

Approved March 4, 2013

**INGHAM COUNTY LAND BANK  
FAST TRACK AUTHORITY**

**ANNUAL MEETING**

February 4, 2013

Minutes

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

Members Absent: None

Others Present: Mary Ruttan, Tim Perrone, Joe Bonsall, Sandy Gower, Dawn Van Halst, Desiree Kirkland, Carol Skilling, Susan Roarke, Melissa Lott

The meeting was called to order by Chairperson Schertzing at 5:02 p.m. Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the December 3, 2012 Minutes

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE DECEMBER 3, 2012 MINUTES. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda: None

Limited Public Comment: None

1. Election of Officers

MOVED BY COMM. BAHAR\_COOK, SUPPORTED BY COMM. MCGRAIN, TO ELECT COMM. MCGRAIN VICE-CHAIR, COMM. BAHAR-COOK TREASURER, AND COMM. NOLAN SECRETARY. MOTION CARRIED UNANIMOUSLY.

2. Conflict of Interest

2a. Compliance with article three subsection 3.6. Signature on form.

Executive Director Ruttan provided the conflict of interest forms to all board members to be completed and returned to staff.

3. Community Projects Update

Chairperson Schertzing introduced Garden Program Coordinator Melissa Lott who updated the board on the Garden Program. Ms. Lott stated there are currently 53 gardens on 72 Land Bank parcels. Ms. Lott updated the board on the outcome of grant applications for the 3 urban farming grants approved by the board last year. Ms. Lott requested the board authorize another 3 \$500 grants to be awarded in 2013.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO AUTHORIZE \$1,500 TO FUND THREE \$500 GRANTS FOR URBAN FARM STARTUPS.

Comm. McGrain asked if money had been budgeted to cover the expense. Executive Director Ruttan stated the funds would be covered by the community development budget.

MOTION CARRIED UNANIMOUSLY.

Ms. Lott stated the Everybody Eats conference would be held February 23, 2013 at Trinity Church in south Lansing.

Chairperson Schertzing stated Jason Ball from Kuntzsch Business Services would update the board on the Blight Elimination Program grant in March. Kuntzsch is also working on putting together a grant application for gap funding on the Ash Street project in Mason. Mr. Ball will present on that topic also.

4. Executive Director Position

Chairperson Schertzing stated he had forwarded a copy of the Executive Director job description generated by the County's Human Resources Department to the board. The deadline will be extended to February 22. Comm. Nolan stated all board members should be provided the opportunity to participate in the interviews. Comm. McGrain requested staff sort through the applications and identify those failing to meet the minimum qualifications. Tim Perrone reminded the board that an interview committee cannot make a hiring decision without satisfying the Open Meetings Act. Chairperson Schertzing stated an April 1 transition date would be ideal to coincide with the tax-foreclosure cycle. Interviews will be held on March 8 in the Human Services Building.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE EXECUTIVE DIRECTOR JOB DESCRIPTION, TO EXTEND THE APPLICATION DEADLINE TO FEBRUARY 22, 2013, AND TO SCHEDULE A SPECIAL MEETING FOR MARCH 8, 2013 FOR THE PURPOSE OF INTERVIEWING CANDIDATES FOR THE EXECUTIVE DIRECTOR POSITION. MOTION CARRIED UNANIMOUSLY.

5. Communication Working Committee

Comm. Nolan apologized for missing the meeting. Comm. McGrain stated he had met with staff and came up with three methods to improve the Land Bank's communication with outside entities. Included in the meeting packet was a resource/contact list to guide board members to the appropriate staff person when they have questions or concerns. A "constituent update" can be prepared on a quarterly basis and posted on our website. Additionally, the Land Bank can host a series of community forums for direct discussions with community members. Chairperson Schertzing stated the annual report and MSU Land Policy Institute report could be presented at such a forum for public comment when they become available in the next month or so.

6. ePropertyPlus Software Update

Chairperson Schertzing introduced Susan Roarke from STR. Ms Roarke provided an overview of the ePropertyPlus software and the progress made towards full implementation. Board members should expect to have access in the next month or so. Joe Bonsall stated the board will need to set a time for training on the software at the March meeting.

7. Property Maintenance, Renovation & Development

7a. Residential Property Update – Dashboard

Chairperson Schertzing stated the dashboard was included in the meeting packet. Comm. Nolan referenced an article she had read stating there had been 368 home sales in the City of Lansing in 2012. With 53 sales, the Land Bank accounted for over 14% of all home sales in the City of Lansing in 2012. Comm. Nolan asked what makes up the \$3.775 million dollars obligated from our line of credit. Chairperson Schertzing stated \$1.8 million dollars was in land contract receivable, which earns 6-7% interest. The remaining amount is primarily made up of the value of our for sale homes. Comm. Nolan asked when NSP2 would stop. Executive Director Ruttan stated the grant ends on February 8, 2013, but program income will continue to cycle through the program for an unknown period of time. Comm. McGrain noted that debt service is included in our annual budget and suggested that a detailed walk-thru of the financial statement at our April meeting might help board members understand the relationship between assets and liabilities.

7b. Commercial Property Update

Chairperson Schertzing noted commercial properties are included in the dashboard. He announced that Williams Distributing is moving into our former property at 1300 Keystone. They will be having an open house on Thursday.

7c. PROP Update

Chairperson Schertzing stated there was no PROP update this month.

7d. Garden Program Update – Dashboard

Chairperson Schertzing stated this was covered in agenda item 3.

7e. Vacant Lot Update

Chairperson Schertzing stated vacant lots were included in the property dashboard.

7f. Contractor Program

Executive Director Ruttan stated this item had been previously discussed in December. Staff has identified three interested investors and 218 Redner and 1845 Osband have been earmarked for the renovation portion of the project.

7g. General Legal Update – Counsel

Mr. Perrone stated six land contract forfeitures are currently in their redemption period.

8. Accounts Payable & Monthly Statement

8a. Accounts Payable Approval – December 2012

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN TO APPROVE THE ACCOUNTS PAYABLE FOR DECEMBER 2012. MOTION CARRIED UNANIMOUSLY.

9. Chairman and Executive Director Comments

Chairperson Schertzing displayed a recognition plaque received from the Lansing Police Department Special Tactics and Rescue Team for our assistance in allowing them to use some of our properties for training purposes.

Comm. Nolan randomly selected Karen Hope-Struble from all the entries to win the Coach purse raffled at our Women's Expo booth.

Announcements:

Comm. Bahar-Cook announced the Art of Leadership program would be hosting a pancake breakfast at Flapjack House on March 2, 2013.

Comm. McGrain congratulated staff on their hard work representing the Land Bank at the Women's Expo.

Comm. Nolan stated the Hawk Island snow park had opened to the public and encouraged all to visit.

Limited Public Comment:

Carol Skillings addressed the board concerning the very large oak tree growing at 200 Huron. The tree is believed to be one of the oldest trees in the City of Lansing and dates to revolutionary times. She would like to see the tree preserved.

The meeting adjourned at 6:26 p.m.

Respectfully submitted,

Joseph Bonsall