

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS

January 21, 2015

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

Board Members:

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

Absent:

Quorum present? Yes

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

I. WELCOME

- Meeting was called to order at 12:50pm by Deborah Cherry

II. APPROVAL OF MINUTES

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

III. PUBLIC COMMENT

- Prayer was given by a member of the public.

IV. Election of Officers

- President Deborah Cherry – asked Commissioner Brenda Clack if she still wanted to be Vice-President. Brenda Clack stated yes. Then Deborah Cherry asked Patricia Lockwood if she still wanted to be Secretary. Patricia Lockwood stated yes. There was a vacancy of Treasurer left by the departure of Genesee County Commissioner Omar Sims. Commissioner Young nominated Commissioner Bryant Nolden. No other nominations we made. Mr. Nolden accepted the nomination and all were in favor of each nominated position. Motion carried.

IV. FINANCIAL REPORT

A. Financial Report for November 2014 – Action Required

- Paul McShane presented the December 2014 Financial report to the Board. Mr. McShane stated we are under our expenditure so far this year. Deborah Cherry mentioned does the contract need to be renewed between the Land Bank and Treasurer's office. Doug Weiland stated that yes it does. Brenda Clack made a motion to approve the Financial Report and Bryant Nolden seconded. All were in favor. Motion carried

B. LISC Loan for Berridge Place – LLC

- Doug Weiland presented an amendment to the Board. This will lower the interest rate; therefore will allow this to be paid sooner. Paul McShane also stated this loan should be paid off earlier because extra payments are being made. Pat Lockwood asked on the occupancy of the Berridge. Mr. McShane stated that there is some vacancy. There was a motion to postponed the Land Bank board and called to order the Berridge Place – LLC.

Deborah Cherry called to order the Berridge Place – LLC meeting.

- Patricia Lockwood made a motion to approve the amendment and Bryant Nolden seconded. Mr. McShane stated that all the members from the Land Bank Board are the same members for the Berridge Place Board. Bryant Nolden made a motion to have the same officers of the Land Bank to be the same on the Berridge Place Board. Brenda Clack seconded. All in favor and motion carried.

VI .OLD BUSINESS

- A.** None

VII. NEW BUSINESS

A. Sales Report for December 2014 - Action Required

- Phil Stair presented the Sales Report for December to the Board. Mr. Stair stated that December is our slowest month. Discussion followed. Mark Young made a motion to approve the Sales Report and Bryant Nolden seconded. All were in favor. Motion carried.

B. Kettering University – VL (627) Begole St. – Action Required.

- Phil Stair stated this is an ongoing project with Kettering University. Mark Young made a motion to approve the sale and Bryant Nolden seconded. All were in favor. Motion carried.

C. Twelfth Street Investments – Multiple Purchases (41-19-129-017/41-19-128-002/003/008/017) – Action Required.

- Phil Stair presented a memo to the board for this purchase. He stated its recommend by the staff to sell these parcels because there are no redevelopment plans in the area. Mark Young made a motion to approve the sale and Bryant Nolden 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 1:25pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
February 18, 2015

11:00 a.m. at Genesee County Administration Building

Board Members:

Present: Deborah Cherry, Patricia Lockwood, Bryant Nolden, Jackie Poplar, Mark Young

Absent:

Quorum present? Yes

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

I. WELCOME

- Meeting was called to order at 11:06am by Deborah Cherry

II. APPROVAL OF MINUTES

- Bryant Nolden made a motion to approve the January 2015 meeting minutes. Mark Young seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

Mr. Tom Law addressed the board regarding buying property from the Land Bank. Commissioner Nolden addressed the Board that Mr. Norman is trying to purchase commercial property from the Land Bank. Mr. Weiland stated it's the policy of the Land Bank to require proof of finance and site plan. Mr. Weiland also stated at this time the required documents have not been presented.

IV. FINANCIAL REPORT

A. Financial Report for January 2015 – Action Required

- Paul McShane presented the January 2015 Financial report to the Board. Mr. McShane stated we are caught back up with our revenue due to signing of options to land contracts. Also he stated we are on track with the budget. 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 February 2014 - Action Required

- Phil Stair presented the Sales Report for February to the Board. Mr. Stair stated January was a busy month with options going to land contracts. Patricia Lockwood asked about a sale of a lot in Linden. She asked if it was adjacent to the homeowner. Phil Stair stated it was. Discussion followed. Mark Young made a motion to approve the Sales Report and Patricia Lockwood seconded. All were in favor. Motion carried.

B. Vacant Lot (46-35-382-002) – Action Required

- Phil Stair stated that both neighbors put in applications for this same lot. Mr. Fields claims that the owner next door does not live there and renting the property out. Rogia Roberts the homeowner stated that this is her home. Ms. Roberts said she is not renting out the property but people stay at the property. Councilwoman Jackie Poplar asked whose name is on the consumers and water bills. Ms. Roberts said the water bill is in her name and consumer's bill is not in her name. Jackie Poplar made a motion to table this sale until next board meeting so more information could be brought before the board. Patricia Lockwood 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 11:55pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
March 18, 2015

11:00 a.m. at Genesee County Administration Building

Board Members:

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

Absent:

Quorum present? Yes

Staff Present: Cheryl McHallam, Paul McShane, Heidi Phaneuf, John Smith, Phil Stair, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:05am by Deborah Cherry

II. APPROVAL OF MINUTES

- Bryant Nolden made a motion to approve the February 2015 meeting minutes. Patricia Lockwood seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

Mr. Samuelar Clayton addressed the board regarding his applications for vacant properties. He asked why the process takes 90 days to purchase vacant lots. He stated that he would like to get these ASAP, so he can maintain them before the lots get out of hand. Commissioner Nolden said is there any way we can expedite the process. Mr. Weiland stated the Land Bank is waiting on requirement from the State to release the property. Mr. Clayton said he will maintain these lots.

Mr. Fields stated that he would like the board to make a decision on the vacant lot that was discussed at the last board meeting. He stated that if were any concerns on his property, he is willing to address those issues.

Rogia Roberts addressed the board regarding the vacant lot that was also addressed at the last meeting along with Mr. Fields. She stated she is the neighbor next to Mr. Fields. She went on to state that she would like to also purchase the property.

IV. FINANCIAL REPORT

A. Financial Report for February 2015 – Action Required

- Paul McShane presented the February 2015 Financial report to the Board. Mr. McShane stated we are caught back up with our revenue due to signing of options to land contracts. Also he stated we are on track with the budget. Bryant Nolden made a motion to approve the Financial Report and Patricia Lockwood seconded. All were in favor. Motion carried

B. 2013 – 2014 Fiscal Year Audit – Action Required

- Staff members from Plante Moran presented the 2013 – 2014 fiscal year audit results. They stated the audit was done a week earlier and everything was done within compliance. Discussion was held about the financial statements. Brenda Clack asked how the communication between them and the staff at the Land Bank was. Chrystal Simpson stated the staff provided everything that was requested. Discussion followed. Brenda Clack made a motion to approve the 2013-2014 Fiscal Year Audit and Patricia Lockwood seconded. All were in favor. Motion carried.

VI .OLD BUSINESS

A. Vacant Lot (46-35-382-002) - Action Required

- Phil Stair discussed that this property was a recent demo and have two interested parties. One homeowner is claiming PRE on the property but the other party is disputing that and would like to purchase the property. See public comment above. On the details. Jackie Poplar stated she spoke with Mr. Fields about his plans for the property. She stated that she would support that Mr. Fields receive the property. Bryant Nolden asked if the property could be spilt and Phil Stair stated that could be possible. However, Rogia Roberts stated she would not want to split the property. Jackie Poplar made a motion to approve the sale to Mr. Fields and Patricia Lockwood seconded. All were in favor. Motion carried.

VII. NEW BUSINESS

A. Sales Report for February 2015 - Action Required

- Phil Stair presented the Sales Report for February to the Board. Discussion followed. Patricia Lockwood made a motion to approve the Sales Report and Bryant Nolden seconded. All were in favor. Motion carried.

B. Habitat for Humanity – (40-13-279-009/41-183-08-011) – Action Required

- Phil Stair presented to the Board a memo to approve the sale of the properties to Habitat for Humanity. Discussion followed. Mark Young made a motion to approve the sale and Brenda Clack seconded. All were in favor. Motion carried

C. Flint River Farm – Multiple Sales – Action Required

- Phil Stair presented to the Board a memo to approve the sale of the properties to Flint River Farm. Discussion followed. Bryant Nolden made a motion to approve the sale and Mark Young seconded. All were in favor. Motion carried

D. Site Assessment Grant Presentation

- Ryan from AKT Peerless presented to the Board a presentation about EPA and Brownfield grants. He also discussed what these grants mean and what it means to the community. Pegge Adams asked about asbestos. Ryan stated that they can do surveys for hazard materials. Discussion followed.

E. Argentine Township

- Robert Cole spoke to the board about acquiring parcels from the Land Bank. It is recommended from the staff to sell them to Argentine Township. Bryant made a motion to approve the sale and Patricia Lockwood 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 12:30pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
April 15, 2015

11:00 a.m. at Genesee County Administration Building

Board Members:

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

Absent:

Quorum present? Yes

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

I. WELCOME

- Meeting was called to order at 11:05am by Deborah Cherry

II. APPROVAL OF MINUTES

- Bryant Nolden made a motion to approve the March 2015 meeting minutes. Patricia Lockwood seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

IV. FINANCIAL REPORT

A. Financial Report for March 2015 – Action Required

- Paul McShane presented the March 2015 Financial report to the Board. Mr. McShane stated we are six months in our fiscal year. He stated our cash is adequate at this point of the year. Pegge Adams asked about the expenditures for the upcoming summer months. Mr. McShane stated the sales revenue will be covering those expenses along with funds from the County. Brenda Clack asked about the workforce for the summer. Mr. McShane said we have hired over fifty people to maintain the properties. Patricia Lockwood made a motion to approve the Financial Report and Bryant Nolden seconded. All were in favor. Motion carried

VI .OLD BUSINESS

VII. NEW BUSINESS

A. Sales Report for March 2015 - Action Required

- Phil Stair presented the Sales Report for March to the Board. Phil Stair said we are our track compared to prior years. Discussion followed. Mark Young made a motion to approve the Sales Report and Brenda Clack seconded. All were in favor. Motion carried.

B. Lease Request 1801 E. Atherton Rd (41-21-380-011) - Action Required

- Phil Stair presented to the Board a memo to approve the lease of 1801 E. Atherton Rd. Doug Weiland stated that this is a 15-yr lease for a hybrid poplar tree farm. The Land Bank would receive 10% of the net proceeds generated by the sale of the mature trees. April Mendez from Fresh Coast Capital gave a presentation regarding the proposed project. Discussion followed. Bryant Nolden made a motion to approve the Lease and Brenda Clack seconded. All were in favor. Motion carried

C. Multiple Parcel Sale – Hidden Oaks – Action Required

- Phil Stair presented to the Board a memo to approve the sale of the properties to Mr. Paul Clark. Discussion followed. Bryant Nolden made a motion to approve the sale 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 12:20pm

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
May 20, 2015

11:00 a.m. at Genesee County Administration Building

Board Members:

Present: Deborah Cherry, Patricia Lockwood, Bryant Nolden, Jackie Poplar, Mark Young

Absent: Pegge Adams, Brenda Clack

Quorum present? Yes

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

I. WELCOME

- Meeting was called to order at 11:08am by Deborah Cherry

II. APPROVAL OF MINUTES

- Bryant Nolden made a motion to approve the April 2015 meeting minutes. Mark Young seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

- A prayer was giving by a member of the public.

IV. FINANCIAL REPORT

A. Financial Report for March 2015 – Action Required

- Paul McShane presented the April 2015 Financial report to the Board. Bryant Nolden made a motion to approve the Financial Report and Mark Young seconded. All were in favor. Motion carried

VI .OLD BUSINESS

VII. NEW BUSINESS

A. Sales Report for April 2015 - Action Required

- Phil Stair presented the Sales Report for April to the Board. Phil Stair said we are on track compared to prior years. Patricia Lockwood asked Mr. Stair can you explain the sales to Township of Argentine. Discussion followed. Patricia Lockwood made a motion to approve the Sales Report and Mark Young seconded. All were in favor. Motion carried.

B. Multiple Parcel Sale – (46-25-230-017/18/19/20) - Action Required

- Phil Stair presented to the Board a memo to approve the multiple lots to Thomas Mullins and Loretta Mathews. Bryant Nolden made a motion to include the vacant lot in addition to the ones being requested for purchase. Loretta Mathews stated that she would like to purchase all lots. Discussion followed. Bryant Nolden made a motion to approve the sales and Mark Young seconded. All were in favor. Motion carried.

C. 2106 Santa Barbara - Action Required

- Phil Stair presented to the Board a memo to split the lots between the two adjacent homeowners. Mr. Stair said that both homeowners want the property and its recommend that the property be split. Mr. Nolden asked if Mr. Knight adopted the lot. Mr. Stair said yes. Mr. Nolden asked Mr. Stair if Deborah Mastin had an application on file. Mr. Young asked has Deborah Mastin taken care of this property in the past. Discussion followed. Jackie Poplar made a motion to approve the sale to Mr. Knight and Bryant Young seconded. All were in favor. Motion carried

D. Genesee County Habitat for Humanity – (57-12-527-073 & 11-34-501-004) – Action Required

- Mr Stair. presented to the Board a memo regarding the sale of the two above properties and recommends the sale. Bryant Nolden made a motion to approve the Sales Report and Jackie Poplar seconded. Mr. Young said he sits on the Genesee County Metropolitan Planning Commission Board and wanted it to be noted on the record. Discussion followed. 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 11:40am Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
July 22, 2015

11:00 a.m. at Genesee County Administration Building

Board Members:

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

Absent: Jackie Poplar

Quorum present? Yes

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

I. WELCOME

- Meeting was called to order at 11:02am by Brenda Clack

II. APPROVAL OF MINUTES

- Pat Lockwood made a motion to approve the May 2015 meeting minutes. Bryant Nolden seconded and all were in favor. Motion carried.

III. PUBLIC COMMENT

Deborah Mastin spoke about a property that was sold in May. She was notified in 2014 and reapplied for the property and she did. She said she bid two thousand for the lot. She would like an answer why her bid was ignored.

IV. FINANCIAL REPORT

A. Financial Report for May & June 2015 – Action Required

- Paul McShane presented the May & June 2015 Financial report to the Board. He stated we are $\frac{3}{4}$ into the budget and within budget. Also stated that the Land Bank paid back the County from past purchases. Also we no longer have a line of credit. A subcommittee was setup to review the 2015-2016 budget. Pat Lockwood made a motion to approve the Financial Report and Bryant Nolden seconded. All were in favor. Motion carried

VI .OLD BUSINESS

VII. NEW BUSINESS

A. Sales Report for May & June 2015 - **Action Required**

- Phil Stair presented the Sales Report for May & June to the Board. Pegge Adams asked if the property Ms. Mastin was referring to on the May and June report. Mr. Stair said it is in the June report and the board did prove the property in June. Mr. Young asked Phil Stair wasn't both parties notified regarding board meetings. Mr. Weiland stated we cannot go back on property that was sold. Patricia Lockwood made a motion to approve the Sales Report and Mark Young seconded. All were in favor. Motion carried.

B. Multiple Parcel Sale (Mr. Digard) – (11-33-576-020/21/24) – **Action Required**

- Phil Stair presented to the Board a memo to approve the multiple sales to Mr. Digard. Mr. Digard spoke that his intentions for this property is for cleanup. Discussion followed. Mark Young made a motion to approve the sales and Bryant Nolden seconded. All were in favor. Motion carried.

C. Multiple Parcel Sale (Habitat for Humanity) – (47-30-254-018/47-30-254-004/05/47-30-256-005) - **Action Required**

- Phil Stair presented to the Board a memo for the sale of multiple properties to Habitat for Humanity. Discussion followed. Bryant Nolden made a motion to approve the sale to Habitat for Humanity and Pat Lockwood seconded. All were in favor. Motion carried

D. Multiple Parcel Sale (Kettering University) – **Action Required**

- Mr. Stair. presented to the Board a memo regarding the sale of multiple properties to Kettering University. Mr. Stair stated this is an ongoing project, Discussion followed. Bryant Nolden made a motion to approve the sale and Mark Young seconded. All were in favor. Motion carried.

E. Multiple Parcel Sale (Rhonda Kelso) - (40-01-380-012/013/014/015/017) - **Action Required**

- Mr. Stair. presented to the Board a memo regarding the sale of multiple properties to Rhonda Kelso. Mr. Stair stated this purchase would be for gardens. . Discussion followed. Bryant Nolden made a motion to approve the sale and Pat Lockwood seconded. All were in favor. Motion carried.

F. Multiple Parcel Sale (Brown & Sons) – (41-05-383-001/003/004/021) - Action Required

- Mr. Stair. presented to the Board a memo regarding the sale of multiple properties to Brown & Sons. Discussion followed. Bryant Nolden made a motion to approve the sale and Pat Lockwood seconded. All were in favor. Motion carried.

G. Multiple Parcel Sale (New Heart Church of God in Christ) – (46-25-104-025/27/29/30 & 46-25-106-010/11) - Action Required

- Mr. Stair. presented to the Board a memo regarding the sale of multiple properties to New Heart Church of God in Christ. Mr. Stair stated this purchase would be for the church to expand in the future. Discussion followed. Bryant Nolden made a motion to approve the sale and Mark Young seconded. All were in favor. Motion carried.

H. Sale of Centennial Farms – Action Required

- Mr. Stair. presented to the Board a memo regarding the sale of Centennial Farms. Mr. Stair stated this is a site condo and has one structure on in. The sale price is \$90,000. . Discussion followed. Bryant Nolden made a motion to approve the sale and Brenda Clack seconded. All were in favor. Motion carried.

I. Land Transfers from Flint Housing Commission- Action Required

- Doug Weiland addressed the board stating the Flint Housing Commission would like to transfer property to Land Bank. Mr. Weiland stated there are 36 properties on the list. Discussion followed .Bryant Nolden made a motion to approve the sale and Brenda Clack seconded. All were in favor. Motion carried

J. Resolution for Michigan State Housing Development Authority – Action Required

- Doug Weiland stated this is a resolution to accept a grant in the amount of \$475,000.00. Discussion followed .Bryant Nolden made a motion to approve the sale and Brenda Clack 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 11:40am

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
August 19, 2015

11:00 a.m. at Genesee County Administration Building

Board Members:

Present: Pegge Adams, Bryant Nolden, Jackie Poplar, Mark Young

Absent: Deborah Cherry, Brenda Clack, Patricia Lockwood

Quorum present? Yes

Staff Present: Paul McShane, John Smith, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:02am by Bryant Nolden

II. APPROVAL OF MINUTES

- Mark Young made a motion to approve the July 2015 meeting minutes. Pegge Adams seconded but stated there needed to be some clarity regarding the Sales report minutes for May & June under new business. The clarity will be made and put with the August 2015 board report. All were in favor. Motion carried.

III. PUBLIC COMMENT

- Prayer was given by a member of the public

IV. FINANCIAL REPORT

A. Financial Report for July 2015 – Action Required

- Paul McShane presented the July 2015 Financial report to the Board. He stated we are approaching our year end and do not expect anything out of the ordinary. Mark Young made a motion to approve the Financial Report and Pegge Adams seconded. All were in favor. Motion carried

V .OLD BUSINESS

VI. NEW BUSINESS

A. Sales Report for July 2015 - Action Required

- Doug Weiland presented the Sales Report for July 2015 to the Board. Pegge Adams asked the large sale in Swartz Creek was a development. Doug stated the property is in Swartz Creek and it's a single family unit. Mark Young made a motion to approve the Sales Report and Pegge Adams seconded. All were in favor. Motion carried.

B. Multiple Parcel Sale (Kettering University) – (40-13-201-020 & 40-13-126-002) - Action Required

- Doug Weiland presented to the Board a memo to approve the multiple sales to Kettering University. Mr. Nolden asked if any of these properties are part of the Carriage town Historic town. Mr. Weiland stated none of these properties. Mark Young made a motion to approve the sales and Jackie Poplar seconded. All were in favor. Motion carried.

C. Multiple Parcel Sale (New Heart Church of God in Christ) – (46-25-106-003 & 46-25-106-001) - Action Required

- Doug Weiland presented to the Board a memo to approve the multiple sales to New Heart Church of God in Christ. Mr. Nolden stated they have done a great job in his neighborhood. Mark Young made a motion to approve the sales and Jackie Poplar seconded. All were in favor. Motion carried.

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VII. Executive Director Report

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

VIII. ADJOURN - Meeting was adjourned at 11:25am

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
September 23, 2015

11:00 a.m. at Genesee County Administration Building

Board Members:

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

Absent: Pegge Adams

Quorum present? Yes

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

I. WELCOME

- Meeting was called to order at 11:02am by Deborah Cherry

II. APPROVAL OF MINUTES

- Patricia Lockwood suggested that we change marking people from absent to excused. Mark Young made a motion to approve the August 2015 meeting minutes. Bryant Nolden seconded. All were in favor. Motion carried.

III. PUBLIC COMMENT

IV. FINANCIAL REPORT

A. Financial Report for August 2015 – Action Required

- Paul McShane presented the August 2015 Financial report to the Board. He stated we are approaching our year end and do not expect anything out of the ordinary. He also stated there is an RFP on Audit services. Mark Young made a motion to approve the Financial Report and Bryant Nolden seconded. All were in favor. Motion carried

B. 2015 – 2016 Budget Proposal – Action Required

- Mark Young suggested that we change the name from the budget subcommittee to fiancé subcommittee. That way there is no confusion from the public. Patricia Lockwood stated the budget subcommittee was created only to review and make suggestion for the budget and not to review each item on a monthly basis. Deborah Cherry stated this will be addressed in the future if the situation arises. This budget does include staff additions and raises. Mary Young stated part of given raises this time is because it's been a number of years since the last raise to employees. Bryant made a motion to approve the Budget Report and Bryant Nolden seconded. All were in favor. Motion carried

V .OLD BUSINESS

VI. NEW BUSINESS

A. Sales Report for August 2015 - Action Required

- Phil Stair presented the Sales Report for August 2015 to the Board. He stated we had over \$539,000 in sales for the month. Deborah Cherry asked about the Hidden Oaks sales. She asked Mr. Stair if they were vacant lots. Mr. Stair stated they are. Mark Young made a motion to approve the Sales Report and Pegge Adams seconded. All were in favor. Motion carried.

B. Multiple Parcel Sale (Kettering University) – (40-13-401-003/004/005/007/015/016/017/018/019) - Action Required

- Phil Stair presented to the Board a memo to approve the multiple sales to Kettering University. Phil Stair this is made up multiple parcels and Kettering wants to clean up the area. Mark Young made a motion to approve the sales and Bryant Nolden seconded. All were in favor. Motion carried.

C. Multiple Parcel Sale (Genesee County Habitat for Humanity) – (41-18-309-014) - Action Required

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

D. Memorandum of Understanding for Services between Genesee County Metropolitan Planning Commission and Genesee County Land Bank Authority – Information Only.

- Doug Weiland wanted to bring this information to the board because it's an agreement between the Planning Commission and the Genesee County Land Bank. Discussion followed.

E. Memo from the City of Flint regarding property sales in the City of Flint - Information Only

- Doug Weiland brought this information to the board because the City of Flint wanted to make sure the Genesee County Land Bank was following the City master plan. Discussion followed.

VII. Executive Director Report

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

VIII. ADJOURN - Meeting was adjourned at 12:25am

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS
October 21, 2015

11:00 a.m. at Genesee County Administration Building

Board Members:

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

Excused: Jackie Poplar

Quorum present? Yes

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

I. WELCOME

- Meeting was called to order at 11:10am by Deborah Cherry

II. APPROVAL OF MINUTES

- Mark Young made a motion to approve the September 2015 meeting minutes. Bryant Nolden seconded. All were in favor. Motion carried.

III. PUBLIC COMMENT

- Mr. Anderson from 615 Green Street spoke to the Board regarding his driveway being damaged by a contractor. The contractor was contracted to demo the property next door. Mr. Anderson stated the contractor drove a dump truck over the driveway causing more damage and making it difficult to get up and down the driveway. He also stated that a construction company came out and fixed the sidewalk but not his driveway. Brenda Clack stated that she talked with Mr. Green regarding this issue. Mr. Weiland stated that new concrete was poured and everything was repaired according to the city inspector. Mr. Nolden stated he spoke with Mr. Anderson and told him he should come before the board to discuss. Mr. Young stated that this issue needs to be addressed and would like it brought back to the board and the board be provided with more information. Deb Cherry stated this will be move to new business.

IV. FINANCIAL REPORT

A. Financial Report for September 2015 – Action Required

- Paul McShane presented the September 2015 Financial report to the Board. He stated we are still making yearend adjustments. He also stated we are within budget. Brenda Clack asked about the vehicle gas line item and who has access to the gas. Mr. McShane stated we have cards used by the supervisors. Mark Young made a motion to approve the Financial Report and Bryant Nolden seconded. All were in favor. Motion carried

B. Audit RFP Recommendation – Action Required

- Mr. McShane stated that an RFP went out for the audit services. Mr. McShane stated that Stewart, Beauvais & Whipple is the recommended firm to use because of cost and experience. Mr. Young asked if that was the last best offer from the firms. Mr. McShane said we have not done that. Pegge Adams recommends that that board go with the recommended firm. Mark Young stated we should go with Plante Moran because they are the same auditors with the County and issues will be resolved quicker with using the same firm. Pegge Adams made a motion and Pat Lockwood seconded to approve Stewart, Beauvais, & Whipple as auditors. The motion was not passed. Mark Young made a motion to approve Plante & Moran as auditors and Bryant Nolden seconded. Motion carried

V .OLD BUSINESS

VI. NEW BUSINESS

A. Sales Report for September 2015 - Action Required

- Phil Stair presented the Sales Report for September 2015 to the Board. He stated we had over \$244,522.95 in sales for the month. He stated we did very well for the year in sales. Pat Lockwood made a motion to approve the Sales Report and Bryant Nolden seconded. All were in favor. Motion carried.

B. Resolution to enter into contracts- Action Required

- Phil Stair presented to the Board a resolution to authorize the Director and the Sales Manager to enter into contracts on behalf of the Genesee County Land Bank. Bryant Nolden made a motion to approve the resolution and Mark Young seconded. All were in favor. Motion carried.

C. Multiple Parcel Sale (Mr. Smith) – (47-31-103-016/17/18/19) - Action Required

- Phil Stair presented to the Board a memo to approve the sale to Mr. Smith. Brenda Clack asked Mr. Smith is their structures on these lots. He stated there is not. She also asked what are your plans regarding these properties. He stated he wants to clean them up. Bryant Nolden made a motion to approve the sales and Pat Lockwood seconded. All were in favor. Motion carried.

- D.** Mr. Young wanted to have the driveway issue at 615 Green brought back to the board and discussed at the next board meeting. He would like pictures and more information, so a better understanding could be reached on this issue. All were in favor to have this issue brought back to the next board meeting.

VII. Executive Director Report

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

VIII. ADJOURN - Meeting was adjourned at 11:55am

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS

November 18, 2015

11:00 a.m. at Genesee County Administration Building

Board Members:

Present: Pegge Adams, Deborah Cherry, Bryant Nolden, Jackie Poplar, Mark Young

Excused: Brenda Clack, Patricia Lockwood

Quorum present? Yes

Staff Present: Antonio Dunn, Faith Finholm, Carol Freeman, Lucille James, Paul McShane, Phil Stair, John Smith, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:05 am by Deborah Cherry

II. APPROVAL OF MINUTES

- Bryant Nolden made a motion to approve the October 2015 meeting minutes. Mark Young seconded. All were in favor. Motion carried.

III. PUBLIC COMMENT

- None

IV. FINANCIAL REPORT

A. Financial Report for October 2015 – Action Required

- Paul McShane presented the October 2015 Financial report to the Board. He stated we are still making yearend adjustments. Also, he stated we are in the first month and are well within budget. Also, Plante Moran has lowered their audit cost. Mark Young made a motion to approve the Financial Report and Bryant Nolden seconded. All were in favor. Motion carried

V .OLD BUSINESS

A. Driveway – 615 Green Street

- Doug Weiland stated that demolition was going on at the adjacent house next to Mr. Anderson. The contractor used Mr. Anderson's driveway and seemed to damage the driveway. However, the contractor repaired the damage property back to its original condition. However Mr. Anderson is not satisfied with the repairs. Mr. Nolden stated the pictures showing the repairs seem to fix the issues. Mr. Nolden made a motion to accept the Land Bank recommendation and deny the appeal. Mark Young seconded and all were in favor. Motion carried.

VI. NEW BUSINESS

A. Sales Report for October 2015 - Action Required

- Phil Stair presented the Sales Report for October 2015 to the Board. He stated we had over \$207,789.25 in sales for the month... Bryant Nolden made a motion to approve the Sales Report and Mark Young seconded. All were in favor. Motion carried.

B. MDOT Resolution - Action Required

- Doug Weiland presented to the Board a resolution to allow cleanup on a lot on Grand Traverse. Mr. Weiland stated that MDOT requires a resolution prior to cleanup. Bryant Nolden made a motion to approve the resolution and Mark Young seconded. All were in favor. Motion carried.

VII. Executive Director Report

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

VIII. ADJOURN - Meeting was adjourned at 11:20am

Respectfully submitted by John Smith

Board Meeting Minutes
GENESEE COUNTY LAND BANK AUTHORITY
BOARD OF DIRECTORS

December 9, 2015

11:00 a.m. at Genesee County Administration Building

Board Members:

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

Excused: Pegge Adams, Brenda Clack, Jackie Poplar

Quorum present? Yes

Staff Present: Antonio Dunn, Faith Finholm, Carol Freeman, Lucille James, Paul McShane, Phil Stair, John Smith, Doug Weiland

I. WELCOME

- Meeting was called to order at 11:15 am by Deborah Cherry

II. APPROVAL OF MINUTES

- Mark Young made a motion to approve the November 2015 meeting minutes. Bryant Nolden seconded. All were in favor. Motion carried.

III. PUBLIC COMMENT

- None

IV. FINANCIAL REPORT

A. Financial Report for November 2015 – Action Required

- Paul McShane presented the November 2015 Financial report to the Board. He stated auditors from Plante & Moran will be in the office in the next two weeks to work on the audit Patricia Lockwood made a motion to approve the Financial Report and Bryant Nolden seconded. All were in favor. Motion carried

V .OLD BUSINESS

- None

VI. NEW BUSINESS

A. Sales Report for November 2015 - Action Required

- Phil Stair presented the Sales Report for November 2015 to the Board. He stated we had over \$397,768.18 in sales for the year. Bryant Nolden asked this month seems like a slow month. Phil Stair stated this is a slow month because most properties are already sold. Bryant Nolden made a motion to approve the Sales Report and Mark Young seconded. All were in favor. Motion carried.

B. FOIA Policy - Action Required

- Doug Weiland presented to the Board FOIA procedures and guidelines. Mr. Weiland stated that Peter Goodstein said there were changes to be made in the policy and guidelines. Those changes have been made by Paul McShane and those changes make us current to what is required. Mr. Young asked is our attorney fine with the changes. Mr. Weiland stated that Peter Goodstein is okay because he is the one that recommended those changes. Mr. Nolden asked how one comes to request the information. Mr. Weiland stated they would go to Mr. McShane because he is the FOIA coordinator and then to him if there was an appeal. Bryant Nolden made a motion to approve the Policy and Mark Young seconded. All were in favor. Motion carried.

VII. Executive Director Report

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

VIII. ADJOURN - Meeting was adjourned at 11:30am

Respectfully submitted by John Smith