

**Board Meeting Minutes**  
**GENESEE COUNTY LAND BANK AUTHORITY**  
**BOARD OF DIRECTORS**

**January 26, 2011**

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

**Board Members:**

*Present:* Deborah Cherry, Brenda Clack, Patrick Gleason, Bryant Nolden, Omar Sims

*Absent:* Patricia Lockwood, Paul Long

*Quorum present?* Yes

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

**I. WELCOME**

Meeting was called to order at 11:07 am by Deborah Cherry.

**II. APPROVAL OF MINUTES**

Clack made a motion to approve the December 14, 2010 meeting minutes. Nolden seconded and all were in favor. Motion carried.

**III. PUBLIC COMMENT**

Numerous Flint residents made comments in support of the Flint River Farm. Also, a representative from the Michigan State University spoke in favor of the Flint River Farm.

A concerned Flint resident spoke regarding siding was being removed from a house across from his. He wanted to know if they were Land Bank employees and if so what is the reason behind the "stripping" of the property. Mr. Weiland explained the Land Bank does "strip" the house of materials just before the demolition takes place. Then, these materials get donated to organizations or scrapped. Councilman Nolden and Commissioner Sims stated that the Land Bank employees should wear some kind of identification vest, when out in the field. Also Mr. Weiland pointed out that when the "stripping" is complete the house is boarded.

**IV. FINANCIAL REPORT**

Paul McShane presented the financial reports. Discussion followed. Sims made a motion to accept the financial report that was presented. Nolden seconded and all were in favor. Motion carried.

**V .OLD BUSINESS**

None

## **VI. NEW BUSINESS**

### **A. Sales Report**

Phil Stair presented the sales report. Discussion followed. Sims made a motion to accept the sales report. The motion was seconded by Nolden. Motion passed.

### **B. Contract with Piper Realty for property management at the Berridge.**

Mr. Weiland explained the contract between the Land Bank and Piper Realty regarding the Berridge Place Apartments. He stated that there was a clause in the contract that contained a 30 day notice of cancellation. Omar Sims made a motion to approve and Nolden seconded the motion. All were in favor. Motion passed.

**C. Flint River Farm –** Roxanne Adair and Joanna Lehrman of Flint River Farm made a presentation regarding a long term lease agreement with an option to purchase properties on Beach Street between Wellington and 12<sup>th</sup> street. During their presentation they stated what they have already done with the properties and what future improvements they have planned. These plans include creating a sheltered workshop space, functional and educational compost production and a small fruit orchard among other improvements. Nolden made a motion to approve and Sims seconded the motion and all were in favor. Motion passed.

## **VII. Executive Director Report**

Doug Weiland presented the director's report. He discussed the various programs and the status of each of those programs. See board packet for details of his report.

## **VIII. ADJOURN**

Meeting was adjourned at 12:05pm

Respectfully submitted by John Smith

**Board Meeting Minutes**  
**GENESEE COUNTY LAND BANK AUTHORITY**  
**BOARD OF DIRECTORS**

**February 23, 2011**

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

**Board Members:**

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

*Absent:* Paul Long

*Quorum present?* Yes

*Staff Present:* John Smith, Phil Stair, Doug Weiland

**I. WELCOME**

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

**II. APPROVAL OF MINUTES**

Clack made a motion to approve the January 26, 2011 meeting minutes. Lockwood seconded and all were in favor. Motion carried.

**III. PUBLIC COMMENT**

Sister Vildred Austin of Foss Avenue church spoke regarding her church and their request for vacant lots. Since she was already on the agenda under new business, it was requested that she wait until that time.

**IV. FINANCIAL REPORT – Action Required**

Doug Weiland presented the financial reports. He pointed out there are some open items with the Tech Center that are being wrapped up. Also, we are ahead of the projected budget for the year. Discussion followed. Gleason made a motion to accept the financial report that was presented. Sims seconded and all were in favor. Motion carried.

**V. OLD BUSINESS**

Omar Sims wanted to know what has been done to identify Land Bank Staff working out in the field. Doug Weiland stated that each employee will wear a vest that clearly shows they are Land Bank staff members and supervisors will have identification cards. Also, work trucks are marked as Land Bank vehicles.

Also, Commissioner Sims wanted the Land Bank to do more press releases to inform the public about the Land Bank. Doug Weiland stated the Land Bank is working on its newsletter and other press releases will be done regarding various programs.

## **VI. NEW BUSINESS**

### **A. Sales Report – Action Required**

Phil Stair presented the sales report. Discussion followed. Sims made a motion to accept the sales report. The motion was seconded by Nolden. Motion passed.

### **B. Multiple Parcel Transfer (Foss Avenue Church). – Action Required**

Sister Vildred Austin, assistant to Dr. Reginald G. Flynn, Pastor of Foss Ave Baptist Church explained the mission of Foss Avenue Church. She also went on to explain the development plans of the vacant lots they are requesting from the Genesee County Land Bank. The current development plans are to “green” these lots over time until further development can take place. Nolden said since he is a member of the church he would not vote on the matter but will answer questions. Sims was in support of the land transfer because of all the community work the church has done in the past to improve the surrounding community. Lockwood wanted to make sure the lots are used for the right purpose for the community. Sister Austin assured the board that the land will be used to improve the surround community and will gladly come back to update Board Members on the development plans of these vacant lots. Gleason wanted to make sure all lots were adjacent to each other before deciding on the matter. Phil Stair stated that all of these lots are adjacent to each other. Clack made a motion to approve and Sims seconded the motion. All were in favor. Motion passed.

### **C. Extend contracts for realtors, appraisers, and title companies through February 2013 to match the NSP2 grant period. - Action Required**

– Doug Weiland stated that a request from MSHDA that all our contracts with realtors, appraisers, and title companies match the dates of the NSP2 grant. Gleason made a motion to approve and Clack seconded the motion and all were in favor. Motion passed.

## **VII. Executive Director Report**

Doug Weiland presented the director’s report. He discussed the various programs and the status of each of those programs. See board packet for details of his report.

## **VIII. ADJOURN**

Meeting was adjourned at 12:08pm

Respectfully submitted by John Smith

**Board Meeting Minutes**  
**GENESEE COUNTY LAND BANK AUTHORITY**  
**BOARD OF DIRECTORS**

**March 16, 2011**

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

**Board Members:**

*Present:* Deborah Cherry, Brenda Clack, Patrick Gleason, Patricia Lockwood, Paul Long, Omar Sims

*Absent:* Bryant Nolden

*Quorum present?* Yes

*Staff Present:* Christina Kelly, Paul McShane, Natalie Pruett, John Smith, Phil Stair, Doug Weiland

**I. WELCOME**

Meeting was called to order at 11:25 am by Deborah Cherry.

**II. APPROVAL OF MINUTES**

Clack made a motion to approve the February 23, 2011 meeting minutes. Sims seconded and all were in favor. Motion carried.

**III. PUBLIC COMMENT**

No Comment

**IV. FINANCIAL REPORT – Action Required**

Paul McShane presented the financial reports. He mentioned with the cuts in funds from the County, there will have to be adjustments made in the budget. Doug Weiland went on to explain how these cuts will impact the property maintenance budget. He explained there will be approximately 31 fewer crew members in the field working on weed and trash abatement. Also, Patricia Lockwood stated that the MSU extension should after this year's commitment, fund and operate on their own accord. Discussion followed. Lockwood made a motion to accept the financial report that was presented. Long seconded and all were in favor. Motion carried.

**V. OLD BUSINESS**

Brenda Clack stated she requested at the last meeting some information regarding community programs and is not listed on the agenda. However, there is a presentation by Land Bank staff members on Building Neighborhood Power that will explain the various programs and workshops. Christina Kelly and Natalie Pruett from the Land Bank handed out some information and did a presentation. Christina explained what Building Neighborhood Power (BNP) is all about and how it got started. She also went on to explain the various workshops and training sessions

they provide and future plans. Natalie Pruett explained the values and goals of BNP and the importance of the community involvement. Discussion followed.

## **VI. NEW BUSINESS**

### **A. Sales Report – Action Required**

Phil Stair presented the sales report. Discussion followed. Sims made a motion to accept the sales report. The motion was seconded by Gleason. Motion passed.

### **B. Multiple Purchase (already purchased 2 vacant lots this year) – Action Required**

Phil Stair presented a letter to the board of directors, stated that Mr. Herriman would like to acquire a third lot near his business. He already purchased two lots this year and would like the third lot, so he can make sure that all vacant lots in his area are maintained. Lockwood wanted to know the goal behind the purchase of these lots. Mr. Herriman explained he just wants the property maintained and that he would like to see a community garden on the property at some point. Gleason made a motion to approve and Sims seconded the motion. All were in favor. Motion passed.

### **C. Request from Richfield Township to take possession of former Russellville Ballroom Property. - Action Required**

Doug Weiland presented a letter to the board of directors, stated that a request has come from Richfield Supervisor, Joe Madore to take possession of the property at 6058 N. Irish road for recreational use. Mr. Gleason commented that when the Land Bank received the property, the Township used \$50,000 of its own money to demolish the building that was burned out. Lockwood wanted to know what type of recreational use would this property be used for? Mr. Madore explained they wanted to use the vacant lot for soccer/football fields and parks. Lockwood made a motion to approve and Long seconded the motion and all were in favor. Motion passed.

## **VII. Executive Director Report**

Doug Weiland presented the director's report. He discussed the various programs and the status of each of those programs. See board packet for details of his report.

## **VIII. ADJOURN**

Meeting was adjourned at 12:45pm

Respectfully submitted by John Smith

**Board Meeting Minutes**  
**GENESEE COUNTY LAND BANK AUTHORITY**  
**BOARD OF DIRECTORS**

**April 20, 2011**

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

**Board Members:**

*Present:* Deborah Cherry, Brenda Clack, Patrick Gleason, Patricia Lockwood, Omar Sims

*Absent:* Paul Long, Bryant Nolden

*Quorum present?* Yes

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

**I. WELCOME**

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

**II. APPROVAL OF MINUTES**

Clack made a motion to approve the March 16, 2011 meeting minutes. Sims seconded and all were in favor. Motion carried.

**III. PUBLIC COMMENT**

Tony Martin, from U.S. Dept. of Hud spoke about the Fair Housing Conference on Wednesday, April 27<sup>th</sup>.

**IV. FINANCIAL REPORT – Action Required**

A. Paul McShane presented the financial reports. He mentioned the sales are ahead of last year's and we are within our budget. Commissioner Clack wanted to know about how many people we have on staff for the cleanup crews. Mr. McShane said that we have currently 41 and that is down from the 60 we had last year. The main reason for this decline is due to budget cuts. Clack made a motion to accept the financial report that was presented. Lockwood seconded and all were in favor. Motion carried.

B. Tadd Harbun from Plante & Moran - Discuss 2009 – 2010 fiscal year audit. –  
**Action to Accept**

- Tadd Harbun, CPA from Plante & Moran PLLC, discussed the 2009 – 2010 Audit. He explained the Audit Letter which lists any deficiencies and recommendations to correct these deficiencies. He pointed out there is a lack of segregation of duties when it comes to collecting payments from land contracts and updating their accounts. Also, Mr. Harbun discussed

the Financial Report of the Audit and stated the Land Bank is in good financial standing. Clack made a motion to accept the 2009 – 2010 fiscal year audits that was presented. Lockwood seconded and all were in favor. Motion carried.

**C. Budget Amendment – Action Required.**

- Paul McShane revised the 2010 – 2011 fiscal year budgets. The adjustment was made to the Tech Center budget because it was sold in December 2010 and we are no longer receiving revenue and incurring expenses for the building. Also, a budget adjustment was made to the Property Maintenance budget due to the cut in funds.

**V .OLD BUSINESS**

Per Commissioner Clack – Requested a list of the Land Bank inventory broken out by Ward and by Commissioner Districts.

- A handout was given to each board member for the above request. Mr. Weiland explained the hand out and a discussion followed.

**VI. NEW BUSINESS**

**A. Sales Report – Action Required**

Phil Stair presented the sales report. Discussion followed. Lockwood made a motion to accept the sales report. The motion was seconded by Clack. Motion passed

**B. Multiple purchase – Action Required**

41-19-251-019  
41-19-251-024  
41-19-251-025  
41-19-252-010  
41-19-252-041  
41-19-252-042

- Phil Stair presented a letter to the board of directors, stated that Mr. Scherret would like to acquire 6 lots. He already has rental homes in the area and his mother also lives in the area. Phil Stair recommends the total price be \$539 for the lots. Simms made a motion to approve and Clack seconded the motion. All were in favor. Motion passed

**C. Genesee County Habitat for Humanity. - Action Required**

- Phil Stair presented a letter to the board of directors, stating Habitat for Humanity is requesting fifteen parcels of land within the Grand Traverse Neighborhood. The purpose of the purchase is to continue the rehab work for their clients in the



area. Simms made a motion to approve and Clack seconded the motion. All were in favor. Motion passed.

**D. Hutchinson Rentals, LLC – Action Required**

- Phil Stair presented a letter to the board of directors, stating the Andy Hanoush and Dijon Ware of Hutchinson's Market at 6509 N. Saginaw St. wish to purchase and rehab houses in their neighborhood. Phil stated at this point, the staff is just requesting board approval to move forward on the project until an inspection of the properties has been completed. Patricia Lockwood requested an update to board members of any future sales of the properties mentioned above. Simms made a motion to approve and Clack seconded the motion. All were in favor. Motion passed.

**VII. Executive Director Report**

Doug Weiland presented the director's report. He discussed the various programs and the status of each of those programs. See board packet for details of his report.

**VIII. ADJOURN**

Meeting was adjourned at 12:30pm

Respectfully submitted by John Smith

**Board Meeting Minutes**  
**GENESEE COUNTY LAND BANK AUTHORITY**  
**BOARD OF DIRECTORS**

**May 18, 2011**

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

**Board Members:**

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

*Absent:* Patrick Gleason

*Quorum present?* Yes

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

**I. WELCOME**

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

**II. APPROVAL OF MINUTES**

Clack made a motion to approve the April 20th, 2011 meeting minutes. Lockwood seconded and all were in favor. Motion carried.

**III. PUBLIC COMMENT**

A resident on Flint made comments regarding the Parks and Land Bank Vacant Lots. He wanted to know what is being done with the Ash problem in the parks. Mrs. Lockwood explained that the Land Bank doesn't own the parks and it is up to each municipality. Mrs. Lockwood also stated that she is willing to meet after the meeting and explain in more detail of what can be done.

**IV. FINANCIAL REPORT – Action Required**

- A. Paul McShane presented the financial reports. He mentioned the sales are ahead of last year's and we are within our budget. Commissioner Sims wanted to know what the revenue is coming from the City of Flint. Mr. McShane said the only revenue is the 5/50's we receive from the sale of properties. The City of Flint is allowing the Land Bank to use its facilities to store equipment and supplies at no charge. In return, the Land Bank maintains properties in the City of Flint. Sims made a motion to accept the financial report that was presented. Clack seconded and all were in favor. Motion carried.

**V. OLD BUSINESS**

None.

## **VI. NEW BUSINESS**

### **A. Sales Report – Action Required**

Phil Stair presented the sales report. Discussion followed. Lockwood made a motion to accept the sales report. The motion was seconded by Clack. Motion passed

### **B. Additional Lot Purchase – Action Required**

41-19-251-039 (already purchased 6 lots in 2011)

Mr. Stair presented the Board members with a memo stating Mr. Scherret was approved at the April 20, 2011 Board meeting for the previous lots. His intentions are to clean and maintain the properties around his mother's and family properties. Nolden made a motion to approve the sale. The motion was seconded by Long.

### **C. Mr. Stair gave an update on the possible multiple purchases from Hutchinson Rentals, LLC for the properties located in their neighborhood. Mr. Stair stated they viewed each of the properties and at this time, it would be too costly for Hutchinson Rentals to rehab each of the houses. Lockwood stated that the Board would like to get updates on multiple purchases after they have been sold.**

Councilman Nolden asked if there was a policy on selling Land Bank owned properties to Board Members. Mr. Weiland stated that he will meet with the Land Bank attorney and get back with the Board at the next meeting.

## **VII. Executive Director Report**

Doug Weiland presented the director's report. He discussed the various programs and the status of each of those programs. See board packet for details of his report.

## **VIII. ADJOURN**

Meeting was adjourned at 12:10pm

Respectfully submitted by John Smith

**Board Meeting Minutes**  
**GENESEE COUNTY LAND BANK AUTHORITY**  
**BOARD OF DIRECTORS**

**July 20, 2011**

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

**Board Members:**

*Present:* Deborah Cherry, Patrick Gleason, Patricia Lockwood, Bryant Nolden, Omar Sims

*Absent:* Brenda Clack, Paul Long

*Quorum present?* Yes

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

**I. WELCOME**

Meeting was called to order at 12:05 pm by Deborah Cherry.

**II. APPROVAL OF MINUTES**

Patricia Lockwood made a motion to approve the June 15th, 2011 meeting minutes. Bryant Nolden seconded and all were in favor. Motion carried.

**III. PUBLIC COMMENT**

No Comment

**IV. FINANCIAL REPORT – Action Required**

- Paul McShane presented the financial reports. He explained we are within budget as of June 30<sup>th</sup>. Patricia Lockwood made a motion to accept the financial reports that were presented. Bryant Nolden seconded and all were in favor. Motion carried.

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

**A. Sales Report – Action Required**

- Phil Stair presented the sales report. Discussion followed. Bryant Nolden made a motion to accept the sales report. The motion was seconded by Patricia Lockwood. Motion carried

**B. Multiple Lot Purchase (International Academy) – Action Required**

- Phil Stair presented the Board members with a memo stating that the International Academy is requesting permission to purchase multiple lots. The reason for the purchase would be to expand and cleanup the area. At this time there are no lots

being identified to purchase. Patricia Lockwood requested that this issued be brought back at another time when the properties are identified so the Board can see which properties are being purchased. Deb Cherry mentioned that there should be a review of the policies and procedures of the Land Bank regarding purchasing multiple properties. Those issues will be reviewed by a committee. Therefore, this item was put on hold.

**C. Start Thinking of Positive Possibilities (STOPP) – Request for Property Donation.  
Action Required**

- A memo from Doug Weiland was presented to the Board regarding a request to have a house at 2518 Mt. Elliott be sold for \$1.00. Mr. Harvey, the Executive Director of the organization came in and explained the purpose of the organization and why he made the request. It was recommended by Land Bank staff the organization lease the property until such time the organization can show that they have the necessary funds to maintain the property. Omar Sims made a motion to approve the sale. The motion was seconded by Bryant Nolden. Motion carried.

**D. NSP 2 Community Housing Development Organizations (CHDOs)  
Rehabilitation. – Action Required**

- Heidi Phaneuf, Community Resource Planner from the Land Bank presented the Board with a memo regarding Rehab properties for each CHDO in targeted NSP 2 areas. The purpose of the memo is to inform the Board as to what properties are being rehabbed and which CHDO is responsible in the rehab. Also, there was discussion regarding moving the start time of the Board meeting due to prior meetings being held in the same auditorium. It was recommended by Patrick Gleason that the time be moved to 11:30 am. All agreed on the new start time. Nolden made a motion to approve to NSP 2 CHDO list. The motion was seconded by Sims. Motion carried.

**VII. Executive Director Report**

- Doug Weiland presented the director's report. He discussed the various programs and the status of each of those programs. See board packet for details of his report.

**VIII. ADJOURN**

Meeting was adjourned at 12:43pm

Respectfully submitted by John Smith

**Board Meeting Minutes**  
**GENESEE COUNTY LAND BANK AUTHORITY**  
**BOARD OF DIRECTORS**

**July 20, 2011**

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

**Board Members:**

*Present:* Deborah Cherry, Patrick Gleason, Patricia Lockwood, Bryant Nolden, Omar Sims

*Absent:* Brenda Clack, Paul Long

*Quorum present?* Yes

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

**I. WELCOME**

Meeting was called to order at 12:05 pm by Deborah Cherry.

**II. APPROVAL OF MINUTES**

Patricia Lockwood made a motion to approve the June 15th, 2011 meeting minutes. Bryant Nolden seconded and all were in favor. Motion carried.

**III. PUBLIC COMMENT**

No Comment

**IV. FINANCIAL REPORT – Action Required**

- Paul McShane presented the financial reports. He explained we are within budget as of June 30<sup>th</sup>. Patricia Lockwood made a motion to accept the financial reports that were presented. Bryant Nolden seconded and all were in favor. Motion carried.

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

**A. Sales Report – Action Required**

- Phil Stair presented the sales report. Discussion followed. Bryant Nolden made a motion to accept the sales report. The motion was seconded by Patricia Lockwood. Motion carried

**B. Multiple Lot Purchase (International Academy) – Action Required**

- Phil Stair presented the Board members with a memo stating that the International Academy is requesting permission to purchase multiple lots. The reason for the purchase would be to expand and cleanup the area. At this time there are no lots

being identified to purchase. Patricia Lockwood requested that this issued be brought back at another time when the properties are identified so the Board can see which properties are being purchased. Deb Cherry mentioned that there should be a review of the policies and procedures of the Land Bank regarding purchasing multiple properties. Those issues will be reviewed by a committee. Therefore, this item was put on hold.

**C. Start Thinking of Positive Possibilities (STOPP) – Request for Property Donation.  
Action Required**

- A memo from Doug Weiland was presented to the Board regarding a request to have a house at 2518 Mt. Elliott be sold for \$1.00. Mr. Harvey, the Executive Director of the organization came in and explained the purpose of the organization and why he made the request. It was recommended by Land Bank staff the organization lease the property until such time the organization can show that they have the necessary funds to maintain the property. Omar Sims made a motion to approve the sale. The motion was seconded by Bryant Nolden. Motion carried.

**D. NSP 2 Community Housing Development Organizations (CHDOs)  
Rehabilitation. – Action Required**

- Heidi Phaneuf, Community Resource Planner from the Land Bank presented the Board with a memo regarding Rehab properties for each CHDO in targeted NSP 2 areas. The purpose of the memo is to inform the Board as to what properties are being rehabbed and which CHDO is responsible in the rehab. Also, there was discussion regarding moving the start time of the Board meeting due to prior meetings being held in the same auditorium. It was recommended by Patrick Gleason that the time be moved to 11:30 am. All agreed on the new start time. Nolden made a motion to approve to NSP 2 CHDO list. The motion was seconded by Sims. Motion carried.

**VII. Executive Director Report**

- Doug Weiland presented the director's report. He discussed the various programs and the status of each of those programs. See board packet for details of his report.

**VIII. ADJOURN**

Meeting was adjourned at 12:43pm

Respectfully submitted by John Smith

**Board Meeting Minutes**  
**GENESEE COUNTY LAND BANK AUTHORITY**  
**BOARD OF DIRECTORS**

**August 17, 2011**

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

**Board Members:**

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

*Absent:* Paul Long

*Quorum present?* Yes

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

**I. WELCOME**

Meeting was called to order at 11:32 am by Deborah Cherry.

**II. APPROVAL OF MINUTES**

Brenda Clack made a motion to approve the July 20th, 2011 meeting minutes.

Bryant Nolden seconded and all were in favor. Motion carried.

**III. PUBLIC COMMENT**

No Comment

**IV. FINANCIAL REPORT**

**A. Financial Report**

Paul McShane presented the financial reports. He explained we are within the target budget for the year. Sales remain above target. Bryant Nolden made a motion to accept the financial reports that were presented. Brenda Clack seconded and all were in favor. Motion carried.

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

**A. Sales Report**

- Phil Stair presented the sales report. Discussion followed. Patricia Lockwood made a motion to accept the sales report. The motion was seconded by Omar Sims. All were in favor and the motion carried

**B. Multiple Land Transfers Genesee County Drain Commission**

- Phil Stair presented a memo stating that the Genesee County Drain Commission would like to purchase seven vacant parcels in drainage areas in Flint Township. Jeff Wright, Genesee County Drain Commissioner was present to take questions.



Discussion followed. Omar Sims made a motion to accept the sale. The motion was seconded by Nolden. All were in favor and the motion carried.

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**C. Multiple Purchase (Mr. Holmes)**

- Phil Stair presented a memo stating that Mr. Skeeter Holmes is requesting to purchase six vacant parcels at Dupont St. and Begole St.. Mr. Holmes did not attend the meeting. All board members were in favor of a subcommittee reviewing the Land Banks multiple sales policy. The subcommittee will consist of Patricia Lockwood, Omar Sims, Bryant Nolden and Douglas Weiland. Brenda Clack moved to table to discussion until Mr. Holmes could be present. Bryant Nolden seconded and all were in favor. Motion tabled.

**D. Rental Rehabilitation Program Manual for HOME Program**

- Heidi Phaneuf, Community Resource Planner from the Land Bank presented the Board with the manual for the HOME Program which is required by the City of Flint and HUD to be completed and approved by the Board before any home rehabilitated with HOME funds may be rented. Discussion followed. Bryant Nolden made a motion to approve to HOME Program Manual. The motion was seconded by Patricia Lockwood. Motion carried.

**VII. Executive Director Report**

- Doug Weiland presented the director's report. He discussed the various programs and the status of each of those programs. See board packet for details of his report.

**VIII. ADJOURN**

Meeting was adjourned at 12:40pm

Respectfully submitted by Jennifer Riggs

**Board Meeting Minutes**  
**GENESEE COUNTY LAND BANK AUTHORITY**  
**BOARD OF DIRECTORS**  
**September 21, 2011**

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

**Board Members:**

*Present:* Deborah Cherry, Patrick Gleason, Bryant Nolden, Omar Sims, Brenda Clack

*Absent:* Patricia Lockwood, Paul Long

*Quorum present?* Yes

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

**I. WELCOME**

- Meeting was called to order at 12:28 pm by Deborah Cherry.

**II. APPROVAL OF MINUTES**

- Bryant Nolden made a motion to approve the August 17th, 2011 meeting minutes. Omar Sims seconded and all were in favor. Motion carried.

**III. PUBLIC COMMENT**

- Public comment was made regarding the sale of the vacant lot of 613 Oak Street. A gentleman from the neighborhood did not want a parking lot to go on the vacant property of 613 Oak Street. He stated that it would hurt the neighborhood because of all the additional traffic created from the parking lot.

**IV. FINANCIAL REPORT**

- Paul McShane presented the financial reports. He explained we are within the target budget for the year. Sales remain above target. Bryant Nolden made a motion to accept the financial reports that were presented. Brenda Clack seconded and all were in favor. Motion carried.

**V. OLD BUSINESS**

**A. Amendments to Land Bank Sales Policies and Procedures**

- Doug Weiland presented to Board members an updated version of Sales Policies and Procedures. Mr. Weiland pointed out one particular change in the manual. Individuals that were prior owners of properties that were tax foreclosed on were ineligible. Now, in those cases that are deemed to be extreme hardship may qualify to purchase properties. Brenda Clack made a motion to accept the Land Bank Sales Policies and Procedures that were presented. Omar Sims seconded and all were in favor. Motion carried.

## **VI. NEW BUSINESS**

### **A. Sales Report**

- Phil Stair presented the sales report. Discussion followed. Brenda Clack made a motion to accept the sales report. The motion was seconded by Bryant Nolden. All were in favor and the motion carried

### **B. Vacant Lot (PID#40-13-302-001) Transfer to MDOT**

- Phil Stair presented a memo stating that MDO would like to purchase a section of a former rail line. MDOT intends to use the parcel for a non-motorized trail system. Andrew Philp from MDOT was present to take questions. Discussion followed. Bryant Nolden made a motion to accept the sale. The motion was seconded by Patrick Gleason. All were in favor and the motion carried.

### **C. EPA Site Assessment Grant Application**

- Doug Weiland explained this grant will be collaboration with the City of Flint and the Chamber of Commerce. This grant will help in the development and sell of commercial properties. Brenda Clack made a motion to proceed with the grant application. Bryant Nolden seconded. All were in favor and the motion carried.

## **VII. Executive Director Report**

- Doug Weiland presented the director's report. He discussed the various programs and the status of each of those programs. See board packet for details of his report.

## **VIII. ADJOURN**

Meeting was adjourned at 1:15pm

Respectfully submitted by John Smith

**Board Meeting Minutes**  
**GENESEE COUNTY LAND BANK AUTHORITY**  
**BOARD OF DIRECTORS**

**October 19th, 2011**

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

*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**

- Patricia Lockwood made a motion to approve the September 21st, 2011 meeting minutes. Bryant Nolden seconded and all were in favor. Motion carried.

**III. PUBLIC COMMENT**

- None

**IV. FINANCIAL REPORT**

- Paul McShane presented the September 2011 financial reports. He explained we are within the budgeted line items for the year. Bryant Nolden made a motion to accept the financial reports that were presented. Brenda Clack seconded and all were in favor. Motion carried.
- Paul McShane also presented the 2011 – 2012 Budget proposal to Board members. He explained with the lost in revenue from the County this will have a direct impact on the property maintenance budget for the upcoming fiscal year. Also he went on to state that the maintenance expenses for current Rehabs and Smith Village properties are from other grants.
- Patricia Lockwood suggested a subcommittee to be developed, so it could take a closer look at the 2011 -2012 Budget and make suggestions. Omar Sims made a motion to accept the 2011 – 2012 Budget that were presented. Bryant Nolden seconded and all were in favor. Motion carried.
- Paul McShane then presented the audit bids for the fiscal years 2010/2011, 2011/12 and 2012/13 to the Board Members for their approval. Mr. McShane explained there were three bidders received from qualified firms. After careful

review by the staff, it's recommended to go with Plante & Moran, PLLC because of the cost of the audit and the current relationship with the Land Bank and with the Genesee County.

## **V .OLD BUSINESS**

## **VI. NEW BUSINESS**

### **A. Sales Report**

- Phil Stair presented the sales report. Discussion followed. Brenda Clack made a motion to accept the sales report. The motion was seconded by Patricia Lockwood. All were in favor and the motion carried

### **B. Multiple Vacant Lot Purchase (PID#40-12-226-006/002/001/40-12-202-006)**

- Phil Stair presented a memo stating that Mr. White would like to purchase these lots near his home. Mr. White's intent is to maintain the properties to improve the neighborhood. There was no recommendation by the staff on the sale of the lots. Discussion followed. Brenda Clack made a motion to accept the sale. The motion was seconded by Patricia Lockwood. All were in favor and the motion carried.

### **C. Additional Vacant Lot Purchase (PID#41-19-253-002)**

- Phil Stair presented a memo stating that Mr. Scherret would like to purchase additional Lot (41-19-253-022) that was not previously approved. Per Mr. Stair, the staff would approve the sale if Mr. Scherret would solve the encroachment issue on another property sold to Mr. Scherret in a prior request. Brenda Clack made a motion to proceed with the sale. Omar Sims seconded. All were in favor and the motion carried.

### **D. Guidelines for Salvaging**

- Doug Weiland presented Guidelines to Salvaging to the Board members. Mr. Weiland went on to explain that this will allow the maintenance crews to salvage materials from houses on the demo list. Then the materials will be either donated or sold. Discussion followed. Omar Sims made a motion to accept the Guidelines. The motion was seconded by Brenda Clack. All were in favor and the motion carried.

## **VII. Executive Director Report**

- Doug Weiland presented the director's report. He discussed the various programs and the status of each of those programs. See board packet for details of his report.

## **VIII. ADJOURN**

Meeting was adjourned at 12:55pm  
Respectfully submitted by John Smith

**Board Meeting Minutes**  
**GENESEE COUNTY LAND BANK AUTHORITY**  
**BOARD OF DIRECTORS**

**November 30th, 2011**

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

**Board Members:**

*Present:* Deborah Cherry, Brenda Clack, Patricia Lockwood, Omar Sims

*Absent:* Patrick Gleason, Bryant Nolden

*Quorum present?* Yes

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

**I. WELCOME**

- Meeting was called to order at 12:20 pm by Deborah Cherry.

**II. APPROVAL OF MINUTES**

- Patricia Lockwood made a motion to approve the October 19th, 2011 meeting minutes. Omar Sims seconded and all were in favor. Motion carried.

**III. PUBLIC COMMENT**

- None

**IV. FINANCIAL REPORT**

- Paul McShane presented the October 2011 financial reports. He explained we are still closing out items from the previous fiscal year. Brenda Clack wanted a further explanation on a few budget items. Mr. McShane went on to explain those items and what expenses were included in them. Brenda Clack made a motion to accept the financial reports that were presented. Patricia Lockwood seconded and all were in favor. Motion carried.

**V. OLD BUSINESS**

- Patricia Lockwood asked about the review subcommittee. Deborah Cherry stated that the committee will meet in January regarding the budget review.

**VI. NEW BUSINESS**

**A. Sales Report**

- Phil Stair presented the sales report. Discussion followed. Patricia Lockwood made a motion to accept the sales report. The motion was seconded by Omar Sims. All were in favor and the motion carried.

**B. Multiple Land Lease with Option to Purchase**  
(PID#47-31-204-009 through 47-31-204-013)

- Phil Stair presented a memo stating that Mr. Mance would like to lease five lots near his home. Mr. Mance intent is to maintain the properties and to improve the neighborhood. The staff would recommend the approval of the land lease with option to purchase to Mr. Mance. Discussion followed. Omar Sims made a motion to accept the sale. The motion was seconded by Brenda Clack. All were in favor and the motion carried.

**C. NSP1 and NSP2 Vacant Land Disposition Policy**

- Doug Weiland presented to the board a policy that was requested by MSHDA to cover vacant land disposition that covers both NSP1 and NSP2. This policy will allow the Land Bank to sell the vacant lots without income qualifying everyone for each lot that is normally required by MSHDA. Doug Weiland explained that the policy was discussed and approved by the Citizen's Advisory Council. However, Patricia Lockwood made a suggestion to move this to a public review. Therefore, no action was taken on this item until a public hearing will be held at the next board meeting.

**VII. Executive Director Report**

- Doug Weiland presented the director's report. He discussed the various programs and the status of each of those programs. See board packet for details of his report.

**VIII. ADJOURN**

Meeting was adjourned at 1:15pm

Respectfully submitted by John Smith

**Board Meeting Minutes**  
**GENESEE COUNTY LAND BANK AUTHORITY**  
**BOARD OF DIRECTORS**  
**December 14th, 2011**

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

**Board Members:**

*Present:* Deborah Cherry, Brenda Clack, Patrick Gleason, Omar Sims

*Absent:* Patricia Lockwood, Bryant Nolden

*Quorum present?* Yes

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

**I. WELCOME**

- Meeting was called to order at 12:03 pm by Deborah Cherry.

**II. APPROVAL OF MINUTES**

- Omar Sims made a motion to approve the November 30th, 2011 meeting minutes. Patrick Gleason seconded and all were in favor. Motion carried.

**III. PUBLIC HEARING**

**A. NSP1 & NSP2 Vacant Land Disposition Policy**

- No comment was made by the public. Brenda Clack made a motion to approve the NSP1 & NSP2 Vacant Land Disposition Policy. Omar Sims seconded and all were in favor. Motion carried.

**IV. Public Comment**

- None

**V. FINANCIAL REPORT**

**A. Financial Report**

- Paul McShane presented the November 2011 financial reports. He explained we are still within the current budget. Brenda Clack asked if there will be an increase in property sales in the near future. Mr. McShane stated that in January there will be an increase of Land Contracts. Mr. Weiland added there are over 150 options that are ready to be processed to Land Contracts. Omar Sims made a motion to accept the financial reports that were presented. Brenda Clack seconded and all were in favor. Motion carried.



**B. Pre-Audit letter from Plante & Moran, PLLC.**

- Mr. McShane explained that the Pre-Audit letter is an explanation of the requirements of the auditors and no action is required of the Board at this time.

**VI .OLD BUSINESS**

**A. NSP1 & NSP2 Vacant Land Disposition Policy – Action Required**

- See above section (III) for action taken.

**VII. NEW BUSINESS**

**A. Sales Report**

- Phil Stair presented the sales report. Discussion followed. Omar Sims made a motion to accept the sales report. The motion was seconded by Brenda Clack. All were in favor and the motion carried.

**VIII. Executive Director Report**

- Doug Weiland presented the director's report. He discussed the various programs and the status of each of those programs. See board packet for details of his report.

**IX. ADJOURN**

Meeting was adjourned at 12:30pm

Respectfully submitted by John Smith