

**APPROVED 11/05/2012**

**INGHAM COUNTY LAND BANK  
FAST TRACK AUTHORITY**

October 1, 2012  
Minutes

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

Members Absent: None

Others Present: Dave Stoker, Sandy Gower, Linda Schonberg, John Bippus, Dawn Van Halst, Alice Brinkman, Kristin Small, Joseph Bonsall

The meeting was called to order by Chairperson Schertzing at 5:01 p.m. Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the July 9, 2012 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE AUGUST 6, 2012 MINUTES. MOTION CARRIED UNANIMOUSLY.  
Absent: Comm. DeLeon

Additions to the Agenda:

Comm. Nolan requested the board be updated on the 2012 tax foreclosure located at 6200 Columbia in Haslett. Chairperson Schertzing stated that did not really have anything to do with the Land Bank, but that he would address it under Public Comment at the end of the meeting.

Joseph Bonsall stated accounts payable approval for September 2012 needed to be added as late item 8c.

Limited Public Comment:

Alice Brinkman from Reach Studio Art Center addressed the board concerning her organization's need for additional space. She inquired as to the possibility of the Land Bank assisting with the acquisition and management of a property. Comm. Nolan suggested she discuss the possibility of shared space with the Boys and Girls Club. Comm. McGrain suggested she may be interested in the property his employer was vacating at 1000 S Washington.

1. Community Projects Update

Chairperson Schertzing introduced Land Bank Garden Program Coordinator Melissa Lott who delivered a presentation to update the board on the Garden Program. Ms. Lott stated the Garden Program currently includes 45 gardens on 60 Land Bank-owned parcels, serving approximately 300 households. She also stated the program has developed a strong partnership with the Greater Lansing Food Bank.

Comm. DeLeon arrived at 5:23 p.m.

Ms. Lott also stated Americorps member Jared Talaga will be serving a second year with the Garden Program. Comm. McGrain stated he had attended the garden tour and found it to be very informative.

2. Resolution to Approve the General Contractor Policy and Guideline Manual  
2a. Contractor (Vendor) Application Process – Linda Schonberg

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO ADOPT THE RESOLUTION APPROVING THE GENERAL CONTRACTOR POLICY AND GUIDELINE MANUAL.

Chairperson Schertzing stated this item had been tabled at the August meeting to allow all board members to hear the presentation. He introduced Linda Schonberg who provided an overview of the vendor approval process. Comm. DeLeon asked if we check for past violations. Ms Schonberg stated yes, that was part of the license check. Comm. McGrain asked why the application only inquires about taxes owed to the City of Lansing and not Ingham County. Chairperson Schertzing stated Ingham County does not collect any current taxes that would apply to these types of vendors. Comm. Nolan asked if there was a way to check on citizen complaints against applicants. Ms. Schonberg replied that complaints made to the state only become part of the public databases if they result in fines or sanctions against the vendor. Checking those databases is part of our process.

MOTION CARRIED UNANIMOUSLY.

3. Resolution to Approve the Ingham County Land Bank Vehicle Policy

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO ADOPT THE RESOLUTION APPROVING THE INGHAM COUNTY LAND BANK VEHICLE POLICY.

Chairperson Schertzing stated the policy had been developed from a sample obtained from our insurance provider Michigan Municipal Risk Management Association and has been reviewed by legal counsel.

Comm. Nolan asked what vehicles the policy would apply to. Mr. Bonsall stated the policy would apply both to users of the Land Bank's pickup truck and to those employees wishing to receive reimbursement for the use of their privately-owned vehicles.

MOTION CARRIED UNANIMOUSLY.

4. Resolution Authorizing Chairman and Executive Director to Sign City of Lansing Development Agreement for Neighborhood Stabilization Program 3 Funds

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO ADOPT THE RESOLUTION AUTHORIZING THE CHAIRMAN AND EXECUTIVE DIRECTOR TO SIGN CITY OF LANSING DEVELOPMENT AGREEMENT FOR NEIGHBORHOOD STABILIZATION PROGRAM 3 FUNDS.

Chairperson Schertzing stated the rules for NSP3 are based upon and very similar to NSP2. We will be focusing on property acquisition, new construction, rehabilitation, marketing and sales. Comm. Nolan asked why we would do any new builds versus all renovation projects. Chairperson Schertzing stated new builds have been a very small percentage of the work undertaken with NSP funds. New construction projects are an acceptable/approved re-use of our NSP demolition sites. Additionally, it is the city's desire to do a number of in-fill new construction projects to help maintain density. Comm. McGrain echoed the importance of maintaining density in our neighborhoods.

MOTION CARRIED UNANIMOUSLY.

5. Resolution Authorizing Chairman and Executive Director to Sign City of Lansing HOME Housing Production Agreement

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO ADOPT THE RESOLUTION AUTHORIZING THE CHAIRMAN AND EXECUTIVE DIRECTOR TO SIGN CITY OF LANSING HOME HOUSING PRODUCTION AGREEMENT.

Chairperson Schertzing stated both rehabilitation and new construction projects would be undertaken with these funds. Comm. McGrain asked how it decided where to do these projects. Ms. Schonberg stated the decisions were driven by the City of Lansing, as the recipient of the funds. However, since most NSP funding has focused on the north side of the city, these HOME funds will be spent primarily on the south side.

MOTION CARRIED UNANIMOUSLY.

6. Resolution Authorizing Chairman and Executive Director to Enter Into Lease with Option to Purchase Agreement

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO ADOPT THE RESOLUTION AUTHORIZING THE CHAIRMAN AND EXECUTIVE DIRECTOR TO ENTER INTO LEASE WITH OPTION TO PURCHASE AGREEMENT.

Chairperson Schertzing introduced John Bippus who is the listing agent for the property. Mr. Bippus described the agreement to the board. He stated this is an existing business looking to move from Portland, MI to the City of Williamston. Chairperson Schertzing stated the deal would provide rental income for the Land Bank and the renter would be financing any necessary interior renovations. The City is supportive of the use. He stated the goal is to create a viable, established business that can get the property back onto the tax roll.

MOTION CARRIED UNANIMOUSLY.

7. Property Maintenance, Renovation & Development

7a. Residential Property Update – Dashboard

Chairperson Schertzing stated the dashboard was included in the board packet. He noted that 45% of this year's sales have been to people moving to the City of Lansing from outside the area. He also stated the Land Bank surpassed \$10 million in total sales in September.

7b. Commercial Property Update

In addition to the Williamston property, Chairperson Schertzing stated we are expecting to receive a final go or no-go concerning the redevelopment of the Ash Street property in Mason. Animal Control's rehabilitation of the Saginaw St. property is progressing smoothly.

7c. PROP Update

Chairperson Schertzing informed the board that he will be taking some property developers through a number of PROP homes on October 22.

7d. Garden Program

Chairperson Schertzing stated this was covered under the Community Projects update.

7e. Vacant Lot Update

Chairperson Schertzing stated staff continues to evaluate vacant lots for sale, in-fill housing, or the garden program.

7f. General Legal Update – Counsel

Dave Stoker informed the board that the contract issue with Grace at Home has been resolved, provided they fulfill their remaining obligations.

8. Accounts Payable & Monthly Statement

8a. Accounts Payable Approval – August 2012

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN TO APPROVE THE ACCOUNTS PAYABLE FOR AUGUST 2012. MOTION CARRIED UNANIMOUSLY.

8b. Monthly Statement – July and August 2012

The July and August 2012 monthly financial statements were received and placed on file. Comm. McGrain asked if the cash on hand at the end of August was really \$176.92. Mr. Bonsall replied that it was.

8c. Accounts Payable Approval – September 2012

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN TO APPROVE THE ACCOUNTS PAYABLE FOR SEPTEMBER 2012. MOTION CARRIED UNANIMOUSLY.

9. Chairman & Executive Director Comments

Chairperson Schertzing reminded the board that the Land Bank Conference would be held October 14-16 in Kalamazoo. He stated the Treasurer would be sending lists of the unsold tax foreclosure parcels to the local units for rejection. Rejected parcels will be transferred to the Land Bank by Ingham County. A Consortium of local Land Banks is working on submitting an application for New Market Tax Credits. Staff is working on an application for an allocation under the State's Blight Elimination Program.

Announcements: None

Limited Public Comment:

Comm. Nolan introduced Kristin Small who represents the family of Steven Rigby. Ms. Small discussed the 2012 tax foreclosure of 6200 Columbia, Haslett and her family's disappointment and frustration with the process. Chairperson Schertzing responded that a Land Bank board meeting was not the proper venue for such a discussion; the Small family's dispute is with the County Treasurer's office. He declined to go into specifics because the case continues to make its way through the court system, stating the Treasurer has a duty to administer the property tax foreclosure process in accordance with the law. When it appears that a decision has been made outside the parameters of the statute, the Treasurer has a duty to the citizens of Ingham County and to the other county treasurers in Michigan to try and have that corrected.

The meeting adjourned at 6:22 p.m.

Respectfully submitted,

Joseph Bonsall