INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

August 1, 2016 Minutes

Members Present: Eric Schertzing, Comm. Anthony, Comm. Hope, Comm. McGrain,

Members Excused: Comm. Nolan

Others Present: Dawn Van Halst, Tim Perrone, Joseph Bonsall, Timothy St.

Andrew, William Conant

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 6, 2016 Minutes

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. HOPE, TO APPROVE THE JUNE 6, 2016 MINUTES. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan, Comm. Anthony

Approval of the June 6, 2016 Closed Session Minutes

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. HOPE, TO APPROVE THE JUNE 6, 2016 CLOSED SESSION MINUTES. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan, Comm. Anthony

Approval of the June 23, 2016 Minutes

MOVED BY COMM. McGRAIN, SUPPORTED BY CHAIRPERSON SCHERTZING, TO APPROVE THE JUNE 23, 2016 MINUTES. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan, Comm. Anthony

Additions to the Agenda: None

Limited Public Comment: None

1. <u>Community Projects Update</u>: None

2. <u>2015 Land Bank Audit – Review with Plante Moran</u>

Chairperson Schertzing introduced Timothy St. Andrew from Plante Moran. Mr. St. Andrew provided an overview of the audit documents. The Land Bank received an

unmodified report for its financial statements. Plante Moran also reviewed two federal awards with clean audits. The Board Letter included in the audit had no major issues to report.

Comm. Anthony arrived at 5:11 p.m.

The final audited December 31, 2015 monthly financial statement was received and placed on file.

3. Resolution to approve the sale of 1140 McCullough, Lansing, MI to Jessie Star for use as a residential rental property

Interim Executive Director Van Halst provided an overview of the resolution and accompanying staff memo.

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. ANTHONY, TO ADOPT THE RESOLUTION APPROVING THE SALE OF 1140 McCULLOUGH, LANSING. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

4. Resolution to approve the side lot sale of 518 Christiancy, Lansing, MI to Anna Barbour

Interim Executive Director Van Halst provided an overview of the resolution and accompanying staff memo.

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. HOPE, TO ADOPT THE RESOLUTION APPROVING THE SALE OF 518 CHRISTIANCY, LANSING. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

5. Resolution to approve the side lot sale of 915 Johnson, Lansing, MI to William Conant

Interim Executive Director Van Halst provided an overview of the resolution and accompanying staff memo.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. ANTHONY, TO ADOPT THE RESOLUTION APPROVING THE SALE OF 915 JOHNSON, LANSING. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

6. Review of Executive Director Job Description

Chairperson Schertzing provided an overview of the proposed job description. He stated it had been generated with the help of Ingham County's Human Resources Department. Comm. McGrain stated he was largely satisfied with the proposed description. Comm. Anthony requested language be added to Essential Function number 11 including the need to be able to work closely with diverse populations.

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. McGRAIN, TO APPROVE THE EXECUTIVE DIRECTOR JOB DESCRIPTION, AS AMENDED. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

7. <u>June-July 2016 Communications Report</u>

Chairperson Schertzing stated the communications report was included in the meeting packet. Comm. Anthony inquire who would be filling in for Kate Snyder while she is on maternity leave. Interim Executive Director Van Halst replied that Veronica and Allie would be handling our account. Chairperson Schertzing noted there would be an open house at Eden Glen this Saturday from 1-3 p.m.

- 8. Property maintenance, renovation & development
- 8a. Residential, Garden, and Commercial Property update dashboard

Chairperson Schertzing stated the dashboard was included in the packet.

8b. Completed and Pending Sales

Chairperson Schertzing stated the sales report was included in the meeting packet.

8c. Land Bank Residential Rental Properties List

Chairperson Schertzing stated the rental property status list was included in the meeting packet.

8d. General Legal Update - Counsel

Tim Perrone stated there were no legal issues to report.

- 9. Accounts Payable & Monthly Statement
- 9a. Accounts Payable Approval June 2016

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. HOPE, TO APPROVE THE ACCOUNTS PAYABLE FOR JUNE 2016. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

9b. Monthly Statements – May 31, 2016 and June 30, 2016

The May 31, 2016, and June 30, 2016 monthly financial statements were received and placed on file.

10. Chairman & Executive Director Comments

Chairperson Schertzing stated staff has decided not to apply for the next round of HHF funding. Interim Executive Director Van Halst updated the board on the Deluxe Inn site

project, John Sears' Old Town project, and Brent Forsberg's Reo Town project. Chairperson Schertzing informed the board of the results of the Ingham County Treasurer's July tax auction. He also stated that Lansing Community College has walked away from the Restoration Works project at 1501 E Kalamazoo St, Lansing.

Announcements: None

Limited Public Comment:

William Conant thanked the board for approving the sale of 915 Johnson. He stated his intent to combine this lot with his adjacent parcel and sell to his current tenant on land contract.

The meeting adjourned at 6:04 p.m.

Respectfully submitted, Joseph G Bonsall