

**APPROVED MAY 4, 2009**

**INGHAM COUNTY LAND BANK  
FAST TRACK AUTHORITY**

March 2, 2009  
Minutes

Members Present: Eric Schertzing, Comm. Copedge, Comm. DeLeon, Comm. Bahar-Cook and Comm. Nolan

Others Present: None

Others Present: Mary Ruttan, Dave Stoker, Joe Bonsall, Dorothy Boone, Scott Schmidt and others

The meeting was called to order by Chairperson Schertzing at 5:30 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the December 1, 2008 Minutes

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. COPEDEGE, TO APPROVE THE DECEMBER 1, 2008 MINUTES AS AMENDED. MOTION CARRIED UNANIMOUSLY.

The Minutes were amended on page 3: paragraph two, first sentence: "grand funds" was changed to "grant funds."

Additions to the Agenda

- 3d. Annual Report
- 3e. Updated Mission Statement
- 4g. Resolution to submit a Community

Limited Public Comment: None

1. Election of Officer – Motion

- a. The Chairperson is the County Treasure pursuant to Section 4 of the Intergovernmental Agreement
- b. Vice Chairperson (optional)

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPOINT COMM. DELEON TO THE POSITION OF VICE CHAIRPERSON. MOTION CARRIED UNANIMOUSLY.

- c. Secretary

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPOINT COMM. BAHAR-COOK TO THE POSITION OF SECRETARY. MOTION CARRIED UNANIMOUSLY.

d. Treasurer

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPOINT COMM. COPELGE TO THE POSITION OF TREASURER. MOTION CARRIED UNANIMOUSLY.

2. Conflict of Interest

- a. Motion to Approve Disclosure of Conflict of Interest Form
- b. Compliance with Article 3 Subsection 3.6

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DELEON, TO APPROVE THE MOTION TO APPROVE DISCLOSURE OF CONFLICT OF INTEREST FORM. MOTION CARRIED UNANIMOUSLY.

3. Annual Report

- a. Activity Recap (for items 3b – 3c)
- b. 2008 Activity
- c. Year to Date Activity

Ms. Ruttan reviewed the 2008 Activity Report, the Year to Year Date Activity Report and the Annual Report. These Reports are contained in the agenda material.

Comm. Nolan asked that the sale price for the homes to be added to the Activity Recap and 2008 Activity Reports.

d. Annual Report

Chairperson Schertzing reviewed the Annual Report for the Board. He then explained this Report is only a form, it is not the actual Report.

Board Chairperson DeLeon said the Report should probably be on the Land Bank's letterhead. Comm. Bahar-Cook asked if the title of the Report should be changed from Annual Report to Activities Report. Ms. Ruttan explained the State law requires the report to be named the Annual Report. The Board consented to change the title to "2008 Annual Report."

Comm. Nolan asked if the fund balance will be included in the Report. Chairperson Schertzing stated that information will be contained in the last paragraph of the Report. The Board discussed other possible changes to the Report. Chairperson Schertzing stated the Report is a fluid document, it will grow over time. This particular report is due tomorrow for tax credit submission.

Comm. Bahar-Cook asked if other information should be added to this Report before it is approved. Ms. Ruttan stated another report will be drafted which addresses the Board's concerns.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DELEON, TO APPROVE THE 2008 ANNUAL ACTIVITY REPORT WITH CHANGES THAT WILL BE ADDED TO IT TOMORROW. MOTION CARRIED UNANIMOUSLY.

e. Mission Statement

Chairperson Schertzing reviewed the proposed Mission Statement. Board Chairperson DeLeon stated she would like to make some changes to the proposed document. Ms. Ruttan explained that she refers to this document as a PR letter for people who are interested in the Ingham County Land Bank. She received this letter from a public relation firm.

4. Property Maintenance, Renovation & Development

a. Residential Property Update

Ms. Ruttan reviewed the Property Update.

b. Commercial Property Update

This item was reviewed in the above item. Chairperson Schertzing stated he will schedule one on one visits between himself and the Board members to discuss this issue further.

c. City of Lansing Neighborhood Stabilization Program

Ms. Boone reviewed the aspects of this Program. Comm. Nolan asked for additional information regarding this Program. Ms. Ruttan stated this Program is for the acquisition and rehabilitation of properties.

d. OCOF Nonprofit Housing Corporation

Chairperson Schertzing said this project is proceeding as expected. The Board discussed the issue of having more funds for eligible families.

e. Demolition RFP

Ms. Ruttan reviewed the 2009 Demo Bid List. She also stated Mr. Potter is assisting with this process. The demolition of these properties will start by the end of June 2009.

f. General Legal Update – Counsel

Mr. Stoker said there are no legal issues before the Land Bank at this time. The Silver Dollar matter has been resolved.

- g. Resolution to Appoint a Community Development Entity (CDE) Advisory Board and Authorize the Chairman to Submit a CDE Certification Application for the Land Bank and Authorize CDE Applications for Tax Credits

Chairperson Schertzing explained the purpose of the proposed Resolution. The State of Michigan and the City of Lansing may benefit from certain federal tax credits including the New Market Tax Credit. The CDE is necessary to apply for certain federal tax credits. The CDE designation will open up additional funding avenues for low income communities.

The Board discussed the proposed Resolution. Chairperson Schertzing stated developers can also apply for this program. He then said the National City Bank and the Great Lakes Capital Fund are Community Development Entities.

MOVED BY COMM. BAHAR-COOK SUPPORTED BY COMM. DELEON, TO APPROVE THE RESOLUTION TO APPOINT A COMMUNITY DEVELOPMENT ENTITY (CDE) ADVISORY BOARD AND AUTHORIZE THE CHAIRMAN TO SUBMIT A CDE CERTIFICATION APPLICATION FOR THE LAND BANK AND AUTHORIZE CDE APPLICATIONS FOR TAX CREDITS.

Board Chairperson DeLeon asked if the CDE advisory board would report to the Land Bank Board. Mr. Schmidt stated the advisory board would report to the overall Land Bank Board. Chairperson Schertzing said the deadline for submitting this application is tomorrow.

MOTION CARRIED UNANIMOUSLY.

Comm. Nolan said she is very cautious about this concept. The funds in this matter are specifically for low income properties. Mr. Schmidt stated the funds can be used for commercial and residential properties.

- 5. Accounts Payable & Monthly Statement
  - a. Accounts Payable Approval – December 2008

MOVED BY COMM. DELEON, SUPPORTED BY COMM. NOLAN, TO APPROVE THE DECEMBER 2008 ACCOUNTS PAYABLE. MOTION CARRIED UNANIMOUSLY.

- b. Accounts Payable Approval – January 2009

MOVED BY COMM. COPELGE, SUPPORTED BY COMM. DELEON, TO APPROVE THE JANUARY 2009 ACCOUNTS PAYABLE. MOTION CARRIED UNANIMOUSLY.

- c. Monthly Statement – December 2008 (unaudited)

The December 2008 Monthly Statement was received and placed on file.

- d. Monthly Statement – January 2009

The January 2009 Monthly Statement was received and placed on file.

- 6. Items from the Chairman & Executive Director
  - a. Land Bank Conference May 18-19, 2009

Ms. Ruttan informed the Committee that the Land Bank Conference is May 18 – 19, 2009 in Traverse City. She will email the Board members with additional information about this Conference.

- b. Meeting Schedule

Ms. Ruttan stated the next Land Bank meeting is scheduled for May 4, 2009.

- 3e. Mission Statement

This item was discussed above. Comm. Nolan handed her version of the Mission Statement to Ms. Ruttan. Comm. Bahar-Cook asked Ms. Ruttan to provide the amended Mission Statement to the Land Bank Board at its May 4 meeting.

Staff will add a title to the Mission Statement.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. COPELGE, TO APPROVE THE MISSION STATEMENT WITH CHANGES PROVIDED BY COMM. NOLAN. MOTION CARRIED UNANIMOUSLY.

#### Announcements

Comm. Bahar-Cook asked if the Disclosure of Appearance of Conflict of Interest would be in the Land Bank Office. Chairperson Schertzing indicated the Disclosure would be in the Office.

Public Comment: None

The meeting adjourned at 6:51 p.m.

Respectfully submitted,

Debra Neff