

**Kalamazoo County Land Bank
Fast Track Authority
January 14th 2011
Minutes**

Members Present: Balkema, Kiscorni, Marquardt, Rowe
Members Absent: Bland, Vander Ark
Staff Present: Kelly Clarke, Executive Director; Kristen Ramer, Outreach & Operations Coordinator; Catie Boring, Community Garden & Beautification Coordinator- LISC AmeriCorps Member
Others Present: Thell Woods, Peggy Bresnahan, Greg Vlietstra, Brandt Iden, Ken Hartmann, Martha Aills, John Faul

The meeting was called to order by Chairperson Balkema at 8:33am in room 105 of the Kalamazoo County Administration Building, 201 West Kalamazoo Ave., Kalamazoo, MI 49007.

Approval of December 9th, 2010 Minutes- Kiscorni moved. Marquardt seconded. Vote passed unanimously.

Citizens Time- Ken Hartmann thanked the Land Bank for issuing the NSP2 maps. Balkema stated the importance of the maps being a good visual to tell the NSP2 story. Marquardt and Kiscorni requested that smaller versions of the maps be emailed to the Board.

CONSENT AGENDA

Items on the consent agenda were voted on with one vote.

1. Accounts Payable & Monthly Statement
 - a. Approval of November 2010 Financial Statements
2. Approval for Land Bank Board Chair and Executive Director to enter into sales/disposition agreements regarding non NSP2 Land Bank owned properties (acquired via adverse possession or donation) – list of adverse position properties attached.

Item 1- Balkema reviewed the financials and demonstrated that they are balanced and in healthy shape. Marquardt inquired about the individual line items reflected on the financials. Balkema stated that all books are tracked by each parcel so that the Land Bank knows the amount charged to each parcel and the funding source that was used to do so. Marketplace costs were tracked separately.

Item 2- Balkema requested the Board to approve the Chair and Executive Director to be able to enter sales and disposition agreements regarding non NSP2 Land Bank owned properties. Balkema stated that the Land Bank received tax foreclosed parcels through adverse possession. They were offered to the local unit who rejected them so the Land Bank acquired them at no cost and they'll have no taxable value in 2011. The Land Bank is actively working to get the parcels back on the tax rolls.

Marquardt moved. Rowe seconded. Both items on the consent agenda passed unanimously.

Executive Director Report

The following items were reported by Executive Director Kelly Clarke.

1) Land Bank Annual Report

Clarke informed the Board that the report is a draft version and that the Board is welcome to edit the report before the Land Bank submits it to the designer by the end of the day on Friday, January 14th to be ready in time for the Land Bank's 1 year celebration on Friday, January 21st.

2) NSP2 Property Inventory Update – including plans for targeting investment for impact

Clarke reported that the current inventory includes 203 parcels of which 120 are vacant parcels, 52 are parcels with houses, and a 7 acre plat composed of 31 parcels. The disposition plan includes new construction (Market Place), rehab and demo of the NSP2 properties to be sold to future homebuyers, and various programs such as Side-Lot, Adopt-a-Lot, Clean and Green and Garden Programs for the vacant lots.

Clarke stated that the original NSP2 plan included 95 rehabs and 24 new construction projects (Market Place Development). However, after further budget discussions with the City partner, and current NSP2 pipeline projects, including several large demolitions and Marketplace we expect to see the rehab number decrease. NSP2 partners have discussed this is likely a good strategy given the continued slump in the housing market.

Clarke reported on purchase agreements and closings that took place in December 2010 including 7 KNHS properties that are strategically located near other Land Bank owned properties and 3 properties on Willard St. in the Historic Stuart neighborhood located near downtown. She stated that the Land Bank is interested in purchasing one additional property from KNHS but will wait until the property is vacated. Marquardt inquired about the Uniform Relocation Act. Clarke informed the board that NSP grantees are discouraged from purchasing any occupied property with tenants due to the complexities of this Act which obligate the purchaser to provide certain relocation supports and assistance. Clarke explained that the Land Bank does ensure that the requirements of the Tenant Protections Act, (passed in February of 2009), were followed for property purchases of vacant property with federal funds. The later Act requires that tenants are given adequate notice to vacate after a foreclosure (90 days or the remainder of their lease or whatever is greater).

Clarke stated that the plans include rehab and demo for the 7 KNHS properties and rehab of the Willard St. properties with a side lot expansion from the vacant lot between the 2 properties. These properties are reflected in the parcel inventory of 203 properties.

Clarke demonstrated impactful NSP2 projects through use of a power point and GIS maps that the County Planning Department created for the Land Bank. The projects are as follows:

East Side

- Rehab of 716 Gilbert which is across from the River View Consumer Housing Cooperative- a successful affordable housing development.
- Trybal Revival Community Garden's plans for beautifying 1507-1519 E. Michigan Ave

Edison

- Market Place- 24 new, energy efficient builds near the Bank St. Farmers Market
- Demo of the Creamery (near Market Place)
- 2 rehabs on Egleston near the Land Bank's Edible Edison Community Garden

North Side

- Rehab and demo of Rose/Norway properties near the Family Health Center's \$9million dollar expansion plan
- Demo of a blighted property at 430 West Paterson to be adopted by Galilee Baptist Church for a serenity garden

Stuart

- Rehab of 3 Willard St. properties near downtown and the Kal-Haven Bike Trail.

3) Creamery Update – Edison Environmental Academy

Clarke talked about the Creamery's proximity to the Marketplace Development and stated that Byce & Associates have offered to complete a pro bono charrette to assist the Land Bank in long term planning of the Creamery site. Short term plans will include clearing the sight and implementing light landscaping to attract a business in the future. Land Bank staff Catie Boring has initiated conversations with Edison Environmental Academy who has expressed a desire in forming a partnership with the Land Bank so that Edison students can be involved with the landscaping and maintenance of the site.

4) Marketplace Update – latest drawings and specs attached

Drawings and specs were attached to the Board packet for Board review.

5) Side-lot Program Update (Catie Boring)

Clarke reminded the Board that staff has decided to bring applications that involve landlords to the Board. Catie Boring presented two side-lot applications located at 716 Hawley and 1003 East Crosstown Parkway. After some discussion, Balkema asked if the Board desires for the staff to bring applications to the board. Marquardt suggested that Land Bank staff could move forward on executing Side-Lot applications in order to complete them in a timely manner. The Board agreed and stated that they are happy to provide input on applications that staff deem appropriate.

6) Training and Professional Development Update (Dec 14th and January 6th staff attended NSP2 training in Flint and Lansing, February 2nd, MSHDA will be bringing training regarding a property management data system to Kalamazoo)

Clarke informed the Board of trainings (listed above) that NSP2 staff have recently attended. Land Bank staff will attend a MSHDA training in February in Kalamazoo to view a centralized data management system offered without cost through MSHDA for the remainder of the NSP2 grant period.

7) Center for Community Progress Report – For Discussion in February

Clarke stated that the Board will discuss the Center for Community Progress Report at the February Board meeting when there will be sufficient time to cover it.

Clarke reminded the Board of the Land Bank Annual Reception, Friday, January 21, 2011– at 5:00pm, Milan Salon, The Style Shop, 217 S. Kalamazoo Mall, Kalamazoo, MI 49007

Marquardt moved to adjourn at 9:45am. Kisscorni seconded. Vote passed unanimously.

Respectfully Submitted on Behalf of Al Rowe,

Kristen Ramer