

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

February 3, 2014
Minutes

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

Members Absent: None

Others Present: Jeff Burdick, Tim Perrone, Kate Snyder

The meeting was called to order by Chairperson Schertzing at 5:03 p.m. in Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the December 2, 2013 and January 13, 2014 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE DECEMBER 2, 2013 AND JANUARY 13, 2014 MINUTES. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda: None

Limited Public Comment: None

1. Community Projects Update

Executive Director Burdick stated he hopes a final decision can be made at next month's meeting regarding the proposed park on Prospect St. He stated he had provided more detailed information to Sparrow and is waiting to hear back. He is also planning on discussing the possibility of including the property under the County Parks Department for liability purposes. Comm. Nolan inquired about the status of the Restoration Works houses on Kalamazoo St. Executive Director Burdick stated plumbing inspections are happening later this week. The Land Bank has had to assist with the plumbing because LLC didn't have the staff to facilitate it. Also, 1512 E Kalamazoo is having siding repairs done to repair damage caused when the neighboring house burned down in November.

2. Request for Exception to CDBG Conflict of Interest Provisions regarding the potential purchase of 1003 Shepard (NSP2 new construction) by Jonathon Bailey – Center for Financial Health Housing Counselor – public disclosure item

Executive Director Burdick stated this was a public disclosure item. Mr. Bailey is a counselor at the housing agency the Land Bank contracts with to handle home buyer counseling and verifications. In order for MSHDA to approve the sale of this NSP2 property, the Land Bank must provide a letter from its legal counsel stating there is no conflict of interest.

3. Proposed Ingham County Land Bank Advisory Committee on Commercial Properties – discussion item

Executive Director Burdick stated this item is being presented in response to prior comments from board members. Comm. Bahar-Cook expressed concern that having commercial developers on an advisory committee of this type could open the door to conflicts of interest. Chairperson Schertzing remarked that any such conflicts would be significantly diminished by the fact that it is an advisory committee, not a decision making body. Additionally, they would only represent one voice/perspective on the committee. Comm. Bahar-Cook inquired as to the rationale behind utilizing an advisory Committee versus a hired consultant. Executive Director Burdick stated a volunteer-based advisory committee would be significantly less expensive. Additionally, it provides a broader base of experience and perspective when compared to utilizing a single consultant. The downside to the committee approach is the potential of making a complex situation even more convoluted. Comm. Hope commented the establishment of an advisory committee would not prevent hiring a consultant on a case-by-case, need-driven basis.

4. Review of draft Ingham County Land Bank Crisis Plan

Chairperson Schertzing introduced Kate Snyder who provided an overview of the draft Crisis Plan. Ms. Snyder pointed out the largest hole in the draft plan was the contact information section. She distributed a contact form for board members to complete. Comm. Hope suggested including neighborhood organizations and churches in the contact list to help disseminate information. Comm. Bahar-Cook indicated a need to add a process for notifying the Chairperson of the Ingham County Board of Commissioners in the event of a crisis. Chairperson Schertzing suggested adding the County Controller and Board Coordinator to the notification list.

5. ICLBA Public Relations – Update

Chairperson Schertzing stated the update was included in the meeting packet. We have already had four closings so far this year.

6. Property Maintenance, Renovation & Development

6a. Residential Property Update – Dashboard

Chairperson Schertzing stated the dashboard was included in the board packet.

6b. Commercial Property Update

Chairperson Schertzing stated the update was included in the dashboard. Executive Director Burdick stated he had met with LEAP and CBRE Richard Ellis to discuss issuing a nation-wide request for proposals on the former Deluxe Inn site.

6c. Vacant Lot Update

Chairperson Schertzing stated the information was included in the dashboard.

6d. Garden Program Update – Dashboard

Chairperson Schertzing stated the update was included in the board packet.

6e. Completed and Pending Sales

Chairperson Schertzing stated the update was included in the board packet, with four closings in January.

6f. General Legal Update - Counsel

Tim Perrone stated an eviction on a land contract forfeiture was conducted in December. He stated there were no other legal issues to report.

7. Accounts Payable & Monthly Statement

7a. Accounts Payable Approval – January 2014

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE ACCOUNTS PAYABLE FOR JANUARY 2014. MOTION CARRIED UNANIMOUSLY.

7b. Monthly Statement – December 2013

The unaudited December 2013 monthly financial statement was received and placed on file.

8. Chairman and Executive Director Comments: None

Executive Director Burdick stated the Land Bank and Treasurer's office continue to discuss ways to administer the CDBG program at the County level. He also mentioned that staff continues to make progress on 3024 Turner St in Lansing for use as the new, consolidated Land Bank office. The property, which is located on public transportation, has room for all staff, as well as garage and storage facilities.

Chairperson Schertzing stated the Everybody Eats event will be on Saturday.

Announcements: None

Limited Public Comment: None

The meeting adjourned at 6:16 p.m.

Respectfully submitted,
Joseph Bonsall