factors:

- A. Local housing codes;
- B. Ingham County Housing Commission job descriptions.
- C. Funding available

Nothing in the documents listed above will prevent the Housing Commission from setting a standard that is higher than that contained in the documents.

These standards and goals will be used to evaluate current operations and performance and to develop strategies to improve performance and meet the standards that have been set.

1.4 Work Order System

The Ingham County Housing Commission shall have a comprehensive work order system that includes all work request information: source of work, description of work, priority, cost to complete, days to complete, and hours to perform. This information is required for the Housing Commission to plan for the delivery of maintenance services as well as evaluate performance. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on work orders.

Work orders will contain, at a minimum, the following information:

- A. Preprinted number
- B. Source of request (planned, inspection, resident, etc.)
- C. Priority assigned
- D. Location of work
- E. Date and time received
- F. Date and time assigned
- G. Worker(s) assigned
- H. Description of work requested (with task number)
- I. Description of work performed (with task number)
- J. Estimated and actual time to complete
- K. Materials used to complete work
- L. Resident charge
- M. Resident signature

2.0 MAINTAINING THE PROPERTY

All maintenance work performed on the properties of the ICLB can be categorized by the source of the work. Each piece of work originates from a particular source -- an emergency, the routine maintenance schedule, the preventive maintenance schedule, a unit inspection, a unit turnover, or a resident request.

2.1 *Responding to Emergencies*

Emergencies are the highest priority source of work. The Ingham County Housing Commission will consider a work item to be an emergency if the following occur:

- A. The situation constitutes a serious threat to the life, safety or health of residents or staff; or
- B. The situation will cause serious damage to the property structure or systems if not repaired within twenty-four (24) hours.

If a staff member is unsure whether or not a situation is an emergency, he or she will consult with his or her supervisor. If a supervisor is not available, the employee will use his or her best judgment to make the decision.

For emergencies that occur after regular working hours, the Ingham County Housing Commission shall have a twenty-four (24) emergency response system in place. This response system includes the designation of a maintenance employee in charge for each day as well as a list of qualified pre-approved contractors, open purchase orders for obtaining required supplies or equipment, and access to Housing Commission materials and supplies. The designated employee shall prepare a work order and report on any emergency within twenty-four hours after abatement of the emergency.

2.2 *Prepare Vacant Units for Reoccupancy*

It is the policy of the Ingham County Housing Commission to reoccupy vacant units as soon as possible. This policy allows the ICLB to maximize the income produced by properties and operate attractive and safe properties.

The Director of Maintenance is responsible for developing and implementing a system that ensures an average turn-around time of twenty (20) calendar days. In order to do so, he or she must have a system that can perform the following tasks:

- A. Forecast unit preparation needs based on prior years' experience;

- B. Estimate both the cost and process it will take to prepare them; and
- C. Control work assignments to ensure prompt completion.

The maintenance procedure for reoccupying vacant units relies on the prompt notification by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for leasing the unit.

The Director of Maintenance has the ability to create a special list of outside contractors to complete all work that goes with unit turnaround that will assure ICLB goals.

2.3 *Resident On-Demand Service*

This category of work refers to all resident generated work requests that fall into no other category. These are non-emergency calls made by residents seeking maintenance service. These requests for service cannot be planned in advance or responded to before the resident calls.

It is the policy of the Ingham County Housing Commission to complete these work requests within seven (7) days. However, unless the request is an emergency or entails work that compromises the habitability of the unit, these requests will not be given a priority above scheduled routine and preventive maintenance. By following this procedure, the Ingham County Housing Commission believes it can achieve both good resident service and a maintenance system that completes the most important work first and in the most cost effective manner.

3.0 CONTRACTING FOR SERVICES

The Ingham County Housing Commission will contract for maintenance services when it is in the best interests of the ICLB to do so. When the employees of the Housing Commission have the time and skills to perform the work at hand, they will be the first choice to perform a given task. When the employees of the Housing Commission have the skills to do the work required, but there is more work than there is time available to complete it, the Housing Commission will determine whether it is more cost/time effective to use a contractor to complete the work. If the Housing Commission staff does not have the skills to complete the work, a contractor will be chosen. All costs for outside contractors will be the financial responsibility of the ICLB.

The Director of Maintenance will work with the appropriate personnel of the ICLB to facilitate the contract award. The Director will be responsible for the contribution of the Maintenance Department to this process.

Request - 1621 E. Michigan Ave. Brownfield Redevelopment Project

Ken Szymusiak [KSzymusi@lansingmi.gov]

Sent: Monday, December 05, 2011 9:13 AM

To: Schertzing, Eric; Ruttan, Mary

Cc: Karl Dorshimer [KDorshim@lansingmi.gov]; Scott P. Gillespie [scott@thegillespiecompany.com]

Importance: High

Attachments: Complete - Brownfield Plan~1.pdf (237 KB)

**** High Priority ****

Hello Eric & Mary,

Per our previous discussions regarding the redevelopment of the former Citgo Gas Station at 1621 E. Michigan Ave., I would like to formally request that the Ingham County Landbank Authority forgo the collection of taxes on the site to ensure the priority of the local brownfield plan as passed by the Lansing City Council on June 13, 2011. As you know, this property was encumbered with a number of environmental hurdles, therefore to make the development financially feasible the Lansing Brownfield Redevelopment Authority (LBRA) has dedicated \$150,000 of cleanup funding through its Local Site Remediation Fund. In doing so, the LBRA has placed itself in a first position in the repayment structure of the TIF Plan, with the intent of recapturing the funds so that they may be quickly utilized again to bring yet another contaminated property back to economic viability in the city. We estimate these funds to be recaptured within the first 12 (+/-) years of capture. I want to thank the Land Bank Authority in advance for the consideration of my request, and for the continuation of a partnership that has proven to be highly effective in transforming Lansing's neighborhoods and commercial areas.

Please let me know if you have any further questions.

Sincerely,

Ken Szymusiak, CECD
Director of Business Investment & Innovation

Lansing Economic Development Corporation
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1621 E Michigan Ave - City of Lansing Brownfield Plan Capture

Incremental Value				
	Real Property	Local Increment	Total Increment	Land Bank Specific*
2012	\$440,000	\$16,550	\$16,550	\$8,275
2013	\$442,200	\$16,633	\$16,633	\$8,317
2014	\$444,411	\$16,716	\$16,716	\$8,358
2015	\$446,633	\$16,800	\$16,800	\$8,400
2016	\$448,866	\$16,884	\$16,884	\$8,442
2017	\$451,111	\$16,968	\$16,968	
2018	\$453,366	\$17,053	\$17,053	
2019	\$455,633	\$17,138	\$17,138	
2020	\$457,911	\$17,224	\$17,224	
2021	\$460,201	\$17,310	\$17,310	
2022	\$462,502	\$17,396	\$17,396	
2023	\$464,814	\$17,483	\$17,483	
2024	\$467,138	\$17,571	\$17,571	
2025	\$469,474	\$17,659	\$17,659	
2026	\$471,821	\$17,747	\$17,747	
2027	\$474,180	\$17,836	\$17,836	
2028	\$476,551	\$17,925	\$17,925	
2029	\$478,934	\$18,014	\$18,014	
2030	\$481,329	\$18,105	\$18,105	
20301	\$483,735	\$18,195	\$18,195	
Totals	\$9,230,811	\$347,205	\$347,205	\$41,792

*** Land Bank Specific Tax Capture = \$41,792**

Briefing Memo
Brownfield Project #53
1621 E. Michigan Ave.
City of Lansing
5/6/2011

MEMORANDUM

DATE: May 6, 2011
TO: Lansing Brownfield Redevelopment Authority
FROM: Ken Szymusiak, Director of Business Investment & Incubation
Lansing Economic Development Corporation
SUBJECT: Brownfield Plan #53 – 1621 E. Michigan Ave. Brownfield Project

PROJECT DESCRIPTION:

Applicant: Michigan Avenue Investors II, LLC
329 S. Washington Sq., Ste. 1
Lansing, MI 48933

Contact: Scott Gillespie
517-202-2988

Project Location: 1621 E. Michigan Ave. – former Citgo Gas Station

Total Investment: \$1,275,000 (excluding purchase price)

Brownfield Eligible

Reimbursable Activities: \$210,650 (includes 10% contingency)

Brownfield Length: 20 years

Estimated Brownfield Tax Capture: \$314,858 Total Capture

Local Site Remediation Fund (RLF Reimbursement): \$169,465

Developer Reimbursement: \$22,035

Contingency (10%): \$19,150

LBRA Administrative Cost: \$31,248
LBRA Revolving Loan Fund: \$72,960

New Local Taxes: \$34,720 (10% of generated local increment)

Briefing Memo
Brownfield Project #53
1621 E. Michigan Ave.
City of Lansing
5/6/2011

Michigan Business Tax Credit:

MBT Eligible Costs: \$910,500 (estimate)
MBT Credit (12.5%): \$113,812

Overview: The developer intends to demolish the existing gas station and remove all gasoline tanks from the premises utilizing the LBRA's Local Site Remediation Loan Fund (RLF). Once the land is prepared the developer intend to construct a new three (3) story mixed-use building with retail space occupying 2,895 s.f of the first floor.

WORK PLAN REQUEST

The City of Lansing Brownfield Redevelopment Authority has submitted a work plan request seeking approval of approximately \$314,858 of local tax capture for the 1621 E. Michigan Ave. brownfield project.

There will be approximately \$210,650 in brownfield TIF eligible activities performed on the site with potential to be reimbursed through Local Tax Capture over 20 years.

Revolving Loan Fund Use:

In an effort to increase the viability of the LBRA will commit \$150,000 of Brownfield Local Site Remediation Fund (RLF) monies to be made available to perform demolition, environmental clean up, and site preparation activities. RLF funds will be repaid to the LBRA through TIF capture on the site. Repayment of RLF funds will take precedent over all other reimbursement request made by the developer. The LBRA will collect 2% interest on these funds.

Brownfield Tax Base:

The brownfield plan will utilize the 2011 base year taxable value of \$78,700.

PROJECT ELIGIBILITY:

The property has been deemed a "Facility," due to environmental contamination. The project is the subject to Brownfield plan approval by the Lansing Brownfield Redevelopment Authority Board of Directors on May 6, 2011.

OVERALL APPLICATION PACKAGE:

Local TIF; as well as Michigan Business Tax Brownfield Credits

TAX CAPTURE BREAKDOWN

There are 61.5399 mills available for capture, local millage equaling 37.6137 mills (61%). The recommended tax capture breaks down as follows: See attached document at end of memo.

Briefing Memo
Brownfield Project #53
1621 E. Michigan Ave.
City of Lansing
5/6/2011

PROJECT REVIEW:

- a) The overall benefit to the public:

This project will require the demolition of an abandoned gas station which has been an underperforming asset and community eyesore for approximately three (3) years. Due to tax foreclosure the property came under the ownership of the Ingham County Treasurer and Land Bank in spring 2010. The project will serve as a true catalyst for Michigan Ave. as it is the first large scale mixed-use construction that has occurred in many years..

- b) The extent of reuse of vacant buildings and redevelopment of blighted property:

The vacant and woefully maintained building will be demolished and the contaminated property will be put back to use for new construction.

- c) Creation of jobs:

The project is anticipated to create a number of new jobs once the retail spaces are occupied, however it is premature to speculate on the exact job creation figures at this time. Current retail inquiries have suggested 8-10 new jobs.

- d) Whether the eligible property is in an area of high unemployment:

Unemployment Rates for Feb. 2011 (Not seasonally adjusted):

Lansing City - 12.2%
State of Michigan - 10.4 %
National Average - 9.0%

Local unemployment exceeds the national and state rates.

- e) The level and extent of contamination alleviated by the qualified taxpayer's eligible investment to the extent known to the qualified taxpayer:

Redevelopment of the site will include the removal of underground storage tanks that have been responsible for environmental contamination in the past. The site will be prepared through due care activities that will allow for the development of a mixed use residential and retail building.

Briefing Memo
Brownfield Project #53
1621 E. Michigan Ave.
City of Lansing
5/6/2011

f) The level of private sector contribution:

The developer will invest approximately \$1,130,000 (excluding purchase price) towards this development.

g) The cost gap that exists between the site and a similar greenfield site as determined by the Michigan Economic Growth Authority:

No greenfield sites were considered.

h) If the qualified taxpayer is moving from another location in this state, whether the move will create a brownfield:

The qualified taxpayer is not moving from another location.

i) Whether the financial statements of the qualified taxpayer indicate that it is financially sound and that the project is economically sound:

The developer has received preliminary financing commitments.

OTHER STATE AND LOCAL ASSISTANCE:

EPA Environmental Site Assessment Funds

RECOMMENDATION:

The Lansing Brownfield Redevelopment Authority recommends approval of a Brownfield TIF Capture Plan not to exceed \$314,858 or 20 years, whichever comes first.



Rehmann Robson

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Jackson, MI 49203
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www.rehmann.com

December 20, 2011

Ms. Mary Ruttan, Executive Director
Ingham County Land Bank Fast Track Authority
422 Adams Street
Lansing Michigan 48906

Enclosed is the engagement letter for *Ingham County Land Bank Fast Track Authority* for the year ended December 31, 2011. *Government Auditing Standards* (as amended) require that we communicate, during the planning stage of an audit, certain information to the Board of Directors. This information includes the auditors' responsibilities in a financial statement audit, including our responsibilities for testing and reporting on compliance with laws and regulations and internal control over financial reporting. The engagement letter includes the items which must be communicated to the Board of Directors.

Therefore, please make copies of the attached engagement letter and forward the copies to the Board of Directors.

Please sign and return the enclosed copy of the attached engagement letter to us at your earliest convenience.

Sincerely,

A handwritten signature in cursive script that reads 'Rehmann Robson'.

Enclosures

December 20, 2011

To the Chairperson and Members of the Board of the
Ingham County Land Bank Fast Track Authority
422 Adams Street
Lansing Michigan 48906

We are pleased to confirm our understanding of the services we are to provide the **Ingham County Land Bank Fast Track Authority** (the "Authority") for the year ended December 31, 2011. We will audit the financial statements of the Authority as of and for the year ended December 31, 2011. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Authority's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

We have also been engaged to report on supplementary information other than RSI, such as combining and individual fund financial statements, that accompanies the Authority's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

Audit Objectives

The objective of our audit is the expression of opinions as to whether the Authority's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. Our audit of the Authority's financial statements does not relieve management or those charged with governance of their responsibilities. The objective also includes reporting on -

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and *OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of management, the body or individuals charged with governance, others within the entity, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of *OMB Circular A-133*, and will include tests of accounting records, a determination of major program(s) in accordance with *Circular A-133*, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinion are other than unqualified, we will discuss the reasons with management in advance. If circumstances occur and come to our attention related to the condition of the Authority's records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, or we become aware that information provided by the entity is incorrect, incomplete, or otherwise unsatisfactory which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

The concept of materiality is inherent in the work of an independent auditor. An auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote. For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting and financial reporting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of *OMB Circular A-133*. As part of the audit, we will assist with preparation of the Authority's financial statements, schedule of expenditures of federal awards, and related notes. Management is responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes and for accepting full

responsibility for such decisions. Management will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and the schedule of expenditures of federal awards and that management has reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, management is required to designate an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of these or other nonattest services performed by our Firm and understanding and accepting responsibility for the results of such services.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for ongoing monitoring activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. Management is also responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Authority and the respective changes in financial position and, where applicable, cash flows in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us, and for ensuring that management and financial information is reliable and properly recorded. Management's responsibilities also include identifying significant vendor relationships in which the vendor has the responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

We understand that management will provide us with such information required for our audit, including a reasonably adjusted trial balance, and that management is responsible for the accuracy and completeness of that information. Assistance provided by our Firm in the preparation of a reasonably adjusted trial balance is considered an additional billable service.

We will advise management about appropriate accounting principles and their application and may assist in the preparation of the Authority's financial statements, but the responsibility for the financial statements remains with management with oversight by those charged with governance. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to the Authority's financial statements. Management is responsible for reviewing the entries, understanding the nature of any proposed entries and the impact they have on the financial statements, and the implications of such entries on the Authority's internal control over financial reporting. Further, the Authority is responsible for designating a qualified management-level individual to be responsible and accountable for overseeing these services.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements.

Management's responsibilities include informing us of its knowledge of any allegations of fraud, suspected fraud or illegal acts affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review at the conclusion of fieldwork. Management is responsible for the preparation of the supplementary information in conformity with accounting standards generally accepted in the United States of America. Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or studies. Management is also responsible for providing its views on our current findings, conclusions, and recommendations, as well as management's planned corrective actions, for the report, and for the timing and format for providing that information.

During the course of our engagement, we will request information and explanations from management regarding the Authority's operations, internal control over financial reporting, various matters concerning fraud risk, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written management representation letter.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance about whether the financial statements are free from misstatement, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from the Authority's attorneys as part of the engagement, and they may bill the Authority for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from management about the financial statements and related matters.

We have advised the Authority of the limitations of our audit regarding the detection of fraud and the possible effect on the financial statements (including misappropriation of cash or other assets) not withstanding our obligations per the Single Audit Amendments of 1996 and OMB Circular A-133. We can, as a separate engagement, perform extended procedures specifically designed to potentially detect defalcations. Management acknowledges that the Authority has not engaged us to do so at this time.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the entity and its business environment, including internal control over financial reporting sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures that are appropriate in the circumstances. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control, to identify deficiencies in internal control, or to express an opinion on the effectiveness of internal control over financial reporting. However, during the audit, we will communicate to the appropriate level of management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards* and OMB Circular A-133. These matters refer to significant matters related to the financial statement audit that are, in our professional judgment, relevant to the responsibilities of those charged with governance in overseeing the entity's financial reporting process. When applicable, we are responsible for communicating certain matters required by laws or regulations, or by additional requirements that may be applicable to this engagement. Generally accepted auditing standards do not require the independent auditor to design or perform procedures for the purpose of identifying other matters to communicate with those charged with governance. Management is responsible for assessing the implications of and correcting any internal control-related matters brought to the entity's attention by us.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Authority's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Authority's major programs. The purpose of those procedures will be to express an opinion on the Authority's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Engagement Administration, Fees, and Other

The not-to-exceed fee for the audit of the financial statements will be \$8,500.

Our invoices for these fees are due and payable as follows:

March 31, 2012	\$	6,000
April 30, 2012		2,500

This fee is based on the assumption that unexpected circumstances will not be encountered during the audit. This fee is based on anticipated cooperation from Authority personnel, continued readiness and proactive assistance on their part in providing us with complete and accurate information (whether financial or nonfinancial in nature) considered necessary by us to form an appropriate opinion, and the assumption that unexpected circumstances will not be encountered during the audit. Such circumstances include, but are not necessarily limited to significant addition or deletion of funds, component units or related entities and first-time application of significant new professional accounting or auditing pronouncements. In addition, the fee above assumes management will analyze and maintain appropriate support for significant valuation assertions embodied in the financial statements.

If significant additional time is necessary, we will discuss the related circumstances with management and arrive at a new fee estimate, which may or may not occur before we incur the additional time. In these circumstances, we may also issue a change order form (an attached example is provided).

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with management the electronic submission and certification. If applicable, we will provide copies of our reports for the Authority to include with the reporting package the Authority will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

To the Chairperson and Members of the Board of the
Ingham County Land Bank Fast Track Authority
December 20, 2011
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The audit documentation for this engagement is the property of Rehmann and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a cognizant or grantor agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify management of any such request. If requested, access to such audit documentation will be provided under the supervision of Rehmann personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

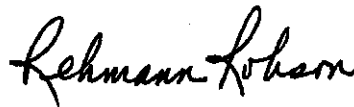
The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the cognizant agency, oversight agency for audit, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

Our audit engagement ends on delivery of our audit report to the Board of Directors at the Regular or Special Board meeting. Any follow-up services that might be required will be part of a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Government Auditing Standards require that we provide the Authority with a copy of our most recent external peer review report and any letter of comments, and any subsequent peer review reports and letters of comments received during the period of the contract. Our 2008 peer review report and letter of comments accompany this letter.

This engagement letter and the attached Rehmann Audit Engagement Letter Terms reflect the entire understanding between us relating to the audit services covered by this agreement. This agreement may not be amended or varied except by a written document signed by both parties. It replaces and supersedes any previous proposals, correspondence, and understandings, whether written or oral. The agreements of the Authority and Rehmann contained in this document shall survive the completion or termination of this engagement. If any term hereof is found unenforceable or invalid, this shall not affect the other terms hereof, all of which shall continue in effect as if the stricken term had not been included. This agreement is governed by the internal laws of the State of Michigan.

We appreciate the opportunity to be of service to **Ingham County Land Bank Fast Track Authority** and believe the arrangements outlined above and in the attached Rehmann Audit Engagement Letter Terms accurately summarize the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement, please sign the enclosed copy of this document and return it to us.



Mark T. Kettner, CPA
Principal
Executive responsible for supervising the
engagement and signing our report

To the Chairperson and Members of the Board of the
Ingham County Land Bank Fast Track Authority
December 20, 2011
Page 8

ACKNOWLEDGED AND ACCEPTED:

This letter correctly sets forth the understanding of *Ingham County Land Bank Fast Track Authority*.

Name: Mary Ruttan

Printed Name: MARY Ruttan

Title: Executive Director

Date: 1/3/12

Rehmann Audit Engagement Letter Terms

ADDITIONAL SERVICES - The Governmental Entity may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with management regarding the scope of the additional services and the estimated fees. We also may issue a change order form (an attached example is provided), or a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

CODE OF CONDUCT - Management is responsible for identifying any violations by employees of the Governmental Entity's code of conduct.

CHANGES IN STANDARDS, LAWS AND REGULATIONS - We perform services for the Governmental Entity based on present professional standards, laws and regulations. While we may on occasion be able to communicate with management with respect to changes in professional standards, laws and regulations, as a general principle we cannot undertake with clients to advise them of every change that may occur. The Governmental Entity can always obtain reassurance in this regard by contacting us for an updated review of the Governmental Entity's situation.

MANAGEMENT'S REPRESENTATIONS - The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, misleading, incomplete or omitted representations could cause us to expend unnecessary efforts or could cause material error or a fraud to go undetected by our procedures.

CLIENT ASSISTANCE - We understand that the Governmental Entity's employees will prepare all cash, accounts receivable, and other confirmations we request and will locate and refile any documents selected by us for testing. In addition, management will provide us with copies of all minutes and other documents that we believe may have a bearing on our evaluation of the Governmental Entity's financial affairs.

WORK SPACE - The Governmental Entity shall provide reasonable work space for Rehmann personnel at audit work sites, as well as occasional clerical support services. The Governmental Entity understands that Rehmann's performance is dependent on the Governmental Entity's timely and effective satisfaction of its own activities and responsibilities in connection with this engagement, as well as timely decisions and approvals by Governmental Entity personnel.

ACCURACY AND COMPLETENESS OF INFORMATION - Management agrees to ensure that all information provided to us is accurate and complete in all material respects, contains no material omissions and is updated on a prompt and continuous basis. In addition, management will also be responsible for obtaining all third-party consents, if any, required to enable Rehmann to access and use any third-party products necessary to our performance.

EMAIL - The Governmental Entity acknowledges that (a) Rehmann, the Governmental Entity and others, if any, participating in this engagement may correspond or convey documentation via Internet e-mail unless the Governmental Entity expressly requests otherwise, (b) no party has control over the performance, reliability, availability, or security of Internet e-mail, and (c) Rehmann shall not be liable for any loss, damage, expense, harm or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any Internet e-mail due to any reason beyond Rehmann's reasonable control.

OFFERS OF EMPLOYMENT - Professional standards require us to be independent with respect to the Governmental Entity in the

performance of our services. Any discussions that management has with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, we request that management inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

Neither party shall, during the term of this engagement letter and for one (1) year after its termination, solicit for hire as an employee, consultant or otherwise any of the other party's personnel without such other party's express written consent. If the Governmental Entity desires to offer employment to a Rehmann associate and the associate is hired in any capacity by the Governmental Entity, a market-driven compensation placement fee may apply.

ADDITIONAL FEES AND BILLING POLICIES - It must be understood that the nature of our engagement requires us to exercise our independent professional judgment with respect to various auditing, accounting and related issues. In reaching our conclusions, we must retain the right to judge the nature and scope of the work required in order to conform to professional standards, as well as the work we deem necessary to enable us to reach the conclusions and form the opinions required of us. If our judgment as to the scope of the work required causes us to reassess our estimate of fees for this engagement, we will so advise the Governmental Entity. We reserve the right to refrain from performing additional work (and thereby incurring additional time charges) unless and until the Governmental Entity has confirmed its understanding of, and agreement to, any additional estimated charges.

Our fee estimate is based upon our discussions with management, in which management has disclosed no unusual problems or issues which would require us to conduct an audit of unusual scope or otherwise expend time and effort in excess of that normally anticipated in an engagement of this type. The estimate also assumes that we will have the full cooperation of Governmental Entity personnel, as required, and that there is a reasonable continuity of Governmental Entity personnel familiar with the matters to which our engagement relates. In addition, our fee is based on the experience level of our personnel, at their respective standard hourly rates, performing certain audit procedures at certain timeframes. If we are caused to vary from that planning formula, additional fees will need to be charged to allow for more experienced personnel performing the work, reallocation of our client priority, overtime, etc. Further, management will provide us with the schedules and records that we request (which ordinarily are detailed in a request list in advance of our fieldwork) and that all such schedules and records will be provided to us timely in accordance with the scheduled fieldwork dates, to be mutually agreed upon. If the requested schedules and records are not provided to us in accordance with the scheduled dates and we are unable to continue our work, we will resume our work as soon as the schedules and records are provided to us and our professionals assigned to the engagement again become available.

As a result of well-publicized events, global economic convergence, and the continued evolution of the accounting profession, accounting and auditing standard setters and regulators are continually evaluating the need for changes that may affect the Governmental Entity. Such changes may result in changes in financial reporting and expanding the nature, timing and scope of activities we are required to perform to provide the services discussed in this letter. Proposed changes and shortened deadlines could result in a reduction of the level of assistance

Rehmann Audit Engagement Letter Terms

and preparedness the Governmental Entity is able to provide. We expect that our clients may continue to look to us to assist them with these changes. To the extent any changes require us to increase the time required to provide the services described in this letter or to complete new tasks required by such changes, we reserve the right to adjust our fees appropriately. We will endeavor to advise the Governmental Entity of anticipated changes to our fees on a timely basis.

In accordance with our Firm policies, work may be suspended if the Governmental Entity's account becomes 30 days or more overdue and will not be resumed until the account is paid in full or we have a definitive payment agreement approved by our Firm administrator in Saginaw, Michigan. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. The Governmental Entity will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Our terms and conditions impose a late charge of 1.5% per month, which is an annual percentage rate of 18%. Balances not paid within 30 days of the receipt of invoice are past due and a late charge of 1.5% will be applied to the entire past due amount.

CLAIMS - Because there are inherent difficulties in recalling or preserving information as the period after an engagement increases, the Governmental Entity agrees that, notwithstanding the statute of limitations of the State of Michigan, any claim based on the audit engagement must be filed within 12 months after performance of our service, unless management has previously provided us with a written notice of a specific defect in our services that forms the basis of the claim.

TERMINATION OF SERVICES - We reserve the right to suspend or terminate services for reasonable cause such as failure to pay our invoices on a timely basis or failure to provide adequate information in response to our inquiries necessary for successful performance of our audit services. Our engagement will be deemed to be completed upon written notification of termination, even if we have not completed the audit and issued our signed auditors' report. The Governmental Entity is obligated to compensate us for the time expended to that point and to reimburse us for all out-of-pocket expenditures through the date of termination.

We acknowledge the Governmental Entity's right to terminate our services at any time, and the Governmental Entity acknowledges our right to withdraw at any time, including, but not limited to, for example, instances where, in our judgment, (a) the conditions in the first paragraph of the Audit Objectives section of this letter exist, (b) our independence has been impaired, (c) we can no longer rely on the integrity of management, or (d) management (or the Audit Committee, if applicable) fails to reasonably support our efforts to perform the engagement in accordance with what we believe is necessary to comply with professional standards, subject in either case to our right to payment for charges incurred to the date of termination or resignation.

In the event that we determine to resign, and the Governmental Entity seeks damages allegedly resulting from such resignation, our maximum liability to the Governmental Entity in the event we are held liable because of such resignation shall be limited to the fees actually paid to us for current year audit work performed up to the date of resignation.

REPRODUCTION OF FINANCIAL STATEMENTS - If the Governmental Entity intends to publish or otherwise reproduce the financial statements concurrently with the original issuance of our audit report and make reference to our Firm name, such as

for inclusion in an annual report, prospectus or similar document, the Governmental Entity agrees to provide us with printer's proofs, drafts, or masters for our review and approval before printing. The Governmental Entity also agrees to provide us with a copy of the final reproduced material for our approval before it is distributed. Fees, if any, for reissuance or inclusion of our audit report in such other document, will be based on our standard hourly rates.

If the Governmental Entity decides to include, publish or otherwise reproduce the financial statements and our report thereon at a date subsequent to their original issuance, such as for inclusion in a bond offering, prospectus or similar document, our Firm is presumed not to be associated with such document, and we have no obligation to perform any procedures with respect to such document. If, however, management takes certain actions, such as requesting a written consent from us prior to including our audit report in such an offering document, our Firm then becomes associated with the offering and in accordance with professional standards, we will be required to perform certain limited procedures with respect to unaudited information contained in the document. Fees for reissuance or inclusion of our audit report in such a document will be based on our standard hourly rates.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on the Governmental Entity's Internet Web site, the Governmental Entity understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

INFORMAL ADVICE - As part of our engagement we may provide advice on operating, internal control over financial reporting and other matters that come to our attention. Informal advice is not considered to be a consulting service unless we have entered into a separate engagement.

THIRD PARTY PROCEEDINGS - As a result of our prior or future services to the Governmental Entity, we might be requested to provide information or documents to management or a third party in a legal, administrative, or arbitration or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to the Governmental Entity as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with this request. For all requests, we will observe the confidentiality requirements of our profession and will notify management promptly of the request.

PEER REVIEW - Our Firm, as well as other major accounting firms, participates in a "peer review" program covering our audit and accounting practices. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for the Governmental Entity may be selected by the other firm for their review. If it is, the other firm is bound by professional standards to keep all information confidential. If management objects to having the work we perform for the Governmental Entity reviewed by our peer reviewer, please notify us in writing.

PROMOTIONAL MATERIALS - The Governmental Entity consents to Rehmann's use of your Governmental Entity name and a factual description of the services to be performed by Rehmann under this agreement in Rehmann's advertising and promotional materials and other proposal opportunities.

Example

REHMANN CHANGE ORDER

Client: *Ingham County Land Bank Fast Track Authority* (the "Authority")

Date:

Project Description (and estimated completion date, if appropriate):

Estimated Additional Fees: \$_____

We believe it is our responsibility to exceed the Authority's expectations. This Change Order is being prepared because performance by us of the above project and/or additional service efforts was not anticipated in our original Agreement, dated _____. The estimated fees for the above project have been mutually agreed upon by the Authority and Rehmann. It is our goal to ensure that the Authority is never surprised by the price for any Rehmann service and, therefore, we have adopted the Change Order Policy. The estimated additional amount above will be billed upon completion of the project.

If management agrees with the above project description and the estimated fee amount, please authorize and date the Change Order below. Retain a copy for your records. Thank you for letting us serve the Authority.

Agreed to and accepted:

Officer signature

Printed Name

Title

Date

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Principals of Rehmann Robson
and the
Center for Public Company Audit Firms Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Rehmann Robson (the Firm) applicable to non-SEC issuers in effect for the year ended July 31, 2008. The Firm's accounting and auditing practice applicable to SEC issuers was not reviewed by us since the Public Company Accounting Oversight Board (PCAOB) is responsible for inspecting that portion of the Firm's accounting and auditing practice in accordance with PCAOB requirements. A system of quality control encompasses the Firm's organizational structure and the policies adopted and procedures established to provide it with reasonable assurance of complying with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of Certified Public Accountants (the AICPA). The design of the system, and compliance with it, are the responsibilities of the Firm. Our responsibility is to express an opinion on the design of the system, and the Firm's compliance with that system based on our review.

Our review was conducted in accordance with standards established by the Peer Review Committee of the Center for Public Company Audit Firms and included procedures to plan and perform the review that are summarized in the attached description of the peer review process. Our review would not necessarily disclose all weaknesses in the system of quality control or all instances of lack of compliance with it since it was based on selective tests. Because there are inherent limitations in the effectiveness of any system of quality control, departures from the system may occur and not be detected. Also, projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or that the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice applicable to the non-SEC issuers of Rehmann Robson in effect for the year ended July 31, 2008 has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA, and was complied with during the year then ended to provide the Firm with reasonable assurance of complying with professional standards.

As is customary in a peer review, we have issued a letter under this date that sets forth comments relating to certain policies and procedures or compliance with them. The matters described in the letter were not considered to be of sufficient significance to affect the opinion expressed in this report.

LarsonAllen LLP
LarsonAllen LLP

November 7, 2008
Minneapolis, Minnesota



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**Attachment to the Peer Review Report of Rehmann Robson (the "Firm")
Description of the Peer Review Process**

Overview

Firms enrolled in the AICPA Center for Public Company Audit Firms (the Center) Peer Review Program have their system of quality control periodically reviewed by independent peers. These reviews are system and compliance oriented with the objectives of evaluating whether:

The reviewed firm's system of quality control for its accounting and auditing practice applicable to non-SEC issuers has been designed to meet the requirements of the Quality Control Standards established by the AICPA.

The reviewed firm's quality control policies and procedures applicable to non-SEC issuers were being complied with to provide the firm with reasonable assurance of complying with professional standards.

A peer review is based on selective tests and directed at assessing whether the design of and compliance with the firm's system of quality control for its accounting and auditing practice applicable to non-SEC issuers provides the firm with reasonable, not absolute, assurance of complying with professional standards. Consequently a peer review of the firm's system of quality control is not intended to, and does not provide assurance with respect to any individual engagement conducted by the firm or that none of the financial statements audited by the firm should be restated.

The Center's Peer Review Committee (PRC) establishes and maintains peer review standards. At regular meetings and through report evaluation task forces, the PRC considers each peer review, evaluates the reviewer's competence and performance, and examines every report, letter of comments, and accompanying response from the reviewed firm that states its corrective action plan before the peer review is finalized. The Center's staff plays a key role in overseeing the performance of peer reviews working closely with the peer review teams and the PRC.

Once the PRC accepts the peer review reports, letters of comments, and reviewed firms' responses, these documents are maintained in a file available to the public. In some situations, the public file also includes a signed undertaking by the firm agreeing to specific follow-up action requested by the PRC.

Firms that perform audits or play a substantial role in the audit of one or more SEC issuers, as defined by the Public Company Accounting Oversight Board (PCAOB), are required to be registered with and have their accounting and auditing practice applicable to SEC issuers inspected by the PCAOB. Therefore, we did not review the firm's accounting and auditing practice applicable to issuers.

Planning the Review for the Firm's Accounting and Auditing Practice Applicable to Non-SEC Issuers

To plan the review of Rehmann Robson, we obtained an understanding of (1) the nature and extent of the Firm's accounting and auditing practice, and (2) the design of the Firm's system of quality control sufficient to assess the inherent and control risks implicit in its practice. Inherent risks were assessed by obtaining an understanding of the Firm's practice, such as the industries of its clients and other factors of complexity in serving those clients, and the organization of the Firm's personnel into practice units. Control risks were assessed by obtaining an understanding of the design of the Firm's system of quality control, including its audit methodology, and monitoring procedures. Assessing control risk is the process of evaluating the effectiveness of the reviewed Firm's system of quality control in preventing the performance of engagements that do not comply with professional standards.

Performing the Review for the Firm's Accounting and Auditing Practice Applicable to Non-SEC Issuers

Based on our assessment of the combined level of inherent and control risks, we identified practice units and selected engagements with those units to test for compliance with the firm's system of quality control. The engagements selected for review included engagements performed under Government Auditing Standards and audits of Employee Benefit Plans. The engagements selected for review represented a cross-section of the Firm's accounting and auditing practice with emphasis on higher-risk engagements. The engagement reviews included examining working paper files and reports and interviewing engagement personnel.

The scope of the review also included examining selected administrative and personnel files to determine compliance with the Firm's policies and procedures for the elements of quality control pertaining to independence, integrity, and objectivity; personnel management; and acceptance and continuance of clients and engagements. Prior to concluding the review, we reassessed the adequacy of scope and conducted a meeting with Firm management to discuss our findings and recommendations.

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Principals of Rehmann Robson
and the
Center for Public Company Audit Firms Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Rehmann Robson (the Firm) in effect for the year ended July 31, 2008, and have issued our report thereon dated November 7, 2008. The matters described below were not considered to be of sufficient significance to affect the opinion expressed in that report, which should be read in conjunction with this letter.

Comment –

The Firm's quality control policies and procedures indicate which situations may require consultation and which situations require a concurring reviewer. Our review disclosed situations not covered by the Firm's policies where audit procedures and documentation would have been improved had consultation or concurring review taken place. These situations did not, however, result in the issuance of an inappropriate report.

Recommendation -

The Firm should revise its quality control policies and procedures to modify the situations when, because of their nature or complexity, consultation or concurring review is required. Such situations might include industries with special accounting, auditing or reporting situations, emerging practice problems, new standards implementation, or the application of a regulatory agency's filing requirements.

Comment –

On several audit engagements we noted that the documentation of internal control related matters identified were not completely or appropriately evaluated and summarized in the engagement files. We also noted in one specialized industry that the communication of matters with those charged with governance was not always clearly or consistently documented in the engagement files. From discussion with the engagement partners and review of practice aids and other documentation, we were able to determine that adequate communications took place on each engagement.

Recommendation –

The Firm should consider modifying its Firm engagement material and guidance to assist staff in more uniformly evaluating and summarizing identified internal control related matters to be communicated to management and others. In the specialized industry, the Firm should discuss in a staff meeting the importance of documentation of matters communicated with those charged with governance.

LarsonAllen LLP
LarsonAllen LLP

November 7, 2008
Minneapolis, Minnesota



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1/25/12

Property Listings

Current Listings				Current Listings				Pending Sales		
Address	Funding Type	Price		Address	Funding Type	Price		Address	Funding Type	Price
	Type				Type				Type	
122 W. G/R-Wmsnt	Comm	\$71,000.00		1135 Shepard	NSP2	69,000.00				
1300 Keystone	Comm	\$300,000.00		623 Lathrop	NSP2	64,000.00		140 E. Ash/Mason	Comm	149,000.00
140 E. Ash/Mason	Comm	\$149,000.00		1216 Allegan N/C	NSP2	105,000.00		3620 Wedgewood	NSP1	78,000.00
732 W. Columbia	CtyNSP	\$110,000.00		1200 W. Maple	NSP2	82,000.00		732 W. Columbia	CtyNSP	110,000.00
2029 Hillcrest	Home	\$65,000.00		1221 W. Ottawa N/C	NSP2	110,000.00		1417 Sheldon	NSP2	63,000.00
1722 Maisonette	LB	\$50,000.00		209 Reo	NSP2	79,000.00		5234 Lark Circle	NSP1	74,000.00
1724 Maisonette	LB	\$47,000.00		906 Stanley	NSP2	64,500.00		618 Lathrop	NSP2	54,000.00
1726 Maisonette	LB	\$45,000.00		901 Riverview	NSP2	75,000.00		810 Cleveland	NSP2	35,000.00
1730 Maisonette	LB	\$47,000.00		1018 N. Jenison	NSP2	75,000.00				
1740 Maisonette	LB	\$45,000.00		920 W. Willow	NSP2	75,000.00				563,000.00
6127 Scotmar	LB	\$50,000.00		1145 N. MLK	NSP2	75,000.00				
6155 Scotmar	LB	\$47,000.00		1001 N. Jenison	NSP2	70,000.00				
6159 Scotmar	LB	\$45,000.00		1705 Comfort	NSP2	90,000.00				
6161 Scotmar	LB	\$47,000.00		1122 Allegan	NSP2	70,000.00				
1421 Corbett	LB	\$101,000.00				3,772,500.00				
533 Denver	LB	\$66,500.00								
540 Paris	LB	\$73,500.00								
1217 W. Michigan	LB	\$75,000.00								
1125 N. Chestnut	LB	\$88,000.00								
3704 Maybel	LB	\$72,500.00								
1031 Queen	NSP1	\$58,000.00								
1201 Dakin	NSP1	\$44,500.00						<u>Ocof Pending Closings</u>		
3401 Churchill	NSP1	\$70,000.00							Address	
3620 Wedgewood	NSP1	\$78,000.00								
4123 Balmoral	NSP1	\$75,000.00								
5219 Hughes	NSP1	\$100,000.00						115 E. Mason		84,000.00
5234 Lark Circle	NSP1	\$74,000.00						3325 Holmes		95,000.00
1417 Sheldon	NSP2	\$63,000.00						1217 Porter		80,000.00
1525 Hull Court	NSP2	\$50,000.00						800 Clark		88,000.00
326 Isbell	NSP2	\$80,000.00						1216 W. Ottawa		96,000.00
618 Lathrop	NSP2	\$54,000.00								
734 Cawood	NSP2	\$50,000.00								443,000.00
810 Cleveland	NSP2	\$35,000.00								
812 Everett	NSP2	\$64,000.00								
1617 Ohio	NSP2	\$55,000.00								
1806 Vermont	NSP2	\$59,000.00								
1225 Allen	NSP2	\$65,000.00								

% of Grant Award
Budgeted to BIE -
not including
General

Grey = 3 USA Reg.
amount based on
265 Sensitive
Requirement

Potential Sensitive
BIE in OPAL, (F&G)

Approved Budget
B - not including
general

Approved Budget E -
not including general

Total Expenditures

Total Admin Exp

Budgeted Admin

% Admin

% Non-Admin

Total %

Demo %

P.L.Rev'd

P.L.Exp.

Total %

Expended

(Grant \$'s
and P.L.)

Consortium Partner	Grant Award	% of Grant Award Budgeted to BIE - not including General	Potential Sensitive BIE in OPAL, (F&G)	Approved Budget B - not including general	Approved Budget E - not including general	Total Expenditures	Total Admin Exp	Budgeted Admin	% Admin	% Non-Admin	Total %	Demo %	P.L.Rev'd	P.L.Exp.	Total %	Expended	(Grant \$'s and P.L.)
Battle Creek	\$4,822,585.00	92.19%	\$4,445,950.00	\$2,680,577.00	\$3,425,325.00	\$1,020,625.00	\$3,178,771.00	\$104,634.00	32.54%	63.74%	65.91%	0.00%	\$113,501.00	\$113,501.00	68.27%	\$113,501.00	\$113,501.00
Calhoun County LB	\$3,326,134.00	30.10%	\$1,001,300.00	\$353,611.00	\$830,300.00	\$1,127,740.63	\$1,392,862.00	\$107,285.00	37.42%	54.01%	55.98%	67.97%	\$4,003.50	\$4,003.50	41.70%	\$4,003.50	\$4,003.50
Benton Harbor	\$7,616,527.00	88.80%	\$6,753,366.00	\$4,830,066.00	\$2,294,073.00	\$4,469,283.00	\$2,177,757.00	\$150,506.00	28.87%	26.53%	28.59%	0.00%	\$0.00	\$0.00	28.59%	\$0.00	\$0.00
Berrien County LB	\$14,667,695.00	6.29%	\$443,396.00	\$241,490.00	\$284,719.00	\$168,677.00	\$2,097,797.00	\$87,108.00	42.69%	28.37%	29.75%	52.83%	\$500.00	\$500.00	29.75%	\$500.00	\$500.00
Detroit	\$23,986,452.00	64.35%	\$15,435,000.00	\$0.00	\$2,578,792.00	\$4,627,970.00	\$4,275,554.00	\$2,316,180.00	20.00%	8.28%	9.66%	22.24%	\$0.00	\$0.00	9.66%	\$0.00	\$0.00
MLBFA/Detroit LB	\$19,079,829.00	62.91%	\$12,003,200.00	\$6,582,028.00	\$8,187,200.00	\$3,816,000.00	\$1,501,020.00	\$82,022.00	18.19%	7.44%	7.87%	8.76%	\$0.00	\$0.00	7.87%	\$0.00	\$0.00
Flint	\$15,772,344.00	75.28%	\$11,874,000.00	\$3,533,912.00	\$0.00	\$11,874,000.00	\$7,066,543.00	\$1,048,344.00	14.91%	43.75%	44.74%	16.17%	\$0.00	\$0.00	44.74%	\$0.00	\$0.00
Genesee County LB	\$10,528,394.00	66.59%	\$7,010,463.00	\$3,652,149.00	\$4,547,578.00	\$2,462,886.00	\$4,792,891.00	\$162,605.00	26.33%	43.84%	45.52%	28.49%	\$0.00	\$0.00	45.52%	\$0.00	\$0.00
Grand Rapids	\$15,849,269.00	94.10%	\$14,914,224.00	\$4,271,767.00	\$8,896,049.00	\$8,019,175.00	\$4,991,944.00	\$318,966.00	35.11%	29.62%	31.50%	0.00%	\$0.00	\$0.00	31.50%	\$0.00	\$0.00
MLBFA - GR	\$570,400.00	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	\$238,104.00	\$11,002.00	59.80%	39.81%	41.74%	63.11%	\$0.00	\$0.00	41.74%	\$0.00	\$0.00
Hamtramck	\$12,551,934.00	93.53%	\$11,739,787.00	\$9,332,126.00	\$5,895,049.00	\$9,019,175.00	\$5,230,048.00	\$307,957.00	33.84%	17.40%	19.30%	0.00%	\$0.00	\$0.00	19.30%	\$0.00	\$0.00
Hamtramck MLBFA	\$12,115,761.00	36.63%	\$775,000.00	\$0.00	\$2,407,661.00	\$8,392,126.00	\$2,422,420.00	\$238,109.00	20.00%	17.40%	18.46%	18.27%	\$0.00	\$0.00	18.46%	\$0.00	\$0.00
Highland Park	\$10,140,547.00	69.49%	\$7,046,918.00	\$6,084,233.00	\$2,407,661.00	\$10,107,126.00	\$2,826,675.00	\$179,989.00	32.61%	17.56%	18.27%	18.27%	\$0.00	\$0.00	18.27%	\$0.00	\$0.00
Highland Park MLBFA	\$4,527,148.00	40.31%	\$1,825,000.00	\$125,109.00	\$0.00	\$1,825,000.00	\$2,136,545.00	\$249,297.00	47.46%	12.87%	14.57%	67.43%	\$0.00	\$0.00	14.57%	\$0.00	\$0.00
Kalamazoo	\$14,667,695.00	92.41%	\$8,273,505.00	\$2,898,062.00	\$2,022,505.00	\$6,251,000.00	\$4,845,438.00	\$203,470.00	34.14%	51.85%	54.12%	0.77%	\$0.00	\$0.00	54.12%	\$0.00	\$0.00
Kalamazoo County LB	\$6,121,679.00	73.24%	\$4,483,522.00	\$2,902,236.00	\$289,049.00	\$4,184,473.00	\$2,481,062.00	\$197,473.00	65.76%	38.41%	40.53%	11.86%	\$434,967.33	\$427,898.79	47.52%	\$434,967.33	\$427,898.79
Lansing	\$5,605,724.00	88.78%	\$4,976,669.00	\$3,750,644.00	\$2,225,769.00	\$2,750,900.00	\$1,755,479.00	\$102,601.00	18.51%	29.49%	31.32%	0.00%	\$0.00	\$0.00	31.32%	\$0.00	\$0.00
Ingham County LB	\$12,728,894.00	73.09%	\$9,503,550.00	\$6,044,866.00	\$7,597,500.00	\$4,546,950.00	\$9,320,528.00	\$306,600.00	49.68%	57.83%	59.43%	10.18%	\$199,464.00	\$199,464.00	61.00%	\$199,464.00	\$199,464.00
Pontiac/MLBFA	\$14,667,695.00	80.66%	\$11,930,929.00	\$11,069,885.00	\$2,368,180.00	\$9,462,749.00	\$1,757,948.00	\$154,396.00	31.77%	10.93%	11.99%	4.60%	\$0.00	\$0.00	11.99%	\$0.00	\$0.00
Saginaw	\$14,667,695.00	81.80%	\$11,168,090.00	\$10,921,220.00	\$2,368,180.00	\$9,462,749.00	\$1,757,948.00	\$154,396.00	20.00%	10.93%	11.99%	4.60%	\$0.00	\$0.00	11.99%	\$0.00	\$0.00
Saginaw County LB	\$4,680,864.00	29.93%	\$1,400,783.00	\$152,695.00	\$469,793.00	\$3,831,000.00	\$2,859,998.00	\$67,056.00	44.41%	58.67%	61.10%	20.86%	\$1,500.00	\$1,500.00	61.13%	\$1,500.00	\$1,500.00
Wyandotte	\$18,334,618.00	94.15%	\$11,688,856.00	\$3,524,256.00	\$0.00	\$6,868,856.00	\$4,206,244.00	\$149,968.00	40.10%	47.24%	50.68%	31.97%	\$199,383.65	\$33,071.18	50.68%	\$199,383.65	\$33,071.18
Wyandotte MLBFA	\$853,218.00	26.16%	\$223,190.00	\$0.00	\$0.00	\$223,190.00	\$361,454.00	\$11,036.00	20.00%	55.08%	56.06%	29.54%	\$0.00	\$0.00	56.06%	\$0.00	\$0.00
MSHDA Admin	\$5,376,112.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	28.53%	0.00%	28.53%	0.00%	\$0.00	\$0.00	28.53%	\$0.00	\$0.00
Center for Comm Prog	\$6,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	59.58%	0.00%	59.58%	0.00%	\$0.00	\$0.00	59.58%	\$0.00	\$0.00
TOTALS	\$223,873,085.00	\$56,312,227.85	\$153,805,698.00	\$82,950,866.00	\$58,219,370.00	\$95,523,443.63	\$72,089,759.94	\$8,648,988.94	\$22,387,538.00	13.14%	13.14%	13.14%	\$0.00	\$0.00	13.14%	\$0.00	\$0.00

**MSHDA Admin total includes \$182,000 not under contract from Genesee County Land Bank

Total Sensitive Req.

223,873,085.00
23,873,085.00
200,000,000.00

582,950,866.00
582,950,866.00
582,950,866.00

572,065,758.94
572,065,758.94
572,065,758.94

572,065,758.94
572,065,758.94
572,065,758.94

January 30, 2012

PROPERTY REHABILITATION & OWNERSHIP PROGRAM (PROP) - UPDATE

There have been two sales of the PROP homes in the last couple of months. The first sale was 1828 W. Miller Rd. on 12/16/2011 for \$14,000. The second was 532 Emily Ave. and the adjacent vacant lot on 1/11/2012 for \$29,000. Both were land contract sales with 10% down payments.

The two sales had very similar characteristics in that the buyers were single men working full time with sufficient income for the land contract payments. They had just fair or poor credit histories and insufficient assets to handle the cost of improvements necessary for either home. By themselves they would not have qualified for the purchase. For Miller Rd. the grandmother became a co-buyer and co-signed the land contract and Emily, the parents did the same. They had the credit, income and assets available to provide sufficient guarantee of success to complete the sales.

Of the large number of inquiries about the PROP homes these are the only two that have met the requirements to proceed with other sales. This does not include a few that did but when they learned of details of the process and condition of the properties offered they realized this was not what they would be interested in.

Of the remaining six properties offered in PROP, two are being considered for demolition. Additional homes are currently being selected for the program. We hope to have five ready to be offered for sale by mid-March at the latest primarily on the East side of the city. Another five or more will follow in other areas of the city soon after.

Respectfully submitted,

Chris Kolbe

Property Disposition/Sales Coordinator

01/25/2012

CHECK REGISTER FOR INGHAM COUNTY LAND BANK
CHECK DATE FROM 12/01/2011 - 12/31/2011

Check Date	Check	Vendor Name	Amount
Bank GEN			
12/01/2011	6951	BAKER BUILDERS, INC	71,868.00
12/07/2011	6952	CONSUMERS ENERGY	493.53
12/07/2011	6953	BOARD OF WATER & LIGHT	1,495.43
12/07/2011	6954	BOARD OF WATER & LIGHT	590.86
12/07/2011	6955	BOARD OF WATER & LIGHT	759.28
12/07/2011	6956	BOARD OF WATER & LIGHT	221.75
12/07/2011	6957	BOARD OF WATER & LIGHT	1,035.63
12/07/2011	6958	CITY OF MASON	16.00
12/07/2011	6959	DELHI TOWNSHIP	13.00
12/07/2011	6960	EDEN GLEN CONDO ASSOCIATION	6,960.00
12/07/2011	6961	INGHAM COUNTY TREASURER	141,817.11
12/07/2011	6962	GREATER LANSING ASSOCIATION OF REAL	224.00
12/07/2011	6963	LANSING ENTERTAINMENT & FACILITIES	300.00
12/07/2011	6964	CITY OF LANSING	235.00
12/07/2011	6965	DBI BUSINESS INTERIORS	64.62
12/07/2011	6966	THERMAL INSPECTION SERVICE LLC	100.00
12/07/2011	6967	THE PARMENTER GROUP	500.00
12/07/2011	6968	OETZEL-HARTMAN GROUP	600.00
12/07/2011	6969	DISCOUNT CARPET WAREHOUSE	3,218.50
12/07/2011	6970	THE SHERWIN-WILLIAMS CO.	590.91
12/07/2011	6971	MARK'S LOCK SHOP INC	42.00
12/07/2011	6972	AD'VANTAGE CLEANING	817.76
12/07/2011	6973	KEBS, INC.	400.00
12/07/2011	6974	SWANSON DESIGN STUDIOS	281.25
12/07/2011	6975	KEHREN CONSTRUCTION, LLC	8,590.00
12/07/2011	6976	KOHLER EXPOS, INC.	705.00
12/07/2011	6977	J. F. SHEWCHUCK CONSTRUCTION	400.00
12/07/2011	6978	SOIL AND MATERIALS ENGINEERS, INC.	714.11
12/07/2011	6979	WARNER NORCROSS & JUDD	45.00
12/07/2011	6980	INTEGRITY LAWN MAINTENANCE	1,250.00
12/07/2011	6981	AMO INSPECTIONS & APPRAISALS	1,410.00
12/07/2011	6982	LJ TRUMBLE BUILDERS	36,070.00
12/07/2011	6983	ETC	490.00
12/07/2011	6984	THERMAL INSPECTION SERVICE LLC	200.00
12/07/2011	6985	RED CEDAR CONSULTING, LLC	435.00
12/07/2011	6986	ORACLE RESIDENTIAL SERVICES LLC	1,975.00
12/07/2011	6987	J. F. SHEWCHUCK CONSTRUCTION	33,730.00
12/07/2011	6988	THOMAS J KRYCINSKI BUILDERS	10,824.75
12/07/2011	6989	TURN KEY HOME IMPROVEMENT	35,278.00
12/07/2011	6990	MICHIGAN BUILDING AND RESTORATION	12,075.00
12/07/2011	6991	HOMEVIEW IMPROVEMENTS	13,763.00
12/07/2011	6992	NORTHERN HOME IMPROVEMENT	18,855.00
12/07/2011	6993	QUALIFIED CONSTRUCTION CORP	44,084.00
12/07/2011	6994	CHARLES L THERRIAN BUILDER	19,185.00
12/07/2011	6995	KEBS, INC.	2,200.00
12/07/2011	6996	ENVIRONMENTAL COSULTING & TRAINING	1,600.00

12/07/2011	6997	FIRST CONTRACTING INC	191,077.00
12/07/2011	6998	NORSHORE BUILDING INC	3,244.00
12/07/2011	6999	METRO DEVELOPMENT CORP.	56,542.85
12/07/2011	7000	SWANSON DESIGN STUDIOS	7,200.00
12/07/2011	7001	LJ TRUMBLE BUILDERS	28,733.39
12/07/2011	7002	DBI BUSINESS INTERIORS	56.82
12/14/2011	7003	FORK IN THE ROAD	1,500.00
12/19/2011	7004	CONSUMERS ENERGY	332.90
12/19/2011	7005	CONSUMERS ENERGY	929.95
12/19/2011	7006	CONSUMERS ENERGY	435.76
12/19/2011	7007	CONSUMERS ENERGY	770.98
12/19/2011	7008	CONSUMERS ENERGY	616.12
12/19/2011	7009	CONSUMERS ENERGY	506.59
12/19/2011	7010	BOARD OF WATER & LIGHT	302.60
12/19/2011	7011	BOARD OF WATER & LIGHT	229.95
12/19/2011	7012	BOARD OF WATER & LIGHT	469.69
12/19/2011	7013	BOARD OF WATER & LIGHT	457.23
12/19/2011	7014	BOARD OF WATER & LIGHT	410.37
12/19/2011	7015	HOME DEPOT CREDIT SERVICES	202.76
12/19/2011	7016	TOSHIBA FINANCIAL SERVICES	197.86
12/19/2011	7017	SPRINT	253.34
12/19/2011	7018	PAM BLAIR	120.00
12/19/2011	7019	DBI BUSINESS INTERIORS	124.44
12/19/2011	7020	RIZZI DESIGNS	6,489.75
12/19/2011	7021	H.C. BERGER COMPANY	181.62
12/19/2011	7022	HASSELBRING CLARK CO	119.33
12/19/2011	7023	GANNETT MICHIGAN NEWSPAPERS	568.50
12/19/2011	7024	CITY PULSE	879.30
12/19/2011	7025	MARTINEZ CONSULTING GROUP	150.00
12/19/2011	7026	PACE & PARTNERS INC	3,480.00
12/19/2011	7027	THE CENTER FOR COMMUNITY PROGRESS	1,000.00
12/19/2011	7028	GREATER LANSING HOUSING COALITION	1,440.00
12/19/2011	7029	AD'VANTAGE CLEANING	454.36
12/19/2011	7030	GRANGER LANDSCAPE SUPPLY	10.00
12/19/2011	7031	KEBS, INC.	800.00
12/19/2011	7032	ETC	1,225.00
12/19/2011	7033	VOID	0.00
12/19/2011	7034	LAWN SPRINKLERS SALES,SERVICE & DES	360.00
12/19/2011	7035	HAZEN LUMBER, INC.	1,133.21
12/19/2011	7036	AMERICAN RENTALS INC.	88.00
12/19/2011	7037	STANDARD ELECTRIC COMPANY	116.24
12/19/2011	7038	J & M HAULING	625.00
12/19/2011	7039	VOID	0.00
12/19/2011	7040	THE SHERWIN-WILLIAMS CO.	159.33
12/19/2011	7041	ELIEFF BROTHERS ROOFING INC	2,350.00
12/19/2011	7042	WES STEFFEN PLUMBING	1,505.00
12/19/2011	7043	WES STEFFEN PLUMBING	842.00
12/19/2011	7044	KEHREN CONSTRUCTION, LLC	500.00
12/19/2011	7045	NORTHERN HOME IMPROVEMENT	43,514.25
12/19/2011	7046	METRO DEVELOPMENT CORP.	77,261.62
12/19/2011	7047	BAKER BUILDERS, INC	101,586.00
12/19/2011	7048	MICHIGAN BUILDING AND RESTORATION	11,600.00

12/19/2011	7049	GRACE AT HOME	58,317.50
12/19/2011	7050	TURN KEY HOME IMPROVEMENT	44,553.50
12/19/2011	7051	THOMAS J KRYCINSKI BUILDERS	13,742.00
12/19/2011	7052	J. F. SHEWCHUCK CONSTRUCTION	14,601.00
12/19/2011	7053	LJ TRUMBLE BUILDERS	34,657.00
12/19/2011	7054	NORSHORE BUILDING INC	2,860.00
12/19/2011	7055	HOMEVIEW IMPROVEMENTS	33,687.50
12/19/2011	7056	PROGRESSIVE REMODELING	2,233.80
12/19/2011	7057	CHARLES L THERRIAN BUILDER	15,191.00
12/19/2011	7058	SPARTAN METAL AND DESIGN, LLC	424.00
12/19/2011	7059	RBK BUILDING MATERIALS	289.03
12/19/2011	7060	VET'S ACE HARDWARE	271.83
12/19/2011	7061	TOM HORVATH	2,608.00
12/19/2011	7062	CENTER FOR FINANCIAL HEALTH	2,400.00
12/19/2011	7063	AMO INSPECTIONS & APPRAISALS	1,690.00
12/19/2011	7064	INTEGRITY LAWN MAINTENANCE	3,660.00
12/19/2011	7065	MCKISSIC CONSTRUCTION	2,280.00
12/19/2011	7066	FRITZY'S LAWN & SNOW	1,320.00
12/19/2011	7067	EARTH TONES LANDSCAPING INC	940.00
12/19/2011	7068	ALL STAR SNOW REMOVAL	940.00
12/19/2011	7069	HOLISTIC LANDSCAPE, INC	940.00
12/19/2011	7070	MARY RUTTAN	577.73
12/19/2011	7071	JOSEPH G BONSALE	1,017.10
12/19/2011	7072	LINDA SCHONBERG	121.93
12/19/2011	7073	MARTY LEJEUNE	41.64
12/19/2011	7074	KARL FOFANA	275.84
12/19/2011	7075	DENNIS GRAHAM	146.61
12/19/2011	7076	JOSEPH E ROBIADEK	381.84
12/19/2011	7077	LANSING CITY TREASURER	31,026.98
12/19/2011	7078	LANSING CITY TREASURER	31,606.98
12/19/2011	7079	LANSING CITY TREASURER	26,691.85
12/19/2011	7080	LANSING CITY TREASURER	16,135.88
12/19/2011	7081	LANSING CITY TREASURER	335.43
12/19/2011	7082	LANSING CITY TREASURER	320.57
12/19/2011	7083	LANSING CITY TREASURER	314.97
12/19/2011	7084	LANSING CITY TREASURER	69.69
12/19/2011	7085	CHARTER TOWNSHIP OF LANSING	762.11
12/19/2011	7086	CHARTER TOWNSHIP OF LANSING	990.47
12/19/2011	7087	DELHI TOWNSHIP	2,069.06
12/20/2011	7088	AMERICAN CANCER SOCIETY	240.00
12/20/2011	7089	DISCOUNT CARPET WAREHOUSE	3,020.87

Total Checks

1,383,430.31

02/01/2012

CHECK REGISTER FOR INGHAM COUNTY LAND BANK
CHECK DATE FROM 01/01/2012 - 01/31/2012

Check Date	Check	Vendor Name	Amount
Bank GEN			
01/03/2012	7090	PNC BANK, NA	12,831.98
01/05/2012	7091	CONSUMERS ENERGY	162.19
01/05/2012	7092	BOARD OF WATER & LIGHT	475.73
01/05/2012	7093	BOARD OF WATER & LIGHT	639.71
01/05/2012	7094	BOARD OF WATER & LIGHT	521.86
01/05/2012	7095	BOARD OF WATER & LIGHT	583.24
01/05/2012	7096	BOARD OF WATER & LIGHT	323.56
01/05/2012	7097	DELHI TOWNSHIP	13.00
01/05/2012	7098	COMCAST	59.95
01/05/2012	7099	AT & T	228.11
01/05/2012	7100	ADT SECURITY SERVICES, INC	121.84
01/05/2012	7101	CITY OF LANSING, C.A.R.T.	43.00
01/05/2012	7102	HSBC BUSINESS SOLUTIONS	138.17
01/05/2012	7103	COHL, STOKER & TOSKEY, P.C.	3,189.29
01/05/2012	7104	DBI BUSINESS INTERIORS	197.74
01/05/2012	7105	EDEN GLEN CONDO ASSOCIATION	6,960.00
01/05/2012	7106	SOIL AND MATERIALS ENGINEERS, INC.	441.16
01/05/2012	7107	RIZZI DESIGNS	4,564.40
01/05/2012	7108	DARLING BUILDERS SUPPLY CO	900.00
01/05/2012	7109	GLASS BLOCK AND MORE	125.00
01/05/2012	7110	THE SHERWIN-WILLIAMS CO.	207.68
01/05/2012	7111	WISEMAN TREE EXPERTS	2,130.00
01/05/2012	7112	J & M HAULING	390.00
01/05/2012	7113	AD'VANTAGE CLEANING	1,269.32
01/05/2012	7114	MICHIGAN ASSOCIATION OF PLANNING	150.00
01/05/2012	7115	OLD TOWN COMMERCIAL ASSOCIATION	150.00
01/05/2012	7116	LIBERTY MUTUAL GROUP	524.00
01/05/2012	7117	FOX BROTHERS COMPANY	4,432.98
01/05/2012	7118	RZ TRENCHING & MORE	350.00
01/05/2012	7119	DISCOUNT CARPET WAREHOUSE	4,478.69
01/05/2012	7120	KEHREN CONSTRUCTION, LLC	9,984.00
01/05/2012	7121	DAVIS GLASS & SCREEN	633.79
01/05/2012	7122	GREGORY LEE MCKAY LLC	2,840.00
01/05/2012	7123	TOM HORVATH	4,649.00
01/05/2012	7124	HOLT ELECTRIC & SON	6,790.00
01/05/2012	7125	DICK CORTRIGHT	575.00
01/05/2012	7126	ETC	980.00
01/05/2012	7127	ORACLE RESIDENTIAL SERVICES LLC	1,375.00
01/05/2012	7128	KEBS, INC.	400.00
01/05/2012	7129	THERMAL INSPECTION SERVICE LLC	100.00
01/05/2012	7130	BAKER BUILDERS, INC	53,216.00
01/05/2012	7131	THOMAS J KRYCINSKI BUILDERS	7,762.00
01/05/2012	7132	NORTHERN HOME IMPROVEMENT	19,790.75
01/05/2012	7133	LJ TRUMBLE BUILDERS	91,827.00
01/05/2012	7134	NORSHORE BUILDING INC	20,284.00
01/05/2012	7135	QUALIFIED CONSTRUCTION CORP	31,826.00

01/05/2012	7136	TURN KEY HOME IMPROVEMENT	32,087.75
01/05/2012	7137	J. F. SHEWCHUCK CONSTRUCTION	46,335.00
01/05/2012	7138	GRACE AT HOME	24,447.50
01/05/2012	7139	CHARLES L THERRIAN BUILDER	12,845.00
01/05/2012	7140	FIRST CONTRACTING INC	170,783.90
01/05/2012	7141	LABREN'S LAWN & SNOW	940.00
01/05/2012	7142	SCHUMACHER'S FOUR SEASONS	4,490.00
01/05/2012	7143	DENNIS GRAHAM	243.59
01/05/2012	7144	ERIC SCHERTZING	1,492.77
01/05/2012	7145	AMO INSPECTIONS & APPRAISALS	1,600.00
01/05/2012	7146	INGHAM COUNTY HOUSING COMMISSION	25,023.12
01/06/2012	7147	POSTMASTER	220.00
01/19/2012	7148	CONSUMERS ENERGY	778.70
01/19/2012	7149	CONSUMERS ENERGY	712.33
01/19/2012	7150	CONSUMERS ENERGY	814.91
01/19/2012	7151	CONSUMERS ENERGY	415.83
01/19/2012	7152	CONSUMERS ENERGY	1,195.87
01/19/2012	7153	CONSUMERS ENERGY	1,119.57
01/19/2012	7154	CONSUMERS ENERGY	1,058.44
01/19/2012	7155	BOARD OF WATER & LIGHT	589.99
01/19/2012	7156	BOARD OF WATER & LIGHT	780.99
01/19/2012	7157	BOARD OF WATER & LIGHT	739.30
01/19/2012	7158	BOARD OF WATER & LIGHT	264.84
01/19/2012	7159	BOARD OF WATER & LIGHT	211.23
01/19/2012	7160	BOARD OF WATER & LIGHT	91.28
01/19/2012	7161	SPRINT	251.39
01/19/2012	7162	HOME DEPOT CREDIT SERVICES	242.14
01/19/2012	7163	TOSHIBA FINANCIAL SERVICES	222.01
01/19/2012	7164	COMCAST	66.95
01/19/2012	7165	MICHGAN MUNICIPAL RISK MANAGEMENT	5,898.00
01/19/2012	7166	RBK BUILDING MATERIALS	5,619.97
01/19/2012	7167	GANNETT MICHIGAN NEWSPAPERS	224.17
01/19/2012	7168	COHL, STOKER & TOSKEY, P.C.	1,703.35
01/19/2012	7169	BS&A SOFTWARE	2,095.00
01/19/2012	7170	MARTINEZ CONSULTING GROUP	180.00
01/19/2012	7171	H.C. BERGER COMPANY	168.26
01/19/2012	7172	HASSELBRING CLARK CO	163.96
01/19/2012	7173	SWANSON DESIGN STUDIOS	2,643.75
01/19/2012	7174	ORACLE RESIDENTIAL SERVICES LLC	275.00
01/19/2012	7175	ETC	1,225.00
01/19/2012	7176	CITY PULSE	972.00
01/19/2012	7177	THERMAL INSPECTION SERVICE LLC	900.00
01/19/2012	7178	VET'S ACE HARDWARE	256.77
01/19/2012	7179	THE SHERWIN-WILLIAMS CO.	1,086.38
01/19/2012	7180	STANDARD ELECTRIC COMPANY	839.48
01/19/2012	7181	AMERICAN RENTALS INC.	88.00
01/19/2012	7182	FOX BROTHERS COMPANY	745.18
01/19/2012	7183	GRANGER LANDSCAPE SUPPLY	65.00
01/19/2012	7184	DISCOUNT CARPET WAREHOUSE	4,949.01
01/19/2012	7185	J & M HAULING	2,475.00
01/19/2012	7186	TOM HORVATH	3,060.00
01/19/2012	7187	WES STEFFEN PLUMBING	75.00

01/19/2012	7188	KEHREN CONSTRUCTION, LLC	6,300.00
01/19/2012	7189	GREGORY LEE MCKAY LLC	4,500.00
01/19/2012	7190	KEBS, INC.	4,400.00
01/19/2012	7191	C&K SMALL ENGINE REPAIR	80.00
01/19/2012	7192	KOHLER EXPOS, INC.	305.00
01/19/2012	7193	LANSING ENTERTAINMENT & FACILITIES	55.00
01/19/2012	7194	HAZEN LUMBER, INC.	12,203.02
01/19/2012	7195	MARK'S LOCK SHOP INC	57.50
01/19/2012	7196	DBI BUSINESS INTERIORS	254.48
01/19/2012	7197	CURSOR CONTROL INC	950.00
01/19/2012	7198	PAM BLAIR	120.00
01/19/2012	7199	AD'VANTAGE CLEANING	327.36
01/19/2012	7200	HICKORY CORNERS GREENHOUSE	216.00
01/19/2012	7201	DICK CORTRIGHT	2,630.00
01/19/2012	7202	DEMAND INDUSTRIAL, LLC	12,700.00
01/19/2012	7203	SC SERVICES ENVIRONMENTAL	3,335.00
01/19/2012	7204	NORSHORE BUILDING INC	32,479.00
01/19/2012	7205	METRO DEVELOPMENT CORP.	61,614.29
01/19/2012	7206	HOMEVIEW IMPROVEMENTS	37,818.00
01/19/2012	7207	LJ TRUMBLE BUILDERS	74,756.00
01/19/2012	7208	THOMAS J KRYCINSKI BUILDERS	20,611.25
01/19/2012	7209	GRACE AT HOME	17,102.50
01/19/2012	7210	MICHIGAN BUILDING AND RESTORATION	16,000.00
01/19/2012	7211	NORTHERN HOME IMPROVEMENT	19,947.50
01/19/2012	7212	CHARLES L THERRIAN BUILDER	15,645.00
01/19/2012	7213	TURN KEY HOME IMPROVEMENT	9,512.00
01/19/2012	7214	LAWN SPRINKLERS SALES,SERVICE & DES	8,218.75
01/19/2012	7215	LEN'S CARPET CARE & CONSULTANTS	2,658.82
01/19/2012	7216	INGHAM COUNTY TREASURER	31,979.05
01/19/2012	7217	INGHAM COUNTY TREASURER	9,503.74
01/19/2012	7218	INGHAM COUNTY HOUSING COMMISSION	400.20
01/19/2012	7219	GREATER LANSING HOUSING COALITION	1,440.00
01/19/2012	7220	AMO INSPECTIONS & APPRAISALS	1,590.00
01/19/2012	7221	JOSEPH G BONSALE	693.11
01/19/2012	7222	MELISSA LOTT	38.83
01/19/2012	7223	INGHAM COUNTY TREASURER	84,687.70
01/19/2012	7224	LANSING CITY TREASURER	210.23
01/19/2012	7225	LANSING CITY TREASURER	17,880.04
01/19/2012	7226	LANSING CITY TREASURER	27,188.94
01/19/2012	7227	LANSING CITY TREASURER	17,284.04
01/19/2012	7228	LANSING CITY TREASURER	15,806.44
01/19/2012	7229	LANSING CITY TREASURER	23,685.06
01/19/2012	7230	LANSING CITY TREASURER	18,145.25
01/19/2012	7231	LANSING CITY TREASURER	4,578.92

GEN TOTAL of 142 Non-Void Checks:

1,285,315.84

GEN TOTAL of 0 Void Checks:

0.00

GEN TOTAL - 142 Checks:

1,285,315.84

INGHAM COUNTY LAND BANK AUTHORITY
 STATEMENT OF NET ASSETS
 STATEMENT OF REVENUES, EXPENSES & CHANGE IN NET ASSETS
 NOVEMBER 30, 2011

Assets

Cash	\$ 228,352.91
Payroll	22,547.66
Accounts Receivable	747.00
Land Contract Receivable	1,514,456.71
Land Contract Interest Receivable	15,030.80
Land Contract Escrow	16,866.42
Acquisition Account Earnest Deposit	5,000.00
Notes Receivable	360,000.00
Specific Tax Receivable	4,390.41
Specific Tax Receivable-Prior Year	3,414.87
OCOF Nonprofit Receivable	9,087.21
Ingham County Receivable-General	6,744.52
NSP1 Lansing City Receivable	16,856.68
Lansing City Receivable-General	5,451.68
MSHDA Receivable	571,050.00
Inventory	<u>3,793,810.24</u>
Total Assets	\$6,573,807.11

Liabilities

Accounts Payable	105,461.69
Notes Payable	
PNC Bank	3,790,000.00
Due to Ingham County	623,825.61
Rental Deposit	8,400.00
Good Faith Deposits	1,000.00
Land Contract Escrow	<u>12,894.67</u>
Total Liabilities	\$4,541,581.97

Retained Earnings	<u>\$1,705,078.08</u>
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Total Net Assets	<u>\$ 327,147.06</u>
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STATE OF REVENUES, EXPENSES & CHANGE IN NET ASSETS
NOVEMBER 30, 2011

Revenues

Property Sales	1,492,910.88
Brownfield Revenue	1,598,437.23
NSP1 Lansing City Revenue	887,883.07
NSP2 Lansing Reinvestment	285,776.09
NSP2 MSHDA Adm. Fee Revenue	54,635.99
NSP2 MSHDA Revenue	5,270,555.00
NSP2 Program Income	244,000.00
NSP County Revenue	4,124.53
Specific Tax Revenue	14,852.77
Garden Project Revenue	40.00
Property Maintenance Revenue	1,500.00
Revenue Transfer	250,000.00
Home Revenue	72,799.13
Donations	20.00
Interest Income	89,089.29
Rental Income	27,050.00
Development Fee Income	194,506.92
Late Fee Revenue	1,064.96
Miscellaneous Income	548.48
Youth Build Revenue	<u>21,173.95</u>
Total Revenue	\$10,510,968.29

Operating Expenses

Cost of Land Sold	3,058,001.30
Supplies	10,934.77
Audit Fee	8,500.00
Communication	4,228.29
Security	400.52
Memberships	1,603.00
Rent Expense	7,800.00
Equipment-Small Purchase	4,246.86
Postage	1,282.75
Recording Fees	10.00
Seller Concessions	3,369.77
Media	22,824.40
Housing Counseling	300.00
Interior Staging	7,591.92
Renovation	8,468.87

Operating Expense Continued

Consultants	25,787.45
Bank Fees	260.84
Legal	9,656.61
Contractual Service	78,639.24
Software	1,191.42
Property Insurance	7,863.90
Bicycle Share Program	3,181.13
Travel	8,406.29
Professional Training/Conference	1,410.70
Job Creation	375.00
Payroll Reimbursement	100,326.73
Americorp Member	8,709.25
Employer Tax Liability	6,222.68
Payroll Service	521.42
Workers Compensation	4,134.46
Utilities	2,040.05
Building Maintenance	17,268.58
Lawn/Snow	1,335.00
Brownfield Debt Expense	119,068.76
Interest Expense	46,587.35
Land Contract Default	201,871.74
Garden Project	11,157.17
HOME Lansing City	14,985.69
NSP1 Lansing City	1,074,724.78
NSP Ingham County	6,805.24
NSP II	5,126.178.44
NSP2 Program Income Expense	<u>165,548.86</u>

Total Expense	\$10,183,821.23
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Total Net Assets, end of period	<u>\$ 327,147.06</u>
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