

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

November 4, 2013
Minutes

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

Members Absent: None

Others Present: Jeff Burdick, Tim Perrone, Carol Skillings, Denise Paquette

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 October 7, 2013 Minutes

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPROVE THE OCTOBER 7, 2013 MINUTES.

Comm. Bahar-Cook requested the minutes for agenda item 2 be amended to reflect that Executive Director Burdick is to schedule a meeting between himself, Comm. McGrain, Comm. Bahar-Cook, and John Shaski from Sparrow Hospital to further discuss Sparrow's proposal for 1112 Prospect Street.

MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Additions to the Agenda:

The following items were added to the agenda:

- 8a. Community Progress Leadership Institute
- 8b. Organizational Chart

Limited Public Comment: None

1. Community Projects Update

Chairperson Schertzing introduced Denise Paquette from Habitat for Humanity Lansing. Ms. Paquette stated she was in attendance to update the board on Habitat's projects sited on former Land Bank parcels. Habitat completed the full renovation of one former Land Bank home in each of the previous three years. Habitat purchased a two acre parcel of vacant land on Wayne Street from the Land Bank in 2012. Habitat has subdivided the land for the construction of four new residential homes; two of which

have already been completed, with the third under construction. The first home sold in July for \$118,000. Ms. Paquette stated Habitat has had to temporarily abandon its plans for a fourth home because of the need to remediate poor soil conditions. The project is on hold until they are able to raise the necessary funds, estimated at \$15,000. In the event they are unable to raise the money, she stated Habitat would be unable to carry the tax burden of the unbuildable parcel. Comm. Nolan asked what would happen to the property if Habitat was unable to come up with the funding for the remediation. Chairperson Schertzing stated it would most likely come back to the Land Bank through the tax foreclosure process. Comm. Bahar-Cook asked where in the budget funds might come from if the Land Bank decided to help with the remediation costs. Executive Director Burdick stated these monies were not specifically included in the 2014 proposed budget, but they would likely come from the Lansing Reinvestment account. Chairperson Schertzing stated the fourth house would most likely generate approximately \$6,000 - \$7,000 in specific tax capture for the Land Bank to offset any funds we might be willing to commit. Comm. Bahar-Cook inquired as to Habitat's ideal timeline to begin construction of the fourth house. Ms. Paquette stated they would like to begin in March. Comm. Nolan requested the board revisit the issue at the December meeting.

2. 2014 Meeting Schedule

2a. Motion to approve the 2014 meeting schedule

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, TO APPROVED THE 2014 MEETING SCHEDULE.

After discussion it was agreed to change the April 7 meeting to March 31 and the July 7 meeting to June 30.

MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Executive Director Burdick stated he had included a January meeting for a review of the strategic plan.

3. Habitat for Humanity of Lansing Wayne Street Request – Action Item

Chairperson Schertzing stated this item had been addressed under the Community Projects Update.

4. Resolution to approve the 2014 Budget and Request Funding from Ingham County

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. HOPE, TO APPROVE THE 2014 BUDGET AND REQUEST FUNDING FROM INGHAM COUNTY.

Executive Director Burdick provided an overview of the proposed 2014 budget. He stated it will be a priority for staff to move the commercial property at 112 E Malcolm X

St, Lansing in 2014. The board discussed various individual line items of the 2014 proposed budget. Comm. Nolan requested a detail of the Lansing Reinvestment account be presented at a later meeting.

MOTION CARRIED UNANIMOUSLY.

5. ICLBA Public Relations – Update

Chairperson Schertzing stated the update was included in the board packet. He stated a Bike Share update from Lynne Martinez was also included.

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.

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. Executive Director Burdick stated 56 applications were received for the Garden Program Coordinator position. He is trying to schedule six or seven for interviews. Additionally, our new Americorps member, Nicole Bonvisuto, has started with the Garden Program.

6e. Completed and Pending Sales

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

6f. General Legal Update - Counsel

Tim Perrone stated the redemption period for the land contract forfeitures continues. We also have one pending eviction. He stated the small claims matter has been settled out of court.

7. Accounts Payable & Monthly Statement

7a. Accounts Payable Approval – October 2013

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE ACCOUNTS PAYABLE FOR OCTOBER 2013. MOTION CARRIED UNANIMOUSLY.

7b. Monthly Statement – September 2013

The September 2013 monthly financial statements were received and placed on file.

8. Chairman and Executive Director Comments

8a. Community Progress Leadership Institute

Chairperson Schertzing stated we have been invited to apply for a grant to attend the Leadership Institute at Harvard Law School, March 18, 2014 – March 21, 2014. The process would be a joint application between the Land Bank and City of Lansing with the potential to send up to 10 people. The grant would cover all expenses, except travel.

8b. Organizational Chart

Executive Director Burdick distributed the organizational chart and job descriptions previously requested by Comm. Bahar-Cook.

Announcements: None

Limited Public Comment:

Carol Skillings addressed the board concerning her interest in preserving the tree at 200 Huron Street, Lansing and her difficulty in obtaining liability insurance for the property.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,
Joseph Bonsall