

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS

January 22, 2014

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: Christina Kelly, Paul McShane, John Smith, Phil Stair, Doug Weiland

I. WELCOME

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

II. APPROVAL OF MINUTES

- Brenda Clack made a motion to approve the November 2013 meeting minutes. There was no meeting for December. Omar Sims seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A. No Comment

IV. FINANCIAL REPORT

A. Financial Report for December 2013 – Action Required

- Paul McShane presented the December 2013 Financial report to the Board. Mr. McShane stated that the sales are over million dollars to date. He also stated that in January's report it will include the last payment of the Berridge Bond. Deborah Cherry suggested at the next meeting to have a list of outstanding Bonds. Discussion followed. Brenda Clack asked if there is any mandatory training for the staff. Doug Weiland said there are few staff members that are required because of the requirements of grant. Discussion was held regarding hosting seminar's regarding how the Land Bank operates. Christiana Kelly said that the Center for Community Progress already provides these services for little to no cost. Mark Young 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 December 2013 - Action Required

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

B. Demolition Program line of credit – Action Required

- Paul McShane presented a Note Resolution to the Board to approve the Demolition Program line of credit. He stated that this will allow the Land Bank to use the credit to pay the expenses for the Hardest Hit Fund on a timely matter. Discussion followed. Omar Sims made a motion to approve the line of credit and Pegge Adams seconded. All were in favor and the motion carried.

C. Demolition Program Presentation

- Christina Kelly Director of Planning & Neighborhood Revitalization from the Genesee County Land Bank presented to the Board a presentation on Demolition. Discussion followed.

VIII. Executive Director Report

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

IX. ADJOURN - Meeting was adjourned at 1:00pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
February 19, 2014

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

Board Members:

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

Absent: Pegge Adams, Bryant Nolden

Quorum present? Yes

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

I. WELCOME

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

II. APPROVAL OF MINUTES

- Mark Young made a motion to approve the January 2014 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 January 2014 – Action Required

- Paul McShane presented the January 2014 Financial report to the Board. Mr. McShane stated that the sales continue to accumulate. This will help build our reserves for the summer. Mr. McShane also presented to the Board a summary of Land Bank borrowing. He stated the Berridge Place Note that was issued in 2008 was repaid over a five year period and the final payment was made in January 2014. Second there was a short term construction loan taken out from LISC loan by the Berridge LLC. Mark Young asked if the Land Bank is a co-signer on the Loan. Mr. McShane stated this board is the same board of the LLC. So the Land Bank has a managing role in the Berridge. Patricia Lockwood asked if the Land Bank has any financial responsibility. Mr. McShane stated that we do. Mark Young asked who else has interest in the Berridge. Mr. McShane stated that National City, PNC, Court Street Village have interest in the Berridge. The third item was the Land Bank Center and NSP. Mr. McShane a bond was issued to help renovate the Land Bank center and that \$1.7 million remains on

the bond. Lastly there is the NSP that was backed by the Genesee County as a line of credit and all principal and interest have been paid. Brenda Clack made a motion to approve the Financial Report and Patricia Lockwood seconded. All were in favor.

VI .OLD BUSINESS

A. None

VII. NEW BUSINESS

A. Sales Report for January 2014 - Action Required

- Phil Stair presented the Sales Report to the Board. Mr. Stair stated that sales are increasing as the year is progressing. Deborah Cherry asked is the Land Bank combining side lots. Mr. Stair stated we are working with the city on combining lots. Discussion followed. Omar Sims made a motion to approve the Sales Report and Patricia Lockwood seconded. All were in favor and the motion carried.

VIII. Executive Director Report

B. See board packet for details of his report.

IX. ADJOURN - Meeting was adjourned at 12:06pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS

March 19, 2014

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

Board Members:

Present: Pegge Adams, Brenda Clack, Deborah Cherry, Omar Sims

Absent: Patricia Lockwood, Bryant Nolden, Mark Young

Quorum present? Yes

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

I. WELCOME

- Meeting was called to order at 12:10pm by Deborah Cherry.

II. APPROVAL OF MINUTES

- Omar Sims made a motion to approve the February 2014 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 February 2014 – Action Required

- Paul McShane presented the February 2014 Financial report to the Board. Mr. McShane stated that we are in budget and the cash flow is adequate to cover our current needs. Brenda Clack asked what those current needs are. Mr. McShane said it's the core operations of the Land Bank. Brenda Clack made a motion to approve the Financial Report and Pegge Adams seconded. All were in favor.

B. 2012 – 2013 Fiscal Year Financial Audit – Action Required

- Tadd Harburn, CPA & Chrystal Simpson, CPA both from Plante & Moran, PLLC presented the 2012-2013 audit to the Board. Mr. Harburn noted that there are two columns of the Land Bank financials because of the way the Berridge is being reported. Mr. Harburn went on to discuss the Statement of Net Position of the Land Bank. Then went on to discuss the Statement of Revenue, Expenses

and Changes in Net Position. Also stated that there was a drop in long term debt and the net position increased. Brenda Clack asked what the reason behind this turnaround was. Mr. Harburn stated that it because the long term bond debt was paid down due to receiving tax credits. Chrystal Simpson went on to discuss the Federal Awards. She stated that since the Land Bank received over five hundred thousand in grants additional audits had to be done. She went on to discuss material weakness that were discussed during audit and addressed by management. Deb Cherry asked what the material weaknesses that needs to be addressed. Mrs. Simpson stated that the Durant needs to be looked at each year for appraisal. Brenda Clack asked if any of the findings existed last year. Mrs. Simpson said they did not. Pegge Adams made a motion to approve the Fiscal Year Financial Audit and Brenda Clack seconded. All were in favor.

C. Adjustment to the 2013- 2014 Property Maintenance Budget – Action Required

- Mr. McShane presented to the Board an adjustment of the Maintenance Budget to cover the cost of the summer maintenance program. This will bring the budget from \$556,858.00 to over \$1.7 million. This includes \$300,000 from the city of flint and the rest of the funds from the Land Bank sale reserves. Brenda Clack asked why this was not budgeted in the beginning of the fiscal year. Mr. McShane stated we needed to wait for the City contract to be signed and still waiting on the County to include in the budgets. Brenda Clack made a motion to approve the Property Maintenance adjustment and Omar Sims seconded. All were in favor.

VI .OLD BUSINESS

- A. None

VII. NEW BUSINESS

A. Sales Report for February 2014 - Action Required

- Phil Stair presented the Sales Report to the Board. Mr. Stair stated that sales are over 2 million for the fiscal year. Discussion followed. Pegge Adams made a motion to approve the Sales Report and Brenda Clack seconded. All were in favor and the motion carried.

B. Multiple Property Purchase - Kettering University – Action Required

- Phil Stair presented a memo to the Board regarding multiple lot purchase request by Kettering University. Per Mr. Stair said this is an ongoing request from Kettering. Mr. Stair said they have shown great progress in the cleanup of the

Flint River Corridor. Omar Sims made a motion to approve the sale and Brenda Clack seconded. All were in favor.

C. Flagstone Pointe Purchase – Action Required

- Phil Stair presented a memo to the Board regarding a sale to Basil G. Andoni for seven vacant lots in the Flagstone Pointe subdivision located in Flint Township. Mr. Stair said it is recommended by staff to accept the offer. Mr. Weiland stated these lots were listed with a realtor and went out to bid. Then Mr. Weiland stated that Basil G. Andoni was the highest bidder, therefore their bid was accepted. Omar Sims made a motion to approve the sale and Pegge Adams seconded. All were in favor.

D. Habitat Purchase – Action Required

- Phil Stair presented a memo to the Board regarding an option agreement to Habitat for five additional lots within the Grand Traverse Neighborhood and Foss Avenue. Mr. Stair stated that Habitat is already working in the area. Discussion followed. Omar Sims made a motion to approve the sale and Pegge Adams seconded. All were in favor.

VIII. Executive Director Report

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

IX. ADJOURN - Meeting was adjourned at 1:05pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
April 15, 2014

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

Board Members:

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

Absent: Bryant Nolden, Omar Sims

Quorum present? Yes

Staff Present: John Smith, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 12:10pm by Brenda Clack.

II. APPROVAL OF MINUTES

- Patricia Lockwood made a motion to approve the March 2014 meeting minutes. Mark Young seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A. No Comment

IV. FINANCIAL REPORT

A. Financial Report for March 2014 – Action Required

- Doug Weiland presented the March 2014 Financial report to the Board. Mr. Weiland stated that we are in six months into the fiscal year and are ahead of projections. Mark Young made a motion to approve the Financial Report and Patricia Lockwood seconded. All were in favor.

VI .OLD BUSINESS

- A. None

VII. NEW BUSINESS

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A. Sales Report for March 2014 - Action Required

- Phil Stair presented the Sales Report to the Board. Mr. Stair stated that sales are over 2 million for the fiscal year. Discussion followed. Mark Young made a motion to approve the Sales Report and Patricia Lockwood seconded. All were in favor and the motion carried.

B. Kettering University Multiple Property Purchase – Action Required

- Phil Stair presented a memo to the Board regarding multiple lot purchase request by Kettering University. Per Mr. Stair said this is an ongoing request from Kettering. Mr. Stair said they have shown great progress in the cleanup of the Flint River Corridor. Discussion followed. Mark Young made a motion to approve the sale and Pegge Adams seconded. All were in favor.

C. Horizon Villas Subdivision – Action Required

- Phil Stair presented a memo to the Board regarding a sale to Mr. Imad Issac a local realtor for sixteen vacant lots in located in Richfield Township. Mr. Stair said it is recommended by staff to accept the offer. Discussion Followed. Mark Young made a motion to approve the sale and Pegge Adams seconded. All were in favor.

D. Habitat Multiple Purchase – Action Required

- Phil Stair presented a memo to the Board regarding an option agreement to Habitat for five additional lots within the Grand Traverse Neighborhood and Foss Avenue. Mr. Stair stated that Habitat is already working in the area. Discussion followed. Mark Young made a motion to approve the sale and Patricia Lockwood seconded. All were in favor.

E. Genesee County Drain Commission (Donated Property) – Action Required

- Phil Stair presented to the Board a memo to donate a lot to the County Drain Commission. This property is a wet land and is used part of the subdivision storm water retention. Discussion followed. All were in favor.

F. Forge Flint – Requesting property from the Land Bank to be donated at 310 E. 14th Street.

- Doug Weiland stated the organization is requesting property to be donated to them to setup operations for an automotive repair garage. This property is located at 310 E. 14th Street. Mr. Soulia, the Executive Director of Forge Flint stated the property would be used as an automotive garage to help the community with repairs at little to no cost to the customer. Work would be

completed by volunteers from the community. Discussion followed. Mark Young made a motion to approve the donation and Patricia Lockwood seconded. All were in favor.

G.

VIII. Executive Director Report

H. See board packet for details of his report.

IX. ADJOURN - Meeting was adjourned at 12:50pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
June 18, 2014

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

Board Members:

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

Absent: Deborah Cherry, Patricia Lockwood

Quorum present? Yes

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

I. WELCOME

- Meeting was called to order at 12:24pm by Brenda Clack.

II. APPROVAL OF MINUTES

- Bryant Nolden stated the minutes for the meeting on April 15th 2014 has Omar Sims marked as both present and absent. After review, Omar Sims was absent from that meeting. Correction has been made. Bryant Nolden made a motion to approve the April 2014 meeting minutes. Omar Sims seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A. Yolanka Harris gave a prayer. Also, Pastor Corey James introduced himself and stated he would like to work with the Land Bank on future projects in the city of Flint.

IV. FINANCIAL REPORT

A. Financial Report for April & May 2014 – Action Required

- Paul McShane presented the April & May 2014 Financial report to the Board. Mr. McShane stated that we gearing up for the property maintenance expenditures but we are still within budget at this time. . Omar Sims 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 April & May 2014 - Action Required

- Phil Stair presented the Sales Report to the Board. Mr. Stair stated that sales have reached over 3.1 million. Discussion followed. Omar Sims made a motion to approve the Sales Report and Mark Young seconded. All were in favor and the motion carried.

VIII. Executive Director Report

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

IX. ADJOURN - Meeting was adjourned at 12:30pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
July 23, 2014

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:

Quorum present? Yes

Staff Present: John Smith, Phil Stair, Doug Weiland

I. WELCOME

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

II. APPROVAL OF MINUTES

- Patricia Lockwood stated that she was at the last meeting but had to leave early. Correction has been made. Also, Brenda Clack mentioned that Ms. Harris first name is Yolanda not Yolanka. Mark Young made a motion to approve the June 2014 meeting minutes. Brenda Clack seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A. None

IV. FINANCIAL REPORT

A. Financial Report for July 2014 – Action Required

- Doug Weiland presented the July 2014 Financial report to the Board. Mr. Weiland stated that we meeting all our financial targets. Also, he stated we are spending a lot more funds on property maintenance because of the summer months. Pegge Adams asked about % of budget being high. Mr. Weiland stated that is because we run deficit in administration that is made up of sales. Brenda Clack asked about scrap sales. Mr. Weiland stated we have not done much in scrap sales due to the public not understanding the process. Bryant Nolden made a motion to approve the Financial Report and Patricia Lockwood seconded. All were in favor. Motion carried.

VI .OLD BUSINESS

A. None

VII. NEW BUSINESS

A. Sales Report for June 2014 - Action Required

- Phil Stair presented the Sales Report to the Board. Mr. Stair stated that sales have reached over 3.1 million. Discussion followed. Patricia Lockwood made a motion to approve the Sales Report and Mark Young seconded. Bryant Nolden abstained in voting on the approval of the sales report. The sales report was approved by the remaining board members.

B. Vacant Lot Purchase – (41-05-428-022) Lavern St. – Action Required.

- Phil Stair presented to the board a memo regarding a multiple lot purchase request by Mr. Engelhardt. Mr. Engelhardt already has purchased 3 lots prior and now needs board approval for this lot. Brenda Clack asked if the other lots were maintained and Mr. Stair stated the lots have been maintained. Mark Young made a motion to approve and Mr. Nolden seconded. All were in favor. Motion carried.

VIII. Executive Director Report

C. 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 20, 2014

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

Board Members:

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

Absent: Omar Sims

Quorum present? Yes

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

I. WELCOME

- Meeting was called to order at 12:09pm by Deborah Cherry.

II. APPROVAL OF MINUTES

- Patricia Lockwood made a motion to approve the July 2014 meeting minutes. Brenda Clack seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A.** Monica Harris spoke about vacant houses next door to her residence. Deb Cherry stated that she should get with Land Bank staff to see what actions can be done to demo these houses.

IV. FINANCIAL REPORT

A. Financial Report for July 2014 – Action Required

- Paul McShane presented the July 2014 Financial report to the Board. Also, Mr. McShane handed out a preliminary budget for the upcoming year. Mr. Nolden made a motion to approve the acceptance of the handout of the budget. Mark Young seconded and all were in favor. Discussion was held regarding when the budget subcommittee will meet prior to next board meeting to discuss. Also, Mr. Nolden asked if he could get a copy of salaries of employees. Discussion followed. Brenda Clack made a motion to approve the Financial Report and Bryant Nolden seconded. All were in favor. Motion carried.

VI .OLD BUSINESS

- A.** None

VII. NEW BUSINESS

A. Sales Report for June 2014 - Action Required

- Phil Stair presented the Sales Report to the Board. Mr. Stair stated that sales have reached over 3.3 million. Discussion followed. Bryant Nolden made a motion to approve the Sales Report and Brenda Clack seconded. All were in favor. Motion carried.

VIII. Executive Director Report

- ### **B. See board packet for details of his report.**

IX. ADJOURN - Meeting was adjourned at 12:39pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
September 24, 2014

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

Board Members:

Present: Brenda Clack, Bryant Nolden, Omar Sims, Mark Young

Absent: Pegge Adams, Deborah Cherry, Patricia Lockwood (excused)

Quorum present? Yes

Staff Present: Yolanda Collins, Lucille James, Paul McShane, Cheryl McHallam, John Smith, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:34am by Brenda Clack

II. APPROVAL OF MINUTES

- Mark Young made a motion to approve the August 2014 meeting minutes. Bryant Nolden seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A.** Chris Delmorone spoke and invited the board to attend the Citizens Advisory meetings. He also mentioned they are trying to get numbers of vacant properties to the representatives, so they are informed. He also mentioned if the Land Bank could acquire property prior to tax foreclosure, this would keep the property from sitting vacant and being vandalized.

IV. FINANCIAL REPORT

A. Financial Report for August 2014 – Action Required

- Paul McShane presented the August 2014 Financial report to the Board. Paul McShane stated we are within budget and should be even with expenses being accrued to that 2013 – 2014 fiscal year. Mark Young made a motion to approve the Financial Report and Bryant Nolden seconded. All were in favor. Motion carried

B. 2014 – 2015 Budget Proposal – Action Required

- Paul McShane presented the 2014 – 2015 Budget proposal to the Board. He stated there was a meeting with the finance subcommittee to prepare the budget. Mark Young mentioned that the subcommittee approved the proposed budget. Mr. Young also mentioned that the Director has not received a raise in years and the committee has recommended additional two week vacation time instead of a raise. A motion was proposed by Mark Young to include the vacation into the budget. Bryant Nolden seconded and all in favor of the 2014 – 2015 budget.

VI .OLD BUSINESS

- A. None

VII. NEW BUSINESS

A. Appeal of prequalification for a Demolition Contractor

- Doug Weiland stated there is a Contractor that was denied because they do not meet the State of Michigan requirements. Mr. Weiland stated there were numerous meetings with the contractor to discuss the situation. However, at this time they do not meet the qualifications. Mr. Young stated the company did not meet the minimum experience requirement in doing demolition. Mr. Sims stated that we need to get minority contractors up to speed on the requirements, so they can bid on demolition projects. Doug Weiland there is no action by the Board to take but just to make sure the Board is aware of the situation.

B. Sales Report for August 2014 - Action Required

- Phil Stair presented the Sales Report to the Board. Mr. Stair stated that sales have reached over 3.5 million. Discussion followed. Mark Young made a motion to approve the Sales Report and Omar Sims seconded. All were in favor. Motion carried.

C. Multiple Property Sale (Kettering University) – Action Required

- Phil Stair presented a memo to the Board. He stated this is an ongoing project with Kettering. Mr. Stair stated that some of the properties have been released because the demolition has been completed. Mark Young made a motion to approve the sale and Omar Sims seconded. All were in favor. Motion carried.

VIII. Executive Director Report

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

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

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
December 10, 2014

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

Board Members:

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

Absent: Pegge Adams, Patricia Lockwood

Quorum present? Yes

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

I. WELCOME

- Meeting was called to order at 11:55am by Deborah Cherry

II. APPROVAL OF MINUTES

- Brenda Clack made a motion to approve the November 2014 meeting minutes. Bryant Nolden seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

IV. FINANCIAL REPORT

A. Financial Report for November 2014 – Action Required

- Paul McShane presented the November 2014 Financial report to the Board. Mr. McShane said we are still working on posting expenses back to the end of the fiscal year. Also he stated the auditors will be at the Genesee County Land Bank next week for the annual audit. Mark Young made a motion to approve the Financial Report and Bryant Nolden seconded. All were in favor. Motion carried

VI .OLD BUSINESS

- A.** None

VII. NEW BUSINESS

A. Sales Report for November 2014 - Action Required

- Phil Stair presented the Sales Report for November to the Board. Brenda Clack asked Mr. Stair if he could explain the sale that was marked as a demo. Mr. Stair stated the sale is under contract until the demo is completed. Discussion followed. Bryant Young made a motion to approve the Sales Report and Mark Young seconded. All were in favor. Motion carried.

VIII. Executive Director Report

- A.** 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
December 10, 2014

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

Board Members:

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

Absent: Pegge Adams, Patricia Lockwood

Quorum present? Yes

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

I. WELCOME

- Meeting was called to order at 11:55am by Deborah Cherry

II. APPROVAL OF MINUTES

- Brenda Clack made a motion to approve the November 2014 meeting minutes. Bryant Nolden seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

IV. FINANCIAL REPORT

A. Financial Report for November 2014 – Action Required

- Paul McShane presented the November 2014 Financial report to the Board. Mr. McShane said we are still working on posting expenses back to the end of the fiscal year. Also he stated the auditors will be at the Genesee County Land Bank next week for the annual audit. Mark Young made a motion to approve the Financial Report and Bryant Nolden seconded. All were in favor. Motion carried

VI .OLD BUSINESS

- A.** None

VII. NEW BUSINESS

A. Sales Report for November 2014 - Action Required

- Phil Stair presented the Sales Report for November to the Board. Brenda Clack asked Mr. Stair if he could explain the sale that was marked as a demo. Mr. Stair stated the sale is under contract until the demo is completed. Discussion followed. Bryant Young made a motion to approve the Sales Report and Mark Young seconded. All were in favor. Motion carried.

VIII. Executive Director Report

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

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

Respectfully submitted by John Smith