



## PUBLIC NOTICE

### REGULAR MEETING of the BOARD of DIRECTORS

Monday, September 17, 2018

4:00 - 6:25 pm

Ingham County Human Resources conference rooms D+E

Health and Human Services Building, 5303 South Cedar Street, Lansing MI

*Please mute your cell phone to avoid interrupting the meeting.*

## AGENDA

1. Call to order
2. Approve minutes of the September 17, 2018 regular meeting
3. Amendments to the agenda
4. Limited public comment                      3 Minutes per person
5. Board functions
  - A. No quorum for December 3 (County interviews); reschedule to 10<sup>th</sup> or 17<sup>th</sup>?
  - B. County appointments effective January 2019
  - C. Draft 2019 Board meeting schedule
6. Staffing
  - A. Real Estate Specialist and Finance and Administration Manager positions filled
7. Financials
  - A. Note: 2019 Budget proposal will be on December meeting agenda
  - B. Review IRS Federal Unemployment Tax Act (FUTA) payment issues
  - C. Approve Paychex 401(K) plan administrator name change
8. Legal counsel report
  - A. Cease and desist demand received on sale of 1733 W Holmes
  - B. Research enabling legislation re: land bank exemption from special assessments?
9. Updates and discussions
  - A. BWL tree services
  - B. Consideration due from nonprofits for purchases not related to affordable housing
    1. 1715 E Kalamazoo to commercial renter Lansing Bike Co-op
    2. 653 S Hayford to residential renter Lansing Urban Farm Project
  - C. Ideas about the Superintendent's House on the School for the Blind campus
  - D. 900 Baker vacant lot dilemma
10. Reports
  - A. Executive Director                      See attached
  - B. Board Chairman
11. Limited public comment                      3 Minutes per person
12. Adjournment

# INGHAM COUNTY LAND BANK

## FAST TRACK AUTHORITY

### Minutes of the September 17, 2018 Regular Board Meeting

#### Attendance

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Members present: Treasurer Schertzing and Commissioners Crenshaw, Grebner, and Nolan  
 Members excused: N/A  
 Others present: Executive Director Jeanna Paluzzi, Tim Perrone, Alan Fox, Max Boortz, Jeff Deehan, Brent Forsberg, Zozak Yoshnaw

#### Minutes

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##### 1. Call to order

Schertzing called the meeting to order at 4:05 pm in Health and Human Services Building conference rooms D+E, 5303 S Cedar Street, Lansing.

##### 2. Approved minutes

###### A. August 6, 2018 Regular Board meeting

GREBNER MOVED, SECONDED BY NOLAN, APPROVAL OF THE MINUTES AS WRITTEN.

MOTION APPROVED UNANIMOUSLY.

##### 3. Amendments to the agenda

There were no amendments.

##### 4. Limited public comment

Schertzing recognized Zozak Yoshnaw, who requested a waiver of Land Bank policy to acquire the parcel east of 622 W Genesee. He and his wife purchase several properties from Mohamad Abduljabar and is still paying off delinquent taxes, per a payment plan at the Treasurer's Office. He has no parking at 622 W Genesee. Staff told him he would not be eligible to purchase the property until back taxes are paid off. Schertzing indicated that Yoshnaw was keeping pace with the payment plan and asked Paluzzi twice what the holding costs incurred to date are. Paluzzi responded twice that she was not advised that this would be a point of discussion at tonight's meeting.

GREBNER MOVED, CRENSHAW SECONDED, RECOGNITION THAT YOSHNAW IS CURRENT ON A PAYMENT PLAN WITH THE INGHAM COUNTY TREASURER'S OFFICE AND WAIVER OF THE REQUIREMENT THAT BUYER BE FREE OF BACK TAXES, AND DIRECTS STAFF TO ENTER INTO THE USUAL SALES NEGOTIATIONS.

MOTION APPROVED UNANIMOUSLY.

**6. Update on office roof replacement, mold mitigation, duct cleaning, window rehab, and touchup painting**

Paluzzi indicated the roof had been replaced, ceiling mold mitigation was a little more complicated than expected but passed air testing, and the ducts have been cleaned. Window rehab, touchup painting, and carpet cleaning are getting scheduled.

**7. Staffing**

Paluzzi reported that the Controller's employment was terminated after two weeks. The position will be reposted as a Finance and Administration Manager. The new Real Estate Specialist position has been filled. Nolan requested a copy of the successful candidate's resume.

**8. Legal counsel**

**A. Recoupment of supervisory bonuses**

Perrone reported that the two former employees have paid the settlement amounts in full.

**B. Request counsel to research language re: marijuana crops**

Paluzzi requested counsel review of existing reverter language to determine applicability to vacant lot sales. Grebner suggested adding language about conditional approval if legalized at federal, state, and local levels

Grebner suggested a friendly addition to the list of counsel review. The only Land Bank holdings in his district are at the Weatherhill condos. Would Schertzing be able to ask Clark Hill whether after 10 years a parcel reverts to common area if not developed in ten years? Perrone indicated there might be an issue of statute vs. master deed.

Schertzing recognized Boortz, who acquired 414 Baker the previous week. He has met with architects and structural engineers regarding renovations and roof issues. He indicated that he may need to deviate from the purchase terms to pass roof permit inspection by December 15 and hoped for Board understanding. Grebner suggested he come in advance of the December 15 deadline to request any extension.

**9. Program status reports**

**10. Financials**

**A. Receive Accounts Payable as of July 31, 2018**

**B. Receive Statements of Net Assets and Revenue & Expense as of July 31, 2018**

GREBNER MOVED, NOLAN SECONDED RECEIPT OF THE FINANCIAL REPORTS TO FILE.

MOTION APPROVED UNANIMOUSLY.

**C. Have Plante Moran present 2017 audit results?**

While Land Bank audit findings were presented at the commissioners' finance committee meeting and reports were forwarded upon receipt, the Board would like the auditors to present their findings at a future meeting.

**D. Budget adoption by November 1; reschedule October board meeting**

Perrone will research what the statute and governing docs say about budget adoption. The October 1 meeting was cancelled. The Board will meet November 19 and December 3.

**11. Discussion****A. Restructure purchase agreement with Urban Systems for the old Deluxe Inn site**

Paluzzi and Deehan indicated that site conditions (demolition debris and contaminated soils) are prompting concerns about the overall development costs in preparing the site for a hotel flag. Brownfields assistance may be required to make the purchase happen. Nolan supports seeing something worked out. Grebner asked whether we shouldn't notify other proponents that we may be modifying the purchase agreement based on due diligence findings. Schertzing said the issue is not how much but when the Land Bank would be paid.

NOLAN MOVED, SECONDED BY CRENSHAW, TO DIRECT STAFF TO WORK WITH URBAN SYSTEMS TO RESTRUCTURE THE PURCHASE AGREEMENT IF POSSIBLE. IF IT CANNOT BE RESTRUCTURED, THEN NOTIFY THE OTHER BIDDERS.

MOTION APPROVED UNANIMOUSLY.

**12. Reports****A. Executive Director**

Paluzzi did not add to her written report.

**B. Board Chairman****13. Limited public comment**

There was no public comment.

**5. Adjournment**

The meeting adjourned at 5:56 pm.

Respectfully submitted,  
Jeanna M. Paluzzi



## Board membership

Last updated November 14, 2018

Name	Initial term (yrs)	Notes	Position	District	Geog	Exp 12/31/	Calendar year																	
							2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Schertzing	Eric	n/a	Treas is Ch per bylaws	Co Treas	n/a	n/a	<i>ex oficio</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>	<i>ex of</i>
Schor	Andy	2	Resigned 2006	Co Commr	2	N Lans	2007	Nov	X															
Hertel	Curtis	4	Resigned 2008	Co Commr				Nov	X	X	X													
Bahar-Cook	Rebecca		Complete Schor term	Co Commr	4	Lans	2015				X	X	X	X	X	X	X							
Copedge	Dale	1		Co Commr				Nov	X	X	X	X	X											
DeLeon	Debbie	3		Co Commr	2	N Lans		Nov	X	X	X	X	X	X										
Nolan	Deb		Complete Hertel term	Co Commr	12	Oklemos						X	X	X	X	X	X	X	X	X				
McGrain	Brian	4	Resigned 12/31/17	Co Commr	10	Eastside to Jolly	2014							X	X	X	X	X	X	X				
Hope	Kara	4	Resigned Jan 2018	Co Commr	7	S middle Lans	2016								X	X	X	X	X					
Anthony	Sarah	4	Resigned Jan 2019	Co Commr	3	SW Lans												X	X					
Louney	Dennis	1	Complete McGrain term	Co Commr		Lans															X			
Koenig	Carol		Complete Louney term	Co Commr	9	MSU															X			
Crenshaw	Brian	3	Complete Hope term	Co Commr	4	N middle Lans	2020														X	X	X	
Grebner	Mark	2	Complete Anthony term	Co Commr	8	East Lansing	2019														X	X		
Stivers	Emily	3		Co Commr	11	N Meridian Twp	2021															X	X	X
Trubac	Chris	4		Co Commr	7	Holt	2022															X	X	X



**BOARD OF DIRECTORS**  
Eric Schertzing CHAIR  
Deb Nolan DIRECTOR  
Mark Grebner TREASURER  
Brian Crenshaw SECRETARY

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## **PUBLIC NOTICE**

### **2019 Regular Meeting Schedule**

The Ingham County Land Bank Fast Track Authority Board of Directors will hold the following regularly scheduled meetings.

*At what time?*

*At the Land Bank?*

*Meet later in the month? 4<sup>th</sup> Wednesday?*

January 23

February 27 (Annual Meeting)

March 27

April 24

May 22

June 26

July 24

August 28

September 25

October 23

November 20

December 18

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**INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY**

Creating place. Creating community. Creating opportunity.

Jeanna M. Paluzzi  
EXECUTIVE DIRECTOR

3024 Turner Street  
Lansing MI 48906

517.267.5221  
inghamlandbank.org





Date: November 19, 2018  
To: Board of Directors  
From: Jeanna M. Paluzzi, Executive Director, and  
Linda Weber, Finance and Administration Manager  
Re: IRS issue

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Evidently, the Land Bank started filing IRS Form 940 back in 2010, forwarding Federal Unemployment Tax Act (FUTA) payments. However, as a local government authority, the Land Bank never needed to pay those taxes. But since we started filing and paying them, the IRS began to expect them.

Unfortunately, due to untimely and incorrect filing and payment of taxes, interest and penalties have been assessed through the years. All amounts have been paid for 2011, 2012, 2016 and 2017. Some of the amounts due for 2013 through 2015 are still outstanding. The IRS no longer has a record of our 2010 activity and we are searching for those records in our files.

Our payroll processing contractor Paychex was only able to take us so far with the IRS, so recently, Jeanna, Linda and, attorney Tim Perrone spent an hour and a half on the phone with a very nice IRS rep who figured out what we had to do to get back in good standing:

1. Send a certified letter to the IRS Entity Department to make sure our tax ID number is coded with the correct entity type, a political subdivision of the state, and as such exempt from FUTA. Done.
2. Notify Paychex to change our address from Mason. Done.
3. File an amended Form 940 for every tax year from 2010 through 2017 showing \$0 due. In process.
4. Because of the statute of limitations,
  - a. Expect to be able to recover amounts paid in 2015, 2016, and 2017 totaling \$1,428.
  - b. Expect NOT to be able to recover amounts paid in 2011, 2012, 2013, and 2014; the total amount paid for 2011 through 2014 is \$26,347 (includes penalties and interest).
  - c. Expect NOT to be able to recover amounts paid in 2010; the total amount paid is not yet known, as stated above.
5. Paychex has agreed to work with the State of Michigan to certify our exemption from state unemployment taxes. Once we receive the IRS correspondence as stated above, Paychex will start communications with the State on our behalf. This state certification will be forwarded to the IRS with the amended tax returns. In process.

# Organization Resolution

By action of the \_\_\_\_\_ of \_\_\_\_\_,  
Board of Directors/Owners COMPANY NAME

a(n) \_\_\_\_\_, taken \_\_\_\_\_, the following resolution was duly adopted.  
ORGANIZATION DATE

RESOLVED, that effective as of the close of business on \_\_\_\_\_, \_\_\_\_\_ is  
Date of Removal Individual to be Removed

removed as the:

Trustee  Adopting Employer

for the \_\_\_\_\_ 401(k) Profit Sharing Plan & Trust (the "Plan"), and it is  
Name of Plan

FURTHER RESOLVED, that effective as of the opening of business \_\_\_\_\_,  
Date of Appointment

\_\_\_\_\_ is hereby appointed as  
Name of new Individual

Trustee  Adopting Employer

and it is FURTHER RESOLVED, that the \_\_\_\_\_ of this organization hereby authorizes  
[Board of Directors] [Partnership/Membership]

\_\_\_\_\_ to execute any documents necessary and to make such changes therein  
Name of new Individual

as may be required or which they may deem appropriate, to take any other actions which they deem necessary or desirable or proper to carry out the intent of the foregoing Resolution.

IN WITNESS WHEREOF, I have executed this Resolution this date of \_\_\_\_\_.  
MONTH/DAY/YEAR

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PRINTED TITLE





Date: November 19, 2018

To: Board of Directors

From: Jeanna M. Paluzzi, Executive Director

Re: Need guidance regarding property sales to nonprofits for purposes other than affordable housing

The Land Bank has, in its *Priorities, Policies, and Procedures* document, (1) identified factors in determining consideration due upon transfer to nonprofit entities for **affordable housing**, and (2) established consideration to be somewhere between property costs and fair market value, and (3) determined that how much above property costs is a reflection of obligations to providing affordable housing. The Land Bank does not have a policy determining consideration due upon transfer to nonprofit entities **for purposes other than affordable housing**.

Staff's attempt earlier this year to sell 2725 Northwest to Mikey 23 Foundation to provide a site for construction trades training for disadvantaged youth was not approved, and the property had to be quitclaimed back to the Treasurer. It sold at auction for over \$70K.

We are in discussion with two other nonprofits about selling to them properties they currently rent: Lansing Bike Co-op, and Lansing Urban Farm Project.

How do we determine consideration due?

### Lansing Bike Co-op

The Land Bank acquired 1715 E Kalamazoo, an old gas station, through local unit rejection in 2011. Since that time the Land Bank incurred the following expenses:

2013	Renovations (Triterra)	\$24,125
2014	Windows	850
2014	Electrical contractor	3130
2014	Overhead door	5550
2014	Restoration services	5100
2015	Structural	4100
2015	Drain cleanout	165
2016	HVAC twice	3000
2016	More electrical	300
2016	Overhead door	500
	Property insurance	560
<b>Total</b>		<b>\$47,380</b>

The Land Bank has rented the property to the bike co-op and Lansing Green Trikes for \$12.50/month since 2014; rental income totals \$1400. Green Trikes moved out earlier this year. The Bike Co-op is interested in purchasing the property. The Bike Co-op did make repairs to the sewer line, as the toilet was not functioning.

### **Lansing Urban Farm Project**

The Land Bank purchased the residential improved property at 653 South Hayford Avenue, Lansing Michigan (Parcel ID# 33-01-01-14-363-163) from a trust in 2017 for \$1 plus \$2943.61 in back taxes.

The Land Bank acquired the vacant lot at 0 South Hayford Avenue, Lansing Michigan (Parcel ID# 33-01-01-23-105-003) through the 2009 tax foreclosure process.

The Land Bank has rented 653 South Hayford Avenue to the Lansing Urban Farm Project (LUFP) since July 2012 for an artificially low \$125/month to provide housing for LUFP staff. LUFP is responsible for all the improvements and maintenance required to comply with local code requirements and pass rental inspections. LUFP charges their tenants more than the \$125 Land Bank rent, and LUFP retains the net amount to cover capital and maintenance expenses.

The Land Bank has rented the vacant lot next door to the rental house, to the Lansing Urban Farm Project (LUFP) through a garden contract. Their main urban farm field is located here. Evidently the Land Bank donated \$4000 to purchase the hoop house on this property.

The farmed lot and the rental property are now noticeably integrated, with a path between them and even multiple extension cords supplying electricity to the farmed lot until Code Compliance nixed that setup.

The Land Bank donated an additional \$12,000 a year in 2016, 2017, and 2018 to LUFP, totaling \$36,000 in annual appropriations.

Recently, Lansing Code Compliance has issued significant violation notices at both the rental and the farmed lot, more than any other property the Land Bank owns. See attached.

- Code violations at the farmed lot prompted the Land Bank to draft tighter requirements to be incorporated into new garden leases. The City, LUFP, Eric Schertzing, Garden Program Manager John Krohn, and I have met to discuss the draft requirements. We will be incorporating the language into new leases.
- Land Bank provided LUFP Board members notice of the City rental inspection and requested that they visit the house to ensure passing City inspection, but that did not occur. The Land Bank has held LUFP responsible for resolving all violations within the time allotted.

The five-year rental agreement expired in July 2017. Rather than renew a rental agreement that maintains the Land Bank in the middle between Code and LUFP, staff is interested in vesting LUFP with full responsibility for the properties by selling them both. The alternative is not renewing a rental agreement and selling the house to FEMA for demolition in the floodplain.



Date: November 19, 2018  
 To: Board of Directors  
 From: Jeanna M. Paluzzi, Executive Director  
 Re: Superintendent's House

The Superintendent's House on the former School for the Blind campus may not be selling for lack of parking and garage/storage. Real Estate Specialist David and Construction Coordinator Tony have collaborated on what that a site plan might look like. Attached please find a preliminary layout that has been reviewed by the City's zoning administrator and appears compliant with setbacks and size constraints. A new garage cannot be larger than the existing building, and anything over 1000 ft<sup>2</sup> requires City approval. Staff's **preliminary** estimate for constructing a parking area and a garage (with sufficient façade improvements to meet historic preservation requirements now applicable to the campus) is \$115,000.

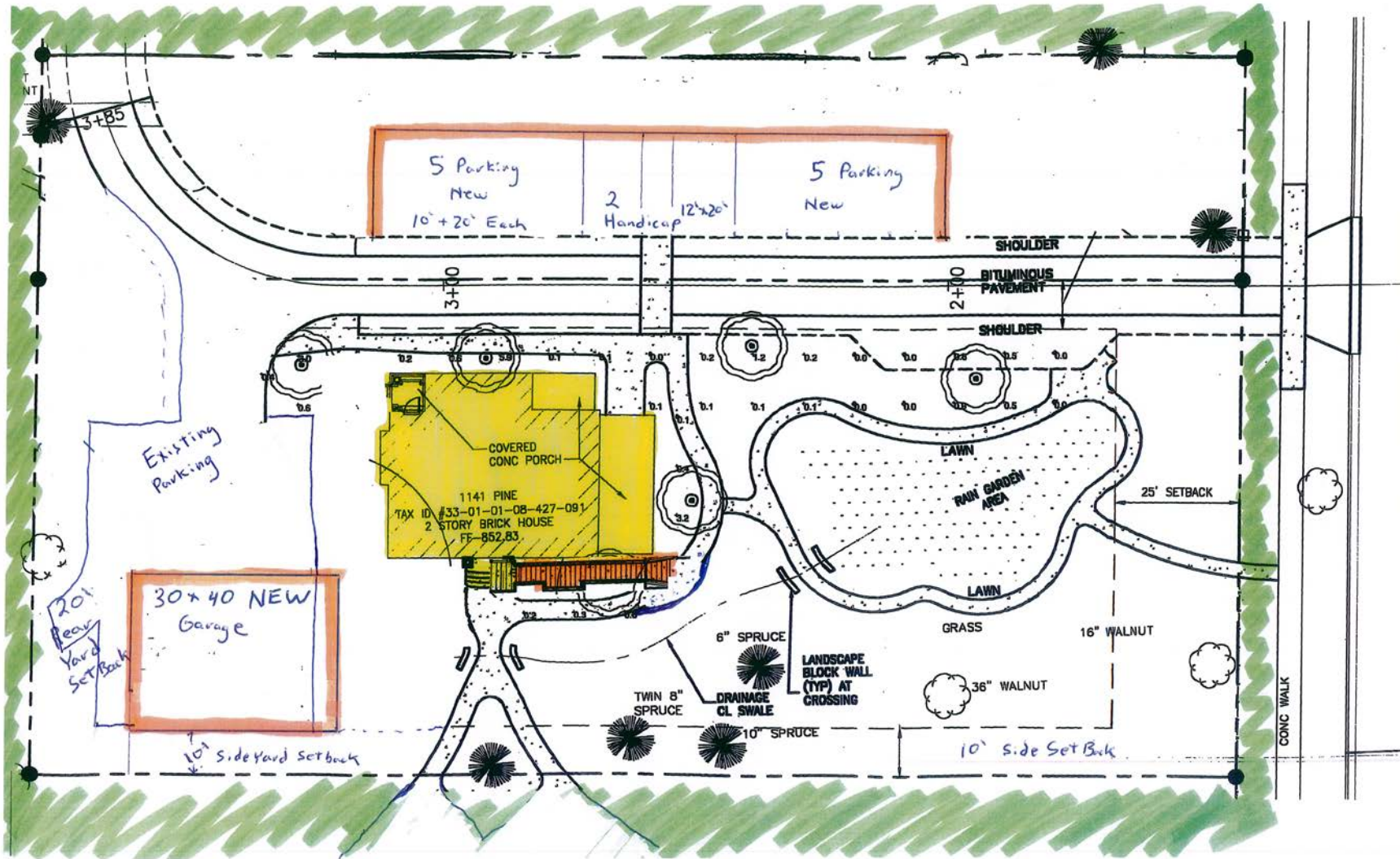
The Superintendent's House listing has gone stale at current pricing. More and more issues are developing on site: roof deterioration in multiple locations, plumbing, and step repairs. Staff offers three scenarios for Board consideration:

1. Significantly reduce the price and relist. Include the schematic showing how garage and parking might be added. Bippus USA listing agreement runs to April 2019.
2. Auction off the property, including historic preservationists in the marketing the auction.
3. Contemplate moving the Land Bank there if a garage and parking spaces can be built. (Note that the warehouse next door on Turner has been for sale most of this year, and is now listed to lease, so we might be just trading locations for a lengthy listing period.)

Preliminary staff estimates for repairs required to house the Land Bank at the Supt House (not including moving expenses and potential stormwater management improvements) follow:

Garage and parking spaces	\$ 115,000
Building exterior (multiple roof repairs, gutters/downspouts, porches, move handicap ramp)	\$ 64,500
Basement (water relief system, bilko door entrance, radon detection)	\$ 16,700
Mechanical, electrical, plumbing (the third floor is not heated)	\$ 80,000
Interior space three floors (paint, refinish floors, rehab baths and kitchen)	\$ 44,000
Misc (fencing, security, design fees, etc.)	\$ 15,000
Subtotal	\$ 335,200
Contingency 15%	\$ 50,280
Estimate total	\$ 385,480

The City is willing to consider using federal funds for some rehab expenses, but only if the Land Bank owns and occupies the building. Our mission loosely qualifies us for the use of those funds. We have not approached the City yet with the above numbers.





Date: November 19, 2018  
 To: Board of Directors  
 From: Jeanna M. Paluzzi, Executive Director  
 Re: 900 Baker policy dilemma

The Land Bank acquired 900 Baker Street in 2015 by local unit rejection, and demolished the house in 2016 with Hardest Hit funds. No stake survey was performed as part of the demo, and curb cuts were left intact along the Donora side of the lot.

The Land Bank then leased the vacant lot to the tenants at 904 Baker through the garden program, although no garden ever developed. 904 Baker tenant claimed she was in the process of buying 904 Baker from her brother and wanted to eventually buy our vacant lot next door.

Various people nearby have parked vehicles on our lot, and 904 Baker has aggressively chased them off as much as possible. Because no stake survey was done, both Dave Sheets (the landlord of the house next door at 1503 Donora) and the Land Bank thought Sheets owned space for a car next to our lot. His tenant chose to park much further north, causing increasingly violent confrontations. 1503 Donora tenant's car window was smashed one night, and 904 Baker's tires were punctured and bedroom window broken by a thrown brick the following night. At my request Tim Perrone drafted a letter revoking the garden lease. I signed and sent it to 904 Baker.



We commissioned a stake survey. The survey shows:

- A shared drive with 904 Baker.
- The Land Bank in fact owns the parking spot thought to be owned by Dave Sheets, leaving 1503 Donora with no off-street parking.

I wrote letters to both landowners:

- The 904 Baker owner has not responded to my offer to sell him our interest in the shared drive. [Can the Land Bank quit claim deed him the strip? Do we want to quit claim the strip, if our intent is to own the block for redevelopment?](#)

- Dave Sheets wants to buy the whole of 900 Baker, not just enough to provide off-street parking. His tenant is back to parking on our vacant lot, a violation of Land Bank policy prohibiting the use of vacant lots as parking areas. Land Bank policy prohibits sales to owners of properties known to have a history of criminal activity. Criminal activity in Baker Donora neighborhood stalls our willingness to redevelop our numerous holdings there. Sheets objected to my suggestion to have his property surveyed, to determine whether the fence line between his property and 904 Baker was correctly placed; the Assessor's map online is incorrect. [Does the Board want to waive policy to sell a strip or the whole vacant lot? Or do we sell nothing?](#)
- A third option is to lease the property to a neighbor a block down the street interested in actually gardening the lot.

We are holding off dropping rock along Donora Street to block car parking until Board provides guidance.



## Executive Director's Report

September 14 – November 15, 2018

### IMPORTANT DATES

No major external events scheduled the next few months.

### RELATIONSHIPS

#### MI Assn of Land Banks

- David, Roxanne, and I attended the MALB Leadership Summit in Frankenmuth. Heard a lot about modular home projects at other Land Banks. Heard an interesting idea about leveraging brownfields and land bank legislation for a long-term funding strategy.

#### Funders

- HOME grant: Both new construction projects are complete. We had a bidding war on the Marywood house. The Samantha house is now listed. The rehab project is out to bid this week.
- Hardest Hit Funds grant: the last round (Round 20) of demolitions is almost completed; just the sidewalk repairs and reseeding is left to be completed in the next two weeks. Once Round 20 is completed, we have expended the last of the \$6M US Treasury grant.

#### Economic development

- Meeting with Michigan Redevelopment Ready Communities, the City, and LEAP Friday to talk about the bottling plant and Pleasant Grove School.

#### Communities and neighborhoods

- Nothing new to report this month.

#### Eden Glen Condo Assn

- Encouraging the condo board to hire legal counsel to pursue delinquent association dues.

### PROGRAMS

#### Treasurer's annual tax foreclosure auction process

- Anticipating quit claim deeds for 2018 foreclosures in late December.

## Demolitions

- See comment above regarding the last round of Hardest Hit Fund-funded demolitions of prior year tax foreclosed properties.
- City of Lansing Development Office is open to considering a proposal to use CDBG funds for demolition of 2018 tax foreclosures coming our way in December. Treasurer agreed to pay for environmental assessments while he still owns the properties, so that we can meet the City's deadline for substantially completing the demos by the end of April.

## SALES PIPELINES

- Sold the three Simken Ave properties to the City for a new soccer field and fitness trail on the south side.
- Issued a RFQ for residential Realtors. Received on application on time; another late (disqualified). Executed contract with Realtor.
- Issued a RFQ for commercial real estate brokers. No takers. Will reissue with modification.

### Eden Glen condos

- All CDBG-funded rehabbed condos are sold! LB staff and Board and City staff invited to celebrate with drinks and tacos on me at Punk Taco!
- Several not-rehabbed condos now up for sale, with a couple of purchase offers accepted.

### Vacant lot sales

- John put up about three dozen for sale signs at the NSP1 lots we are required to sell by a certain date. Next lots getting signs are the oldest side lots for sale. We still own some acquired in our first year, 2005.

### 112 Malcolm X/Old Deluxe Inn site

- On today's meeting agenda.

### 1141 N Pine/School For The Blind Superintendent's House

- On today's meeting agenda.

### 414 Baker

- Treasurer visited site. He said roof work was underway.

## GARDEN PROGRAM

- Met with City staff to discuss draft updates to garden lease agreements to reinforce code compliance requirements and penalties for not doing so.

## PROPERTY MAINTENANCE

- Shut down lawn care for the season.
- Weatherized several properties.
- Researching whether the Land Bank is exempt from special assessments, such as code compliance fines.



## FLOOD HAZARD MITIGATION

- Nothing new to report this month.

## ADMINISTRATION

### Staffing

- Terminated the Controller at the end of his second week.
- Real Estate Specialist David Burns started September 17. He has collected all the data needed for our Realtor's disclosure agreements for all ~ dozen properties to be sold as fixer-uppers. He's doing the same for all commercial properties. He is responsible for quality control on ePropertyPlus (property database) and had successfully created records for all the incoming 2018 foreclosures coming our way. He's helped Roxanne locate paperwork required to close out Neighborhood Stabilization Program 2 (NSP2) mortgages on 50+ properties; that will exempt us from about eight years of annual reports to MSHDA. He and I attended several meetings together: (1) LEAP organized a meeting with an Ontario-based modular home developer, (2) the Small Developer workshop hosted by the Calhoun Co. Land Bank that we will bring to Lansing next year, (3) mortgage lenders and potential developers.
- Finance and Administration Manager Linda Weber brings the first CPA credentials to Land Bank staff. She started October 29. She will be working full-time for about six months, then taper off to 30-32 hours a week. We've proofed three land contracts to date, and already agreed to a simpler approach to general ledger strings for activities not eligible for grant reimbursement. She created a profitability analysis on a rental to determine that it has only netted \$2000 annually over its three year history; that does not include rental management expenses that have not been allocated to properties. In addition, it would not be profitable to invest in any improvements, so the house will be sold as is. She is leading the IRS FUTA resolution work. She is quickly learning our accounting software, and has completed bank deposits and a cycle of accounts payable. Before the end of the year, she will be attending to a Maner backlog of payroll, land contracts, monthly rental income, and bank statements.
- Initiated regular sales team meetings.

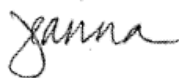
### LB office + pole barn

- Repaired two window openings, only to discover termites. Termite investigation disclosed concerns about radon, so a radon detection system was also installed. Booked the painter for touch-up work and got a quote for carpet cleaning.
- Cleaned out the pole barn and the garage.

### Communications + outreach

- Website update in process. Contractor page updated. Next phase is property listings and associated tools.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeanna".

Jeanna M. Paluzzi  
Executive Director