

**Kalamazoo County Land Bank
Fast Track Authority
December 9th, 2010
Minutes**

Members Present: Balkema, Bland, Kisscorni, Marquardt, Vander Ark
Members Absent: Rowe
Staff Present: Kelly Clarke, Executive Director; Kristen Ramer, Outreach & Operations Coordinator
Others Present: John O’Keefe, Thell Woods, Pat Taylor, Brittany Ruth, Greg Vlietsra, Peggy Bresnahan, Martha Ails, Ken Hartmann, John Faul

The meeting was called to order by Chairperson Balkema at 8:35am in room 105 of the Kalamazoo County Administration Building, 201 West Kalamazoo Ave., Kalamazoo, MI 49007.

Approval of November 11th, 2010 Minutes- Vander Ark moved. Bland seconded. The vote passed unanimously.

Citizens Time- John Faul congratulated the Land Bank on the article in the Gazette regarding the transfer of 78 City owned parcels to the Land Bank.

CONSENT AGENDA

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

1. Accounts Payable & Monthly Statement
 - a. Approval of October 2010 Financial Statements
2. Approval of Additional Signatory on all Land Bank Checks related to NSP reimbursable expenditures to satisfy MSHDA requirements.
3. Renewal of contract with BDO USA, LLP, a New York limited liability partnership for the Land Bank’s annual audit

Item 1- Balkema reviewed the financials and stated that the financials are in healthy shape.

Item 2- Balkema requested the Board to approve Executive Director Kelly Clarke as the additional signatory.

Item 3- Balkema stated that the County contracts with BDO for their audit and requested that the Board vote to contract with BDO for the Land Bank’s Annual Audit. Marquardt inquired about Balkema signing checks and balancing the books. Vander Ark stated that as the Treasurer of the Land Bank Authority, he reviews the books.

Vander Ark moved. Marquardt seconded. All three items on the consent agenda passed unanimously.

Executive Director Report

The following items were reported by Executive Director Kelly Clarke.

1) Update Re: 78 City parcels (77 Vacant lots and one property)

Clarke discussed the press around the 78 City owned parcels to be transferred to the Land Bank and the positive effect that it has had on outreach to potential side lot candidates. The downside of the press has been that several people have called with a certain amount of confusion as to what the eligible use is of these lots. Land Bank staff are working to clear up the confusion and using it as an opportunity to promote interest in NSP2 homes.

2) NSP2 Acquisitions Update

Clarke updated the board on the status of the tax-foreclosed acquisition and the Willard St. properties which now have a purchase agreement. The Land Bank anticipates the Willard St. project to have a large, impactful affect on the street with the rehabbed homes, parkway plantings, high level of resident engagement, proximity to downtown and the ACW project,

bike trail, etc... Clarke also shared information and status regarding three Northside properties that the LB plans to acquire (1507 Church, 215 Norway, 636 Mabel). The LB also has plans to acquire 18 KNHS properties. A map of all LB properties will be shared at the January meeting.

3) Side-lot Update

Clarke stated that there are seven side lot applications in process. She also stated that LB staff will propose side lot applications to the board that don't fit within the constraints of the side lots policies and procedures. Land Bank staff will also bring Landlord applications to the board. There was some discussion regarding the ability of the Land Bank to control end uses of side-lot disposition as well as intentions of landlords. Marquardt pointed out any property improvements should comply with zoning requirements and City ordinances and the City should monitor and enforce violations. Kisscorni suggested entering into a developer agreement with Landlord applications in which the Board agreed.

4) Land Bank Vacancy – interviews December 21st – Kalamazoo County Commissioners

Currently there are three applications for the current Land Bank vacancy. Clarke pointed out this was a good indication that there is interest in the Land Bank. The County Commission will interview LB Board applicants on Dec. 21st. The commission will make a suggestion to the LB Board as to who to appoint to the vacant seat.

5) Creamery Update

A Danger sign has been attached to the Creamery. Sergeant Randall will tour the Creamery with LB staff and provide extra vigilance to the site. The church is renting the building attached to the Creamery and they are interested in relocating and the owner is willing to sell. The LB will have to consider raising funds to purchase the building as this particular property purchase is not eligible under the NSP2 grant. However, it is likely that the building would be eligible for demolition due to blight and safety hazards. Byce Consulting Engineers, active members of the Edison Business Association have offered to facilitate a vision exercise/charette to plan for future uses of the Creamery, post demolition. It was discussed that DKI may have site restoration plans as a part of the Edison Main Street Plan that may be helpful.

6) Asset and Acquisitions Manager Update

13 resumes have been submitted for the position. Interviews will take place over the next two weeks with the successful applicant starting early winter.

7) Training and Professional Development Update (Dec 7th – HUD clinic; December 9th Marketing for Land Banks)

Clarke stated that a lot of training opportunities are continuously offered through a variety of avenues including HUD, MSHDA and the Center for Community Progress. Clarke and Ramer recently participated in a HUD help day in Detroit. Land Bank staff will attend training in Lansing offered by the Center for Community Progress on Land Bank Communication and Marketing.

For Information

- 1) Strategic Planning Document for review (distributed at meeting – and discussed at the January meeting)
- 2) Land Bank Press Clippings attached

Kisscorni moved to adjourn at 9:10am. Vander Ark seconded. Vote passed unanimously.

Next Meeting: Thursday, January 13, 2010 8:30am
Annual Reception, January 21, 2011 at 5:00pm, Milan Salon, The Style Shop, 217 S. Kalamazoo Mall