

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS

January 16, 2013

11:30 a.m. at Genesee County Administration Building

Board Members:

Present: Deborah Cherry, Brenda Clack, Patricia Lockwood, Bryant Nolden, Omar Sims

Absent: Patrick Gleason, Paul Shaltz

Quorum present? Yes

Staff Present: Paul McShane, John Smith, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:40 am by Deborah Cherry.

II. APPROVAL OF MINUTES

- Brenda Clack made a motion to approve the December 12, 2012 meeting minutes. Bryant Nolden seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A. None

IV. FINANCIAL REPORT

- A. Paul McShane presented the December 2012 financial reports. He mentioned there are no major issues and we are within budget. Also he mentioned that we had Plante Moran in for the financial audit and we are waiting for them to finalize it. Bryant Nolden made a motion to approve the Financial Report and Brenda Clack seconded. All were in favor.

VI .OLD BUSINESS

A. Metro Community Development's Youth Build Program - Donation Requested of property 633 E. Myrtle – Request Withdrawn

- Doug Weiland stated Metro Community Development was no longer pursuing this project that is why the request was withdrawn.

VII. NEW BUSINESS

A. Sales Report

- Phil Stair presented the sales report for the month of December. He stated that there were 32 sales for the month of December. Also we have over \$764,187.00 in gross sales to date. Brenda Clack asked if there were anything in the bylaws regarding a set dollar amount for vacant properties. Doug Weiland stated it would take the Board to increase the amount. However, it is recommended to leave the price as is because this is an affordable price to the public. Patricia Lockwood made a motion to accept the sales reports. The motion was seconded by Bryant Nolden. All were in favor and the motion carried.

B. Multiple Purchase - Sandalwood – Action Required

- Mr. Stair presented to the Board a memo regarding vacant subdivision lots with multiple bids. Mr. Stair stated there are two bidders on the Sandalwood sub division lot. However he mentioned the Steuer Builders would like to include the Sandalwood subdivision bid along with the Genesee Oaks sub division in their bid offer. The other bidder is a firm located in Toronto. Patricia Lockwood asked about going with a local company versus and outside company. She said that she cannot support this request because they are not local. Doug Weiland stated the company might need to hire local contractors for some work needed for the project. Patricia Lockwood opposed the motion. Omar Sims made a motion to approve the bid and Byant Nolden seconded. Motion passed.

C. Multiple Purchase - Genesee Oaks Subdivision – Action Required

- Mr. Stair presented to the Board a memo regarding vacant subdivision lots with multiple bids. The two bidders are Steuer Builders and K. Saab. It is staff's recommendation to award the Genesee Oaks and Sandalwood Subdivision bid to Steuer Builders. Discussion was held along with the Sandalwood above because of the request of Steuer Builders to include both projects with the bid. Patricia Lockwood opposed the

motion. Omar Sims made a motion to approve the bid and Byrant Nolden seconded. Motion passed.

D. Multiple Purchase – Aspen Ridge Subdivision – Action Required

- Mr. Stair presented to the Board a memo regarding vacant subdivision lots with multiple bids. However, there was only one bidder for this project. That bidder was the Toronto firm. Discussion was held. Omar Sims made a motion to accept the offer and Bryant Nolden seconded. All were in favor.

VIII. Executive Director Report

E. See board packet for details of his report.

IX. ADJOURN

Meeting was adjourned at 12:15pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
October 16, 2013

11:30 a.m. at Genesee County Administration Building

Board Members:

Present: Pegge Adams, Deborah Cherry, Patricia Lockwood, Bryant Nolden, Omar Sims, Mark Young

Absent: Brenda Clack

Quorum present? Yes

Staff Present: Paul McShane, John Smith, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:30am by Deborah Cherry.

II. APPROVAL OF MINUTES

- Mr. Sims stated that he and Mr. Young was not at the last Board Meeting because they were attending a County function. Mr. Nolden made a motion to approve the September 2013 meeting minutes. Omar Sims seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A. No Comment

IV. FINANCIAL REPORT

A. Financial Report for September 2013 – Action Required

- Paul McShane presented the September 2013 Financial report to the Board. He mentioned that we are ending the fiscal year on a positive note. Also, the expenditures fell below the expected target for the fiscal year. Mr. Nolden asked about the weed and trash abatement. Mr. McShane said the contract ends September 30th. Discussion followed. Patricia Lockwood made a motion to approve the Financial Report and Bryant Nolden seconded. All were in favor.

VI .OLD BUSINESS

A. None

VII. NEW BUSINESS

A. Sales Report for September 2013 - **Action Required**

- Phil Stair presented the Board the September 2013 Sales Report. Deborah Cherry stated the sales were 4.4 million for the current fiscal year. Mr. Stair stated that it is nearly a half million more than last year. Discussion followed. Bryant Nolden made a motion to approve the Sales Report and Omar Sims seconded. All were in favor and the motion carried.

B. Multiple Vacant Lot Purchase (Genesee County Habitat for Humanity) (40-13-279-002/007/021/027 & 47-30-254-019) – **Action Required**

- Phil Stair presented a memo to the Board for the sale of vacant lots to Genesee County Habitat for Humanity. Discussion followed. Mark Young made a motion to approve the sale and Bryant Nolden seconded. All were in favor and the motion carried.

C. Multiple Vacant Lot Purchase (Fred & Charlotte Themm) (41-17-309-005/006/007/008) – **Action Required**

- Phil Stair presented a memo to the Board for the sale of vacant lot to Fred & Charlotte Themm. Deborah Cherry asked if there were any development plans in the area. Mr. Stair stated that the staff researched the area and there are no plans. Discussion followed. Omar Sims made a motion to approve the Sale of the vacant lot. Mark Young seconded. All were in favor and the motion carried

D. Multiple Vacant Lot Purchase (Steuer Builders) – **Action Required** (27 Lots - Maple Creek Preserve Site in Mundy Township)

- Phil Stair presented a memo to the Board for the sale of multiple vacant lots to Steuer Builders. Mr. Stair stated there was an ongoing discussion to sell the lots in the Maple Creed Preserve and that Steuer Builders was the successful bidder. Patricia Lockwood asked about why there is quite title required for this sale. Mr. Stair stated that it's required by law in order to get title insurance. Discussion followed. Omar Sims made a motion to approve the Sales of the vacant lot. Mark Young seconded. All were in favor and the motion carried.

VIII. Executive Director Report

E. See board packet for details of his report.

IX. ADJOURN - Meeting was adjourned at 12:16pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS

November 20, 2013

11:30 a.m. at Genesee County Administration Building

Board Members:

Present: Pegge Adams, Brenda Clack, Deborah Cherry, Patricia Lockwood, Bryant Nolden, Omar Sims, Mark Young

Absent:

Quorum present? Yes

Staff Present: Paul McShane, John Smith, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:33am by Deborah Cherry.

II. APPROVAL OF MINUTES

- Mr. Nolden made a motion to approve the October 2013 meeting minutes. Omar Sims seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A. No Comment

IV. FINANCIAL REPORT

A. Financial Report for October 2013 – Action Required

- Paul McShane presented the October 2013 Financial report to the Board. Mr. McShane stated we are 1st month of our new fiscal year and there are no concerns to address at this time. Discussion followed. Bryant Nolden made a motion to approve the Financial Report and Omar Sims seconded. All were in favor.

VI .OLD BUSINESS

- A. None

VII. NEW BUSINESS

A. Sales Report for October 2013 - Action Required

- Doug Weiland presented the Board the September 2013 Sales Report. Mr. Weiland stated the sales were \$526,236 for the current year. Discussion followed. Bryant Nolden made a motion to approve the Sales Report and Brenda Clack seconded. All were in favor and the motion carried.

**B. Vacant Lot Purchase (Mr. Paige) – Action Required
(40-12-457-011 – Mason St)**

- A memo was presented to the Board for the sale of vacant lots to Mr. Paige. Deborah Cherry stated that we normally don't sell property to individuals who have lost property due to taxes. Mr. Paige stated the property was vandalized multiple times and that is why the taxes were not paid. Mr. Sims stated this is not uncommon for people to do this. Discussion followed Omar Sims made a motion to approve the sale and Bryant Nolden seconded. All were in favor and the motion carried.

**C. Multiple Vacant Lot Purchase (Fred & Loretta Milow) – Action Required
(47-30-183-007 & 008 – Austin Ave)**

- A memo was presented to the Board for the sale of a vacant lot to Fred & Loretta Milow. Mr. Nolden stated that Fred & Loretta Milow had purchased lots before and did a great job cleaning up those lots. Discussion followed. Bryant Nolden made a motion to approve the Sale of the vacant lot. Mark Young seconded. All were in favor and the motion carried.

**D. Multiple Vacant Lot Purchase (Foss Avenue Economic Corporation) –
Action Required (47-30-226-053 – VL 1210 E. Carpenter Rd.)**

- A memo was presented to the Board for the sale of multiple vacant lots to Foss Avenue Economic Corporation. Pastor Flynn gave an update regarding the Ujima Village project. Discussion followed. Omar Sims made a motion to approve the Sale. Bryant Nolden seconded. All were in favor and the motion carried.

**Bryant Nolden made a motion to move the meeting from December 18th to December 11th due to scheduling conflicts. All were in favor

VIII. Executive Director Report

- E.** See board packet for details of his report.

IX. ADJOURN - Meeting was adjourned at 12:10pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
February 16, 2013

11:30 a.m. at Genesee County Administration Building

Board Members:

Present: Pegge Adams, Deborah Cherry, Brenda Clack, Patricia Lockwood, Bryant Nolden, Omar Sims, Mark Young

Absent: None

Quorum present? Yes

Staff Present: Paul McShane, John Smith, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:35 am by Deborah Cherry. Also, she welcomed our newest Board Members Genesee County Commissioner's Pegge Adams and Mark Young.

II. APPROVAL OF MINUTES

- Brenda Clack made a motion to approve the January 16, 2013 meeting minutes. Mark Young seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A. None

IV. FINANCIAL REPORT

- A. Paul McShane presented the January 2013 financial reports. He mentioned there are no major issues and we are within budget. He also mentioned once summer starts there will be an increase in expenses for property maintenance. Brenda Clack asked how the budget compares to last year's budget. Paul McShane stated that we are comparable to last year's budget. Mark Young asked how the revenue is recorded with Land Contracts. Paul McShane stated they are recorded at fully at the time of closing. Patricia Lockwood made a motion to approve the Financial Report and Brenda Clack seconded. All were in favor.

VI .OLD BUSINESS

A. None

VII. NEW BUSINESS

A. Sales Report

- Phil Stair presented the sales report for the month of January. He stated that there were 129 sales for the month of January. Also we have over \$1,566,859.00 in gross sales to date. Mark Young asked what does SGL or the sales Report. Phil Stair state when selling property you have to list if the person is married or single. Patricia Lockwood made a motion to accept the sales reports. The motion was seconded by Bryant Nolden. All were in favor and the motion carried.

B. Multiple lot Purchase – Kettering University- **Action Required**

- Mr. Stair presented to the Board a memo regarding a request from Kettering University to purchase more lots. Mr. Stair stated the University received a large grant to improve and expand the campus area. Patricia Lockwood asked how many properties is the University requesting at this time. Mr. Ayers from Kettering stated they are looking to acquire 31 properties today and more in the near future. Pegge Adams made a motion to approve the sale and Brenda Clack seconded. Motion passed.

VIII. Executive Director Report

C. See board packet for details of his report.

IX. ADJOURN

Meeting was adjourned at 12:40pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
March 20, 2013

11:30 a.m. at Genesee County Administration Building

Board Members:

Present: Pegge Adams, Deborah Cherry, Brenda Clack, Patricia Lockwood, Mark Young

Absent: Bryant Nolden, Omar Sims

Quorum present? Yes

Staff Present: Paul McShane, John Smith, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 12:25 pm by Deborah Cherry.

II. APPROVAL OF MINUTES

- Mark Young made a motion to approve the February 2013 meeting minutes. Patricia Lockwood seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A.** Tony Martin from HUD announced that there is a fair housing council meeting on April 18th. There are many topics that will be discussed at this meeting.

IV. FINANCIAL REPORT

- A.** Paul McShane presented the February 2013 financial reports. He mentioned there are no major issues and we are within budget. He also mentioned once summer starts there will be an increase in expenses for property maintenance. Brenda Clack asked about the Capital Outlay – Computer budget line item. Paul McShane at this time there is no major needs for computer improvements. Patricia Lockwood made a motion to approve the Financial Report and Brenda Clack seconded. All were in favor.

VI .OLD BUSINESS

A. None

VII. NEW BUSINESS

A. Sales Report

- Phil Stair presented the sales report for the month of February. He stated that there were 80 sales and \$470,191.00 for the month of February. Also we have over \$2,043,050.00 in gross sales to date. Patricia Lockwood made a motion to accept the sales reports. The motion was seconded by Pegge Adams. All were in favor and the motion carried.

B. Multiple lot Purchase – Kettering University- **Action Required**

- Mr. Stair presented to the Board a memo regarding a request from Kettering University to purchase more lots. Mr. Ayers from Kettering stated they are working on demolition of houses they recently acquired and that they are on schedule with the current plans. Mark Young made a motion to approve the sale and Brenda Clack seconded. Motion passed.

C. Multiple lot Purchase – Family Service Agency of Mid-Michigan - **Action Required**

- Mr. Stair presented to the Board a memo regarding a request from Family Services Agency of Mid-Michigan. The Land Bank already sold one lot this year and is requesting two additional lots. Land Bank also suggested additional lots for development. Brenda Clack made a motion to approve the sale and Patricia Lockwood seconded. Motion passed.

D. Genesee County Land Bank Code of Ethics – **Action Required**

- Mr. Wieland said this is for all employees and board members to sign. Mr. Young said that he will wait until council has reviewed it before signing.

E. Genesee County Land Bank Medical Premiums – **Action Required**

- Mr. McShane stated that per the State of Michigan there are limitations on how much a public employer can contribute to medical premiums. Therefore, medical premiums beginning in March 2013 will exceed the allowable limits. So, presented to the Board were three options. Mr. McShane stated that

the employees wanted to go with option 1. Under this option the employee has to pay \$25 dollars per pay towards medical expenses. Discussion followed. All were in favor of option 1 and motion carried.

VIII. Executive Director Report

F. See board packet for details of his report.

IX. ADJOURN

Meeting was adjourned at 12:55 pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
April 17, 2013

11:30 a.m. at Genesee County Administration Building

Board Members:

Present: Pegge Adams, Brenda Clack, Patricia Lockwood, Bryant Nolden, Mark Young

Absent: Deborah Cherry, Omar Sims

Quorum present? Yes

Staff Present: Paul McShane, John Smith, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:50 am by Brenda Clack.

II. APPROVAL OF MINUTES

- Pegge Adams made a motion to approve the March 20, 2013 meeting minutes. Mark Young seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A.** Tony Martin from HUD spoke about the Fair Housing Conference.
- B.** Monica Lee-Givens, CEO from Trust, Inc. a licensed Foster Care facility located on Dort Highway in Flint spoke about looking for properties to purchase to setup a housing project. This was just an introduction and no action needed at this time.

IV. FINANCIAL REPORT

- A.** Paul McShane presented the March 2013 financial reports. He mentioned there are no major issues and we are within budget. He also mentioned once summer starts there will be an increase in expenses for property maintenance. Patricia Lockwood made a motion to approve the Financial Report and Pegge Adams seconded. All were in favor.
- B.** Tadd Harburn from Plante & Moran – presented the 2011-2012 Fiscal Year Audit. He went on to discuss the audit. He mentioned the Land Bank has a 1% ownership in the Durant building. Brenda Clack asked on the occupancy

of the Durant. Paul McShane stated it was over 90% occupied. Mr. Harburn went on to talk about assets of the Land bank how the Durant is part on of the non-current assets. He also mentioned the segration of duties within office and that one person should not take payments and update the Loan Tracking system. Patricia Lockwood asked what check and balances are in place. Mr. Weiland mentioned he looks over payroll and bank statements to make sure everything is good. . Patricia Lockwood made a motion to approve the Financial Report and Byrant Nolden seconded. All were in favor.

VI .OLD BUSINESS

A. None

VII. NEW BUSINESS

A. Sales Report

- Phil Stair presented the sales report for the month of March. He stated that there were 151 sales for the month of March. Also we have over \$2,717,776.00 in gross sales to date. Pegge Adams made a motion to accept the sales reports. The motion was seconded by Bryant Nolden. All were in favor and the motion carried.

B. Multiple lot Purchase – Kettering University- **Action Required**

- Mr. Stair presented to the Board a memo regarding a request from Kettering University to purchase more lots. Mr. Stair stated the University received a large grant to improve and expand the campus area. Mr. Ayers from Kettering stated they are looking to acquire 23 properties today and more in the near future. Mark Young made a motion to approve the sale and Bryant Nolden seconded. Motion passed.

- C.** A resolution was present to the Board regarding waiving the 5/50 tax. This resolution would give authorization to the executive director to determine which parcels of real estate that it sells become tax exempt from the 5/50 tax. Patricia Lockwood wanted to exclude the executive director's name Doug Weiland removed and just list it as the executive director. Pegge Adams made a motion to approve the resolution and Bryant Nolden seconded. All in favor, motion passed.

VIII. Executive Director Report

- D.** See board packet for details of his report.

IX. ADJOURN

Meeting was adjourned at 12:40pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
MAY 15, 2013

11:30 a.m. at Genesee County Administration Building

Board Members:

Present: Deborah Cherry, Brenda Clack, Patricia Lockwood, Bryant Nolden, Mark Young

Absent:, Pegge Adams, Omar Sims

Quorum present? Yes

Staff Present: Paul McShane, John Smith, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:35 am by Deborah Cherry.

II. APPROVAL OF MINUTES

- Brenda Clack made a motion to approve the April 17, 2013 meeting minutes. Mark Young seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A.** Chris from the Flint Citizens Advisory Committee wanted to know why money was being spent on rehabbing houses when there are so many banded houses that need to be torn down. Deb Cherry stated this is the same concern with the Land Bank and is working on receiving funding to address the issue.
- B.** Tony Martin from the Flint HUD Office said that HUD is closing down the Flint Office and he will be located but does not know at this point. Also, he mentioned that they are closing about 20% of the offices.

IV. FINANCIAL REPORT

- A.** Paul McShane presented the April 2013 financial reports. He mentioned there are no major issues and we are within budget. He also mentioned once summer starts there will be an increase in expenses for property maintenance. Patricia Lockwood made a motion to approve the Financial Report and Bryant Nolden seconded. All were in favor.

VI .OLD BUSINESS

A. MBEG Demo List

- Doug Weiland provided a list of the properties that are going to be demolished using the MGEG Funds. Deborah Cherry said this is only a small dent in what is needed to clean up the city of flint.

VII. NEW BUSINESS

A. Sales Report

- Phil Stair presented the sales report for the month of April. He stated that there were 74 sales for the month of April. Also we have over \$3,103,542 in gross sales to date. Brenda Clack made a motion to accept the sales reports. The motion was seconded by Bryant Nolden. All were in favor and the motion carried.

B. Multiple lot Purchase – (47-30-183-002, 003, 004, 005 & 006) - **Action Required**

- Mr. Stair presented to the Board a memo regarding a request from Fred & Loretta Milow to acquire five lots. These lots are located near their home. The purpose of the purchase is to turn the lots into urban farm and garden. It was recommended by the Board that each lot be sold for \$ 25 each. Brenda Clack made a motion to approve the sale and Bryant Nolden seconded. Motion passed.

VIII. Executive Director Report

- C.** See board packet for details of his report.

IX. ADJOURN

Meeting was adjourned at 12:40pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
June 19, 2013

11:30 a.m. at Genesee County Administration Building

Board Members:

Present: Pegge Adams Deborah Cherry, Brenda Clack, Bryant Nolden, Omar Sims
Mark Young

Absent: Patricia Lockwood

Quorum present? Yes

Staff Present: Paul McShane, Jennifer Riggs, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:40 am by Deborah Cherry.

II. APPROVAL OF MINUTES

- Mark Young made a motion to approve the May 15, 2013 meeting minutes. Bryant Nolden seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A. No Comment

IV. FINANCIAL REPORT

- A. Paul McShane presented the May 2013 financial reports. He mentioned there are increased expenditures in the property maintenance budget because we brought back the work crews. Also Paul McShane handed out an amended budget for Property Maintenance and will need approval at next month's meeting. Bryant Nolden asked about the City of Flint contract and Doug Weiland mentioned the contract has been signed and the cleanup has begun. Discussion followed. Bryant Nolden made a motion to approve the Financial Report and Mark Young seconded. All were in favor.

VI .OLD BUSINESS

- A. None

VII. NEW BUSINESS

A. Sales Report for May 2013 - Action Required

- Phil Stair presented the sales report for the month of May. He stated that there were 60 sales for the month of May. Also we have over three million in gross sales to date. Discussion Followed. Brenda Clack made a motion to accept the sales reports. The motion was seconded by Bryant Nolden. All were in favor and the motion carried.

B. Multiple lot Purchase/Options - Kettering University – Action Required

- Mr. Stair presented to the Board a memo regarding a request from Kettering University to acquire additional properties along the University Ave. Flint River Corridor. Discussion Followed. Mark Young made a motion to approve the sale and Bryant Nolden seconded. Motion passed.

C. Multiple Lot Purchase - RJ Zaher (Woodfield Subdivision) - Action Required

- Mr. Stair presented to the Board a memo regarding a request from Mr. RJ Zaher to purchase the seven un-built detached Condominium foot prints in the Woodfield Planned Unit Development in Grand Blanc. Discussion Followed. Mark Young made a motion to approve and Brenda Clack seconded. Motion passed.

D. Multiple Lot Purchase – Richard King (Lia Ct.) – Action Required

- Mr. Stair requested this be tabled because Mr. King was not present at the meeting. Deborah Cherry said the Board cannot take action on LIA Ct. until properties are transferred to LBA.

E. Multiple Lot Purchase – Glenn Wilson (1) 2012 property & (2) 2013 foreclosure. – Action Required.

Mr. Stair presented to the Board a memo regarding selling three properties to Mr. Wilson for the price of \$100 each. For the 2012 property the Land Bank can sell them and hold off the sale of the 2013 properties until they come available for sale. Discussion followed. Bryant Nolden made a motion to approve the sale of the 2012 property and sell the 2013 properties based on the contingent the Land Bank receives the 2013 property from the Genesee County Treasurer's office. Brenda Clack seconded. Motion passed.

VIII. Executive Director Report

- See board packet for details of his report.

IX. ADJOURN - Meeting was adjourned at 12:48pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
July 17, 2013

11:30 a.m. at Genesee County Administration Building

Board Members:

Present: Pegge Adams Deborah Cherry, Brenda Clack, Patricia Lockwood Omar Sims
Mark Young

Absent: Bryant Nolden

Quorum present? Yes

Staff Present: Paul McShane, John Smith, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:35 am by Deborah Cherry.

II. APPROVAL OF MINUTES

- Mark Young made a motion to approve the May 15, 2013 meeting minutes. Pegge Adams seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A. No Comment

IV. FINANCIAL REPORT

- A. Paul McShane presented the June 2013 financial reports. Mr. McShane mentioned there was over \$400,000 in sales for the month of June. He also mentioned we are within budget at this time. Discussion followed. Omar Sims made a motion to approve the Financial Report and Mark Young seconded. All were in favor.

B. Amendment to Property Maintenance 2012 - 2013 Budget – Action Required

- o – Mr. McShane stated the Property Maintenance budget was implemented at the beginning of the fiscal year and there are some changes to be made to the budget.

- A maintenance contract was signed between the Land Bank and the City of Flint for properties located in the City of Flint. Mr. McShane stated that half of the Maintenance budget is already spent and that additional funding from sales will be needed to cover the expenses. Pegge Adams asked about where to take donated equipment. Mr. McShane stated that maybe the property maintenance will accept the equipment. Discussion followed. Pegge Adams made a motion to approve the Amendment and Pat Lockwood seconded. All in favor and the motion passed.

VI .OLD BUSINESS

- A. None

VII. NEW BUSINESS

A. Sales Report for June 2013 - Action Required

- Phil Stair presented the sales report for the month of June. He stated that there were 98 sales for the month of May. Also we have over three million in gross sales to date. Discussion Followed. Mark Young made a motion to accept the sales reports. The motion was seconded by Pegge Adams. All were in favor and the motion carried.

B. Multiple Vacant Lot Purchase- David R. Franz (Lia Ct.) – Action Required

- Mr. Stair presented to the Board a memo regarding an accepted highest bid offer from David R. Franz to acquire seven lots in Lia Ct in Fenton Township. It's recommended by the staff to approve the sale. Discussion Followed. Mark Young made a motion to approve the sale and Omar Sims seconded. Motion passed.

VIII. Executive Director Report

- See board packet for details of his report.

IX. ADJOURN - Meeting was adjourned at 12:15pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS

August 21, 2013

11:30 a.m. at Genesee County Administration Building

Board Members:

Present: Deborah Cherry, Brenda Clack, Patricia Lockwood, Omar Sims, Mark Young

Absent: Pegge Adams, Bryant Nolden

Quorum present? Yes

Staff Present: John Smith, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 12:16pm by Deborah Cherry.

II. APPROVAL OF MINUTES

- Mark Young made a motion to approve the July 2013 meeting minutes. Omar Sims seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A. No Comment

IV. FINANCIAL REPORT

- A. Doug Weiland presented the July 2013 financial report. Discussion followed. Brenda Clack made a motion to approve the Financial Report and Mark Young seconded. All were in favor.

VI .OLD BUSINESS

- A. None

VII. NEW BUSINESS

A. Sales Report for July 2013 - Action Required

- Phil Stair presented the sales report for the month of June. Discussion Followed. Mark Young made a motion to accept the sales reports. The motion was seconded by Patricia Lockwood. All were in favor and the motion carried.

B. Multiple Vacant Lot Purchase (Golden Gate Subdivision) (12-11-507-010/013/014/025/027 & 028) – Action Required

Mr. Stair presented to the Board a memo regarding multiple lot purchase. The highest bidder was by Steuer & Associates, Inc. It's recommended by the staff to approve the sale. Discussion Followed. Omar Sims made a motion to approve the sale and Mark Young seconded. Motion passed.

VIII. Executive Director Report

- See board packet for details of his report.

IX. ADJOURN - Meeting was adjourned at 12:25pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
September 18, 2013

11:30 a.m. at Genesee County Administration Building

Board Members:

Present: Pegge Adams, Deborah Cherry, Brenda Clack, Bryant Nolden

Absent: Patricia Lockwood (excused), Omar Sims, Mark Young

Quorum present? Yes

Staff Present: Paul McShane, John Smith, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:40am by Deborah Cherry.

II. APPROVAL OF MINUTES

- Bryant Nolden stated that he was at the last Board Meeting but the minutes show him as absent. Correction has been made to show that Mr. Nolden was at the meeting. Then Mr. Nolden made a motion to approve the August 2013 meeting minutes. Brenda Clack seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A. No Comment

IV. FINANCIAL REPORT

A. Financial Report for August 2013 – Action Required

- Paul McShane presented the August 2013 Financial report to the Board. He mentioned that the property maintenance expenditures are high but we have built up enough in reserves to cover the cost. Brenda Clack asked what the foreclosure process is if people do not pay on their land contracts. Mr. McShane stated there is a notice that is sent to clients notifying them of their account. Bryant Nolden made a motion to approve the Financial Report and Brenda Clack seconded. All were in favor

B. 2013 – 2014 Budget Proposal – Action Required

- Paul McShane presented the proposed budget 2013 - 2014 Budget report to the Board. He mentioned that the budget request is over \$3.3 million. All line items are the same as last year. For staffing, a part-time person was promoted to full time. The need and cost benefit was the reason for this change. Deborah Cherry said the budget went through the budget sub-committee prior being presented to the board. Mr. McShane requested approval of extending our Line of Credit from one million to three million from Chase Bank to help cover up front cost from the Hardest Hit Grant. Deborah Cherry asked that we do two separate motions for this extension and the Budget proposal. Bryant Nolden made a motion to approve the Financial Report and Brenda Clack seconded. All were in favor. Bryant Nolden then made a motion for the increase on the line of credit. Brenda Clack seconded. All were in favor.

VI. OLD BUSINESS

- A. None

VII. NEW BUSINESS

A. Sales Report for August 2013 - Action Required

- Phil Stair presented the Board the August 2013 Sales Report. Discussion followed. Brenda Clack made a motion to approve the Sales Report and Bryant Nolden seconded. All were in favor and the motion carried.

B. Multiple Vacant Lot Purchase (Zaher Properties LLC) (12-36-681-020/091/078) – Action Required

- Phil Stair presented a memo to the Board for the sale of vacant lots to Zaher Properties LLC. Discussion followed. Brenda Clack made a motion to approve the sale and Bryant Nolden seconded. All were in favor and the motion carried.

C. Multiple Vacant Lot Purchase (Christopher Densmore) (07-10-526-156 & 157) – Action Required

- Phil Stair presented a memo to the Board for the sale of vacant lot to Mr. Densmore. Discussion followed. Brenda Clack made a motion to approve the Sales Report and Bryant Nolden seconded. All were in favor and the motion carried.

VIII. Executive Director Report

- See board packet for details of his report.

IX. ADJOURN - Meeting was adjourned at 12:20pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS

November 20, 2013

11:30 a.m. at Genesee County Administration Building

Board Members:

Present: Pegge Adams, Brenda Clack, Deborah Cherry, Patricia Lockwood, Bryant Nolden, Omar Sims, Mark Young

Absent:

Quorum present? Yes

Staff Present: Paul McShane, John Smith, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:33am by Deborah Cherry.

II. APPROVAL OF MINUTES

- Mr. Nolden made a motion to approve the October 2013 meeting minutes. Omar Sims seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A. No Comment

IV. FINANCIAL REPORT

A. Financial Report for October 2013 – Action Required

- Paul McShane presented the October 2013 Financial report to the Board. Mr. McShane stated we are 1st month of our new fiscal year and there are no concerns to address at this time. Discussion followed. Bryant Nolden made a motion to approve the Financial Report and Omar Sims seconded. All were in favor.

VI .OLD BUSINESS

- A. None

VII. NEW BUSINESS

A. Sales Report for October 2013 - Action Required

- Doug Weiland presented the Board the September 2013 Sales Report. Mr. Weiland stated the sales were \$526,236 for the current year. Discussion followed. Bryant Nolden made a motion to approve the Sales Report and Brenda Clack seconded. All were in favor and the motion carried.

**B. Vacant Lot Purchase (Mr. Paige) – Action Required
(40-12-457-011 – Mason St)**

- A memo was presented to the Board for the sale of vacant lots to Mr. Paige. Deborah Cherry stated that we normally don't sell property to individuals who have lost property due to taxes. Mr. Paige stated the property was vandalized multiple times and that is why the taxes were not paid. Mr. Sims stated this is not uncommon for people to do this. Discussion followed Omar Sims made a motion to approve the sale and Bryant Nolden seconded. All were in favor and the motion carried.

**C. Multiple Vacant Lot Purchase (Fred & Loretta Milow) – Action Required
(47-30-183-007 & 008 – Austin Ave)**

- A memo was presented to the Board for the sale of a vacant lot to Fred & Loretta Milow. Mr. Nolden stated that Fred & Loretta Milow had purchased lots before and did a great job cleaning up those lots. Discussion followed. Bryant Nolden made a motion to approve the Sale of the vacant lot. Mark Young seconded. All were in favor and the motion carried.

**D. Multiple Vacant Lot Purchase (Foss Avenue Economic Corporation) –
Action Required (47-30-226-053 – VL 1210 E. Carpenter Rd.)**

- A memo was presented to the Board for the sale of multiple vacant lots to Foss Avenue Economic Corporation. Pastor Flynn gave an update regarding the Ujima Village project. Discussion followed. Omar Sims made a motion to approve the Sale. Bryant Nolden seconded. All were in favor and the motion carried.

**Bryant Nolden made a motion to move the meeting from December 18th to December 11th due to scheduling conflicts. All were in favor

VIII. Executive Director Report

- E. See board packet for details of his report.

IX. ADJOURN - Meeting was adjourned at 12:10pm

Respectfully submitted by John Smith