Ingham County Land Bank Zoom Meeting

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By Phone: 1 929 205 6099 US (New York)

Meeting ID: 819 0697 3802

Passcode: 870244

August 17, 2020 – 4:30 p.m.

**CALL TO ORDER**

Chairperson Schertzing called the August 17, 2020 Regular Meeting of the Ingham County Land Bank to order at 4:30 p.m., held virtually in accordance with the Governor’s Executive Order 2020-154 Regarding the Open Meetings Act.

Members Present: Schertzing, Grebner, Frischman

Members Absent: Crenshaw, Slaughter

Others Present: Tim Perrone, David Burns, Alan Fox, Roxanne Case

**APPROVAL OF THE MINUTES**

Minutes OF JULY 20, 2020 ACCEPTED AND stand as PRESENTED.

**ADDITIONS TO THE AGENDA**

None

**LIMITED PUBLIC COMMENT**

None

1. Commercial
	1. Sale Status report

David Burns stated that the Land Bank and the Developer for the former bottling plant received noticed that a $100,000 grant is available to help pay for pre-development, architecture and engineering expenses. The Land Bank will be helping MEDC administer that money. Because it’s grant monies, any reports will be shared and available even if the project falls apart; a resolution will be completed for the next board meeting to administer and accept that monies. David also stated that the developer on the former Pleasant Grove School hasn’t progressed as quickly as expected; an agreement extension is looming. The health care part of the project has not been locked up yet. Agreement deadline is February 2021.

1. Residential
	1. List of Properties - Sold & In Progress, June 2020

Director Case pointed out that the next page in the packet was a before and after photo of 1517 Pattengill Ave which is a renovation completed with City of Lansing HOME funds. Its completed, up for sale, and we have an offer on it. Chairperson Schertzing asked about 1637 Pattengill Ave. Director Case stated that staff thought the best answer for that property, was to demolish and rebuild, and therefore, it is in a demolition program, with an application into the City of Lansing for rebuilding using HOME funds in 2021.

* 1. Resolution to Authorize the Sale of 3 properties at (530) Christiancy St & (1408-1416) Linval Ave to Larry J Smith

COMMISSIONER GRENBER MOVED TO APPROVE. COMMISSIONER FRISCHMAN SUPPORTED. THE MOTION CARRIED UNANIMOUSLY.

**Adopted August 17, 2020**

**Agenda item #2.B.**

INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

**RESOLUTION TO AUTHORIZE SALE OF THREE (3) VACANT PARCELS ON (530) CHRISTIANCY ST AND (1408-1416) LINVAL AVE, LANSING TO LARRY J SMITH**

**RESOLUTION 20-11**

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 established the Ingham County Land Bank Fast Track Authority (the "Land Bank") in 2005; and

WHEREAS, the Ingham County Land Bank Fast Track Authority (the "Land Bank"), in its Priorities, Policies, and Procedures document, indicates in Section 7.B.2. that sale of three (3) or more properties to the same buyer within a twelve month period must be approved by the Land Bank Board; and

WHEREAS, no member of the Land Bank Board of Directors nor Land Bank staff has disclosed any direct or indirect personal or financial interest in this matter, and the Land Bank management is unaware of any such conflict of interest.

WHEREAS, the Land Bank received title to the residential improved property at (530) Christiancy St, Lansing (# 33-01-01-21-427-129) in 2018 through local unit rejection, and subsequently demolished the blighted structure with CDBG Funds (Community Development Block Grant) in summer 2020; and

WHEREAS, the Land Bank received title to the residential improved property at (1408) Linval Ave, Lansing (# 33-01-01-21-427-118) in 2012 through local unit rejection, and subsequently demolished the blighted structure with Hardest Hit Funds in fall 2015; and

WHEREAS, the Land Bank purchased the residential improved property at (1416) Linval Ave, Lansing (# 33-01-01-21-427-110) in 2010, and subsequently demolished the blighted structure with NSP2 Funds (Neighborhood Stabilization Program 2) in spring 2012; and

WHEREAS, Mr. Larry J Smith would like to purchase the three (3) parcels, with the intent to add extra yard space to his rental at 1404 Linval Ave and his personal residence at 1402 Linval Ave where he has lived since 1997; and

THEREFORE, BE IT RESOLVED, the Land Bank authorizes its Chairperson or Executive Director to negotiate and execute the transaction of these three (3) parcels to Larry J Smith for the market rate of $1300 for (530) Christiancy St, $500 for (1408) Linval Ave, and $1500 for (1416) Linval Ave, plus closing costs. Total market rate equals $3300.00.

FURTHER, BE IT RESOLVED, property conveyances shall contain a deed restriction clause prohibiting the property’s use of any sexually oriented business as defined by law, medical marijuana business or dispensary, or casino.

AYE: Scherzting, Grebner, Frischman NAY: None Absent: Crenshaw, Slaughter Approved 8/17/2020

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Schertzing pointed out that these properties are being sold to 1 individual who lives on the corner. Director Case stated that the buyer has lived there for many years, and owns the house next door that he rents out. Buyer is adding yard space to each of the properties. Director Case believes this sales makes sense for the neighborhood and area.

1. Administration
	1. Accounts Payable – June 2020

AP has been received, accepted, and on file.

* 1. Resolution to Adopt a Credit Card Account through PNC for Online Purchases or Pre-Required Payments

COMMISSIONER GRENBER MOVED TO APPROVE. COMMISSIONER FRISCHMAN SUPPORTED. THE MOTION CARRIED UNANIMOUSLY.

 **Adopted August 17, 2020**

**Agenda item #3.B.**

INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

**RESOLUTION TO ADOPT A CREDIT CARD ACCOUNT PROGRAM THROUGH PNC FOR ONLINE PURCHASES OR PRE-REQUIRED PAYMENTS**

**RESOLUTION 20-12**

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 established the Ingham County Land Bank Fast Track Authority (the "Land Bank") in 2005; and

WHEREAS, no member of the Land Bank Board of Directors nor Land Bank staff has disclosed any direct or indirect personal or financial interest in this matter, and the Land Bank management is unaware of any such conflict of interest.

WHEREAS, the Land Bank has a Credit Card Policy which outlines users and accounting guidelines; and,

WHEREAS, the Land Bank Staff would like to obtain a Credit Card Account to purchase materials, supplies, travel, conference arrangements, etc, for online and pre-required payment needs. This would help streamline purchases and eliminate reimbursement to Staff; and

WHEREAS, the Land Bank’s financial institution, PNC, has a Commercial Express Card Program that provides real time controls and pre-defined spending allowances and expense thresholds for purchases. It provides consolidated reporting and statements for all spending. These statements will be used in monthly receipt balancing and bank reconciliations; and

THEREFORE, BE IT RESOLVED, the Land Bank Board of Directors approves and adopts the Commercial Express Card Program through PNC for Land Bank usage of online purchases and pre-required payments.

AYE: Scherzting, Grebner, Frischman NAY: None Absent: Crenshaw, Slaughter Approved 8/17/2020

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Schertzing stated that there is statutory language that Michigan adopted in 1995 that covers credit cards. The Land Bank Policy virtually covers it all, which is in the packet for the Board’s review. Director Case stated Land Bank staff has been using their own personal credit cards to purchase supplies and materials needed for the Land Bank. Director Case noted that Commissioner Crenshaw, as the Land Bank Treasurer, suggested that the Land Bank should obtain a credit card to use for Land Bank purchases, and that staff should not be having to use their own personal accounts.

* 1. Budget 2020 Amendment

Director Case stated that the virus stopped us from eliminating 4-6 rentals which is approximately $200,000-300,000 that the Land Bank anticipated for property sales. This has definitely changed our revenue stream. The virus has definitely made a hit on our budget even with other sales, and we will mostly likely not be able to recover the loss of the anticipated sales through the rest of the year. We’ve made changes in expenses also, which brings us to basically breaking even. The Land Bank has a fund balance of approximately $270,000 that will help us going forward, but the goal now is to break even on budget. We made some adjustments to the Capital Contribution line item; this line represents the 2019 foreclosures received, and really is a revenue that should be up in the revenue section. We also adjusted each of the values of those properties down to the estimated value that they will be sold at. Next year’s budget could be sticky, as well. Commissioner Grebner asked about Jill Rhode leaving and what the plan is. Director Case stated that Jill has taken on a position with the City of East Lansing, right near her home and is perfect for her. The Land Bank has found another CPA that we’re planning to hire, as a contractor. Jill is willing to help train the new CPA and will also stay on to help with the year-end process and the 2020 audit.

* 1. Ingham County Resolution to Acquire Tax Foreclosed Property 2020 and Foreclosure Property List

Chairperson Schertzing discussed the copy of the Resolution and the list of foreclosed properties. The County on behalf of the Land Bank (by statute) can acquire certain tax foreclosed properties; we’ve done this in past years. Chairperson Schertzing, as he reported previously, is working with the Black Indigenous People of Color local group that is looking at some of the properties as part of a job training and construction projects for larger initiatives for Lansing and the greater area. The Land Bank may use that option to acquire these few properties for this group. This is a parcel-by-parcel analysis and may be a risk per the Rafaeli Supreme Court case that will change the tax foreclosure overage. Chairperson Schertzing is waiting to obtain information from the group in regards to their capacity and capabilities. The tax auction is before our next Board meeting. Land Bank staff will have to decide on properties to acquire, and it does put activity in motion before our next Board meeting but we will report the results.

Commissioner Grebner and Director Frischman asked about the tax process and the Land Bank’s role. Chairperson Schertzing explained that basically the Land Bank would purchase the few properties for the taxes owed (per the Land Bank Policies and Procedures) and then the group would then in turn purchase them from the Land Bank for at least those taxes. This whole process is still progressing and will be reported on during the next Board meeting.

* 1. Communication from Executive Director

Garden Program got behind this year. We lost 2 Americorps people in February, and then our summer Americorps person left for health reasons soon after she started. John Krohn, Land Bank Garden Coordinator, has been working hard to keep up but can’t. Due to the virus, gardening and resources to fresh food seems to be ever important these days. We’ve added about 10-20 new gardens this year, but we’ve sold several as well, so the numbers remain steady around 180 garden parcels. So we’ve hired 2 temporary part-time people to help for about 4-6 wks. Their time will mostly be spent just helping people with water because it’s so dry this year and catching up on mowing and maintaining. This is in the budget but wanted to give you a heads up.

City of Lansing Neighborhood and Citizen Engagement Dept is filming neighborhoods and putting the videos on Lansing TV, starting on Sept 9th. It’s their “Walking Wednesdays” program, about 6-7 neighborhoods. David Burns and Director Case will be on site, involved in the filming of approximately 4-5 of them. Baker-Donora, Oak Park, Southwest, Willow, Walnut.

The County has applied for CDBG Covid CARES funding. $455,540. The Land Bank will possibly gain some of that funding. The Land Bank will most likely be the lead on the funds. We’re still working on it, but Director Case will complete a resolution for the next board meeting to accept funds, if available. The Land Bank will be working with MEDC on the funds and they will help us through the Covid-eligible activities.

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* 1. Legal

Tim Perrone stated that we still have the one land contract forfeiture matter that is still pending from earlier this year. Mr. Perrone stated that he contacted the Court again, and the Court asked to file an updated complaint and together with the affidavit, the Land Bank is exempt from any moratorium on evictions under the CARES Act with this property. Mr. Perrone contacted the Court again a week later regarding a court date, and the Court said they are way behind on hearings. So we’re just waiting for a hearing date, and then there will still be a 90-day redemption period from there.

1. Limited public comment

None

1. Adjournment

Chairperson Schertzing adjourned the meeting at 5:06pm.