

**INGHAM COUNTY LAND BANK  
FAST TRACK AUTHORITY**

August 3, 2015  
Minutes

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

Members Excused:

Others Present: Joe Bonsall, Jeff Burdick, Tim Perrone, Dawn Van Halst, Timothy  
St. Andrew, Jan Hite, Tom Jones

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

Approval of the June 1, 2015 Minutes

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. HOPE, TO APPROVE THE  
JUNE 1, 2015 MINUTES. MOTION CARRIED UNANIMOUSLY.

Changes to the Agenda:

1a. Redeemer Church – 2919 W Holmes, Lansing

Executive Director Burdick stated agenda item 6 was no longer necessary and could be  
removed from the agenda.

Limited Public Comment: None

1. Community Projects Update

1a. Redeemer Church – 2919 W Holmes, Lansing

Executive Director Burdick stated 2919 W Holmes, Lansing was a 2014 tax-foreclosure  
planned to be included in group 8 of the HHF demos. He introduced Pastor Jan Hite  
from Redeemer Church. Pastor Hite provided background information on her  
Congregation and their desire to acquire the property and turn it into an “Outdoor  
Learning Center” for their existing school. Comm. Bahar-Cook asked if the proposed  
use would comply with the City of Lansing’s Master Plan. Executive Director Burdick  
stated it would not. The property is currently zoned single-family residential. However,  
he felt that was not an ideal use of the parcel. Comm. Bahar-Cook inquired what the  
taxable status of the parcel would be if the sale was approved. Executive Director

Burdick stated the parcel would be tax exempt. Comm. Bahar-Cook asked what the proposed sale price would be. Pastor Hite stated they were offering \$1,000. Comm. Bahar-Cook asked if they were expecting an answer this month. Pastor Hite stated an answer was not needed this month, but the grant funds they have secured for the project must be spent this year. Comm. Nolan asked why the Church wants to pay for the demolition itself, when they could let the Land Bank use its grant funds to cover that cost. Pastor Hite stated she was concerned that the detached garage would also be demolished. Executive Director Burdick stated the City requires the garage to be removed when a residential structure is demolished. Comm. McGrain stated he would like to see this item brought back at the next board meeting after staff has had adequate time to review the proposal.

1b. Prospect St Park Update

Executive Director Burdick provided an update on the Prospect St park project. The house is scheduled to come down this month, as soon as BWL completes the utility disconnects. The playground equipment will be installed shortly thereafter.

2. 2014 Land Bank Audit – Review with Plante Moran

Chairperson Schertzing introduced Timothy St. Andrew from Plante Moran. Mr. St. Andrew reviewed the audit documents and presented the December 31, 2014 financial statements.

3. Resolution to Amend the 2015 Budget

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMMM. HOPE, TO ADOPT THE RESOLUTION AMENDING THE 2015 BUDGET.

Executive Director Burdick provided an overview of the proposed changes. He stated commercial sales will be crucial for meeting this year's budget.

MOTION CARRIED UNANIMOUSLY.

4. Resolution to Amend Policies and Procedures Related to Side Lot Transfers

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMMM. HOPE, TO ADOPT THE RESOLUTION AMENDING THE POLICIES AND PROCEDURES RELATED TO SIDE LOT TRANSFERS.

Executive Director Burdick stated the proposed change is to allow the Executive Director to approve the sale of residential vacant lots to non-occupant owners. All other requirements will remain in place. Tim Perrone stated the Therefore section of the resolution to be amended to state "...priority is given to Transferees who personally own and occupy the contiguous property."

MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

5. Resolution to authorize entering into a CDBG Housing Production Agreement with the City of Lansing

Comm. Bahar-Cook asked if staff was concerned about difficulty with sales in light of the trouble we've had with NSP2. Executive Director Burdick stated they were different standards. The NSP2 properties referred to must be sold to individuals at 50% AMI or below. This agreement would limit sales to individuals at 80% AMI or below. Historically, we have had little to no problem with 80% AMI sales. Executive Director Burdick recommended not voting on the resolution until he has an opportunity to question the City about some details.

6. Resolution to authorize entering into a HOME Housing Production Agreement with the City of Lansing - Removed

7. Review and approval of demolition groups 7 and 8 planned through Help for Hardest Hit Blight Elimination Funds

Executive Director Burdick reviewed the information contained in the packet. He stated these demolitions will occur around November. Comm. Nolan asked why so many in these groups were marked for landbanking. Executive Director Burdick replied we are banking property for future development in dense areas, areas where we have adjacent tax-delinquent parcels, and how they fit into the City's Master Plan.

8. Update of Land Bank Communications Plan and August 2015 Communications Report

Chairperson Schertzing stated the Communications report was included in the packet. Comm. Bahar-Cook remarked that she appreciated the formatting changes in the report.

9. Property Maintenance, Renovation & Development

9a. Residential Property Garden Program Update – Dashboard

Chairperson Schertzing stated the dashboard was included in the packet.

9b. Completed and Pending Sales

Chairperson Schertzing stated the sales reports were included in the meeting packet.

9c. General Legal Update - Counsel

Tim Perrone stated there are no new pending legal issues to present to the board.

10. Accounts Payable and Monthly Statements

10a. Accounts Payable Approval – June, 2015 and July, 2015

MOVED BY McGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE ACCOUNTS PAYABLE FOR JUNE, 2015 AND JULY, 2015. MOTION CARRIED UNANIMOUSLY.

10b. Monthly Statement – May 31, 2015 and June 30, 2015

The May 31, 2015 and June 30, 2015 monthly financial statements were received and placed on file.

11. Chairman and Executive Director Comments

Executive Director Burdick stated he would be meeting this evening with neighbors at 1117 Dakin St, Lansing to discuss the upcoming demolition.

Chairperson Schertzing stated the 2015 Land Bank Learning Exchange would be held on August 12<sup>th</sup> in Grand Rapids. He distributed copies of the Center for Community Progress' State of Vacancy in Michigan report.

Announcements: None

Limited Public Comment: None

The meeting adjourned at 6:49 p.m.

Respectfully submitted,  
Joseph G Bonsall