

**INGHAM COUNTY LAND BANK  
FAST TRACK AUTHORITY**

November 5, 2012  
Minutes

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

Members Absent: None

Others Present: Mary Ruttan, Sandy Gower, Chris Kolbe, Dorothy Boone, Joseph Bonsall

The meeting was called to order by Chairperson Schertzing at 5:06 p.m. Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the October 1, 2012 Minutes

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE OCTOBER 1, 2012 MINUTES. MOTION CARRIED UNANIMOUSLY. Absent: Comm. DeLeon, Comm. Bahar-Cook

Comm. Bahar- Cook arrived at 5:07 p.m.

Additions to the Agenda:

Comm. Nolan requested that a review of the Land Bank's strategic plan be included in every meeting agenda. Chairperson Schertzing indicated the topic could be discussed as agenda item 7b.

Executive Director Ruttan requested a discussion of the Michigan Blight Elimination Program be added as agenda item 5(g).

Comm. DeLeon arrived at 5:09 p.m.

Limited Public Comment: None

1. Community Projects Update

Chairperson Schertzing stated there were no community project updates scheduled for this meeting.

2. 2013 Meeting Schedule
- 2a. Motion to approve the 2013 meeting schedule

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE 2013 MEETING SCHEDULE.

Comm. Nolan requested the April 2013 meeting be moved from April 1 to April 8.

MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

3. Resolution to Approve the 2013 Budget and Request Funding from Ingham County

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BAHAR – COOK, TO APPROVE THE 2013 BUDGET AND REQUEST FUNDING FROM INGHAM COUNTY.

Comm. Nolan asked several questions about specific budget items which were answered by staff. Comm. Bahar-Cook asked if there were any major differences between the 2012 and 2013 budgets. Executive Director Ruttan stated the major difference was the phasing out of NSP2 funding in early 2013.

MOTION CARRIED UNANIMOUSLY.

4. Land Policy Institute Study

Chairperson Schertzing stated this is an update to an item that originally came before the board earlier this year. Executive Director Ruttan stated the study is being funded with NSP2 money and MSHDA's approval. The purpose of the study is to quantify the impact of NSP2 spending in the community. As an added benefit the study will also cover the impact of other Land Bank activities from all funding sources. Comm. Nolan expressed concern that the board had not formally approved the expenditure of funds for the study through the resolution process. Executive Director Ruttan stated the board had previously approved both the acceptance of NSP2 funds and their expenditure on eligible expenses. In this case, MSHDA has deemed the study to be an eligible expense and additional approval from the Land Bank board is not required under either the terms of the NSP2 grant or the Land Bank's own policies and procedures. Executive Director Ruttan stated the board could, if it so desired, express its approval of the process through a motion of support.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BAHAR-COOK, TO SUPPORT THE USE OF \$30,000.00 in NSP2 FUNDS TO FACILITATE THE LAND POLICY INSTITUTE'S STUDY OF THE IMPACT OF THE LAND BANK'S WORK IN THE COMMUNITY. MOTION CARRIED UNANIMOUSLY.

5. Property Maintenance, Renovation & Development

5a. Residential Property Update – Dashboard

Chairperson Schertzing stated the dashboard was included in the board packet. Comm. Nolan requested a column be added to show the change from the previous month.

5b. Commercial Property Update

Chairperson Schertzing stated there was no commercial property update this month.

5c. PROP Update

Chairperson Schertzing stated the PROP Program has attracted limited interest in its current form. Staff is working on creating a model that may be used to attract investors to our non-renovated homes. One difficulty is investor concern that an owner occupancy covenant will leave them saddled with a home they cannot sell. Comms. Bahar-Cook and McGrain expressed reservations about allowing homes in the program to become rentals.

5d. Garden Program

Chairperson Schertzing stated a garden program update was included in the board packet. Members of the various community groups are attempting to convince the Board of Water and Light to offer an agricultural rate for water service.

5e. Vacant Lot Update

Chairperson Schertzing informed the board that the Land Bank has sold ten feet of land on Vermont Street to the adjacent property owner, eliminating a shared driveway. Staff has established a price of 52¢ per sq. ft. for the sale of vacant lots. This price was based upon a study of past appraisals.

5f. General Legal Update – Counsel

Chairperson Schertzing read an email from Tim Perrone who was unable to attend the meeting. Six land contract forfeiture hearings have been scheduled for December 4<sup>th</sup> before Judge Clarke. Counsel has completed its review of the lease for 122 W Grand River Avenue in Williamston.

5g. Michigan Blight Elimination Program

Executive Director Ruttan provided background information on the program which is funded with proceeds acquired in the Michigan Attorney General's mortgage fraud settlement. The funds will be distributed by MSHDA. The Land Bank will be the lead entity for a joint application including the Cities of Lansing and East Lansing and the Great Lakes Capital Fund.

Comm. Bahar-Cook left at 6:12 p.m.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DELEON, SUPPORT THE JOINT APPLICATION FOR FUNDING UNDER THE BLIGHT ELIMINATION PROGRAM. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

6. Accounts Payable & Monthly Statement
- 6a. Accounts Payable Approval – October 2012

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN TO APPROVE THE ACCOUNTS PAYABLE FOR OCTOBER 2012. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

- 6b. Monthly Statement – September 2012

The September 2012 monthly financial statement was received and placed on file.

7. Chairman & Executive Director Comments
- 7a. County CDBG & NSP Grant

Chairperson Schertzing stated the County NSP grant continues to progress two demolitions have been recently completed and new structures are being built on the lots. Executive Director Ruttan has been meeting with Glen Rockey and other county staff to transition now that Bruce Johnston has retired. Executive Director Ruttan requested further written guidance from the County to the Land Bank in regards to the Land Bank's role under the County's CDBG grant.

- 7b. Strategic Plan

Chairperson Schertzing suggested board members be provided with folders at each meeting containing the agenda, any handouts and a copy of the strategic plan to be referenced as necessary. Comm. Nolan expressed her support of the idea.

#### Announcements:

Comm. DeLeon requested an update on the School for the Blind property be included on the December meeting agenda. She also requested the board be updated on the contractor recruitment and contract awarding processes. Comm. McGrain asked if Comm. DeLeon was requesting information different from the extensive presentations made by Linda Schonberg at the September and October meetings. Comm. DeLeon stated she did not remember the presentations, but would like a list of contractors used by the Land Bank, including how many jobs they had been awarded and the total dollar amounts of their contracts.

Limited Public Comment: None

The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Joseph Bonsall