

**INGHAM COUNTY LAND BANK
FAST TRACK AUTHORITY**

November 7, 2011
Minutes

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

Members Absent: None

Others Present: Mary Ruttan, Tim Perrone, Joe Bonsall, Dawn Van Halst, Bruce Johnston, Dorothy Boone, Jeff Padden, Tom Edmiston

The meeting was called to order by Chairperson Schertzing at 5:00 p.m. Conference Room D & E of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the October 3, 2011 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE OCTOBER 3, 2011 MINUTES. MOTION CARRIED UNANIMOUSLY.
Absent: Comm. DeLeon

Additions to the Agenda: None

Limited Public Comment: None

1. 2012 Meeting Schedule

Comm. DeLeon arrived at 5:04 p.m.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK TO APPROVE THE 2012 MEETING SCHEDULE.

Comm. Bahar-Cook suggested the April meeting be moved to the ninth, to avoid conflicting with spring break.

MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

5b. Commercial Property update – School for the Blind

Chairperson Schertzing requested item 5b: Commercial Property Update – School for the Blind be moved up in the agenda. He introduced Tom Edmiston from Great Lakes

Capital Fund. Comm. Bahar-Cook disclosed that Great Lakes Capital Fund is a client of her business. Comm. McGrain disclosed that Mr. Edmiston sits on the board of CEDAM, his employer. Mr. Edmiston presented a letter he had sent to the City of Lansing requesting they allocate \$600,000.00 of their NSP funds to the Land Bank for the acquisition of the three remaining unsold parcels at the School for the Blind site. Mr. Edmiston presented several redevelopment concepts that had been previously designed for the site. Comm. Bahar-Cook stated she thought NSP2 funds were only for shovel-ready projects. Executive Director Ruttan stated MSHDA intends to grant future funds only for Shovel-ready projects, but the requirement is part of the necessity to expend the funds prior to February of 2013. She also stated the Land Bank intends to ask for additional funds to from MSHDA to demolish the dormitories on the 10.56 acres we already own. Comm. Nolan stated a concern that the new housing shown in the site concept plans would make it more difficult to sell the housing we already have in the area. Chairperson Schertzing stated the Land Bank have a vested interest in what happens to these three parcels because we already own so much of the adjacent property. Comm. Bahar-Cook stated she would prefer for the Land Bank to control the parcels, especially if NSP funds could be used for acquisition. Chairperson Schertzing stated NSP funds can only be used for residential projects. Comm. McGrain voiced concern that the Land Bank might limit its future options for the area if it is limited to solely residential or low-income development.

2. Motion to Approve Contract with Public Policy Associates

Chairperson Schertzing introduced Jeff Padden from Public Policy Associates. Mr. Padden presented an overview of their proposal to provide strategic planning consulting. Comm. Nolan stated she wanted to make sure the Land Bank has a vision and plan for what will happen after NSP. Comm. Bahar-Cook stated she did not believe the board lacked vision, but believes there is a need for everyone to share the same common vision. Chairperson Schertzing asked if these sessions would come under the Open Meetings Act. Tim Perrone stated the Open Meetings Act would only apply if the board was deliberating action items. Comm. McGrain inquired about the price of approximately \$20,000. Mr. Padden stated the Land Bank could probably find a less expensive firm but that, in his opinion, his firm was the best. He also noted a full breakout of anticipated expenses was included in the proposal. Comm. Bahar-Cook noted that a portion of the price was for Public Policy Associates expertise and that she felt they were worth the expense. Comm. Nolan and Comm. DeLeon each expressed favorable opinions of Public Policy Associates and its reputation. Executive Director Ruttan suggested asking the Ingham County Treasurer to pay a portion of the fee given the role the Land Bank plays in the tax foreclosure process. Chairperson Schertzing stated it would be beneficial to further explore what it means to be a county treasurer with an active land bank.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DELEON TO APPROVE THE CONTRACT WITH PUBLIC POLICY ASSOCIATES. MOTION CARRIED UNANIMOUSLY.

After discussion, it was decided to hold a first strategic planning session on January 25, 2012 from 12:00 p.m. to 4:00 p.m. at a location chosen by Public Policy Associates. Chairperson Schertzing inquired about public involvement in the process. Mr. Padden said public involvement should be part of the on-going planning process, but that initial sessions should involve only the board.

3. Priorities, Policies and Procedures
3a. Side Lot Disposition Program

Executive Director Ruttan stated the documents were presented for review and discussion. Comm. Nolan asked if Chris Kolbe was the person who would be handling side lot disposition. Executive Director Ruttan stated he would. Comm. McGrain stated density should be kept in mind when deciding how to handle vacant lots. Comm. Bahar-Cook expressed her desire to insure we include the City of Lansing's new Master Plan in the process.

4. Community Housing Development Organization (CHDO)

Executive Director Ruttan stated this discussion was intended to be informational only. This is one option to explore additional funding after NSP to continue building Land Bank capacity. Dorothy Boone explained CHDOs and the advantages of the CHDO designation. Specifically, allowing for favored treatment under the federal HOME program and state matching funds. Comm. Nolan inquired about existing CHDOs in Ingham County. Ms. Boone stated the Greater Lansing Housing Coalition and Franklin Street Community Housing Corporation are CHDOs. Ingham County Housing Commission Executive Director Bruce Johnston stated this would be a way to avoid allowing the capacity the Land Bank has been building over the years from slipping away. He also stated public housing programs are becoming more regional and that having a CHDO under the umbrella of the Land Bank would be very attractive to HUD and MSHDA. Comm. McGrain noted lack of capacity in the existing CHDOs is a key concern for Ingham County, but expressed a concern the Land Bank would be giving up a good deal of control, given that a CHDO would be a separate entity from the Land Bank with its own board of directors. Executive Director Ruttan stated it would provide an avenue for disposing of some of our properties.

5. Property Maintenance, Renovation & Development
5a. Property Update

Chairperson Schertzing stated 105 new tax foreclosed parcels had been rejected by the City of Lansing and would be coming to the Land Bank. He stated two closings had taken place in the previous week. This brings are total sales for 2011 to 33, up from 21 in 2010.

5c. PROP Program

Chairpersons Schertzing stated 2 individuals have signed purchase agreements for PROP houses, one of which should close in November. He also stated a number of new properties will come into the program through the rejection process.

5d. General Legal Update – Counsel

Mr. Perrone informed the board two land contract forfeitures were in process, with hearings scheduled for November 1. He stated one land contract purchaser has filed for bankruptcy. The Land Bank has filed a claim and they intend to continue with the land contract through their bankruptcy. The investigator for the Maiz Civil Rights case has indicated a desire to resolve and close the case by the end of the year. We are currently exploring options for dealing with the failure of two demolition contractors to adhere to certain specifications regarding fill materials.

6. Community Development

6a. Community Outreach

Chairperson Schertzing stated Chris Kolbe, Melissa Lott, and Kimberly Whitfield are expanding our community outreach efforts. Ms. Lott has already signed up 3 new community gardens for next year.

6b. The Bright Side – CEDAM's TV Show

Comm. McGrain disclosed he is employed by CEDAM. He stated an upcoming episode would be covering land banks around the state. Chairperson Schertzing stated the Land Bank would be featured on the upcoming episode as part of our marketing and outreach. The cost will be \$1,000.00.

6c. December 8th, Holiday Event – Clark Street

Chairperson Schertzing informed the board the Land Bank's holiday open house will be at 934 Clark Street on December 8th from 4-7 p.m. This event is in conjunction with Kincaid Henry's formal opening of the renovated building.

7. Accounts Payable & Monthly Statement

7a. Accounts Payable Approval – September 2011

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN TO APPROVE THE ACCOUNTS PAYABLE FOR SEPTEMBER 2011. MOTION CARRIED UNANIMOUSLY.

7b. Accounts Payable Approval – October 2011

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN TO APPROVE THE ACCOUNTS PAYABLE FOR OCTOBER 2011. MOTION CARRIED UNANIMOUSLY.

Comm. DeLeon inquired about the status of projects with Cristo Rey Community Center. Chairperson Schertzing stated the Land Bank did not currently have any projects in partnership with Cristo Rey.

7c. Monthly Statement – September 2011

The September 2011 monthly financial statement was received and placed on file.

8. Old Business

8a. Perez – 904 Pacific Avenue

Chairperson Schertzing stated we are waiting to obtain control of the property through the rejection process.

8b. Fund 202 Budget – Dollar Home Program – December Meeting

Executive Director Ruttan stated this information will be presented at the December meeting.

Announcements:

Chairperson Schertzing stated the groundbreaking at 1621 E Michigan Avenue will be happening later this week. The building will house thirteen apartments, a Subway and one additional commercial space.

Comm. McGrain stated Tri-County Regional Planning is coordinating an EPA Brownfields Assessment Grant and may ask the Land Bank for a letter of support.

HUD Secretary Donovan is scheduled to hold a press event at our NSP renovation at 516 W Grand River Ave, Lansing on Wednesday at 12:15 p.m. All board members are encouraged to attend.

Comm. Nolan stated an opening was scheduled for 1-4 p.m on Saturday for Hawk Snow Park.

Limited Public Comment: None

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Joseph Bonsall