

Kalamazoo County Land Bank Fast Track Authority
December 14th 2011
Minutes

Members Present: Balkema, Kisscorni, Marquardt, Vliek
Staff Present: Clarke, Hartmann, Ramer, Boring, Doherty
Others Present: Thell Woods, Greg Vliestra, Scott McGraw

The meeting was called to order by Chairperson Balkema at 8:30 am in the basement of the Kalamazoo County Admin Building, 201 W. Kalamazoo Ave., Kalamazoo, MI 49007.

A motion to excuse the absence of Bland and Rowe was moved by Kisscorni, and seconded by Marquardt.

Approval of October 13, 2011 Minutes (after the spelling of "Balkema" was corrected was motioned by Vliek, seconded by Kisscorni.

There were no additions to the agenda

Citizens Time- Thell Woods inquired about HOP loans, wondering if there is a pool still available. Chairperson Balkema noted that KNHS is acting as the homebuyer education agency and board member Vliek confirmed that there is no HOP money, so buyers are obtaining conventional mortgages. Clarke added that in addition to outreach regarding buying opportunities, staff have been encouraging residents to work with KNHS to repair their credit.

Regular Agenda

Each item was voted on individually.

1. Quarterly Financial Statement.

Balkema provided an overview of the quarterly financial statement.

Marquardt motioned to approve the Quarterly Financial Statement. Kisscorni seconded. The Quarterly Financial Statement was approved.

2. 2012 Budget

Balkema provided an overview of the 2012 budget. The Land Bank is hiring a Finance and Admin Manager, and found trouble attracting qualified candidates without offering benefits, so healthcare and retirement benefits have been added to the 2012 budget for board consideration. The line item for contractual services is for 2 LISC AmeriCorps. There was dialogue between board members regarding rentals and whether or not they pay taxes. Clarke and Balkema agreed to seek clarification. After discussion, Balkema agreed to increase rental expense to 10K and add 5k for expenses. Lawn and Snow line item was increased to 8k to take care of needed snow removal. Board members supported providing benefits and requested to see final benefits package for employees prior to approval. The Community Garden Resource Shed will also reduce the 2011 fund balance. LISC has granted 7.5k to support the East MI garden plans through a grant to hire a design professional to design the greenhouse.

Kisscorni motioned to approve the 2012 budget as amended. Vliek seconded. Motion passed.

Executive Director Report

- Update on Land Bank Conference, October 14-16, 2012 – Kalamazoo – sponsors needed/exhibitors

The Land Bank conference will be in Kalamazoo in 2012. The conference is hosted by the Center for Community Progress. Kisscorni suggested to partner with the City Brownfield for tours. Thell Woods would like the County Brownfield to participate in the tour as well. The Kalamazoo County Land Bank must make a commitment of 10k, minimum, to support the conference. Clarke is in communication with Millennium group to partner with the Land Bank to offer a discount to host the opening reception. LB will approach the universities to see if they could offer stipends to support students in attending the conference. Vliek said that they would probably sponsor the event.

- Update on Senior Projects

A photo of the exterior design for Prairie Gardens and interior photos were shown to the Board to demonstrate the work that Byce has completed thus far. Byce Design Build is working with the City on site approval and engineering issues. The Land Bank is exploring the possibilities of expanding this project with 4% tax credits.

- Update on Marketplace and sales activity

Three homes have been sold at Marketplace and there are 4 purchase offers in the works.

- Update on Land Bank New Builds – event 12/15

The Land Bank and AVB are hosting a Homebuyer Luncheon from 12-1:30pm and Stakeholder event from 4-6:30pm Thursday, December 15 at 1025 N. Rose. The event will showcase 725 N Rose, 1002, 1021 and 1025 N Rose, which will support the Family Health Center investment.

717 Willard and 725 Willard will be completed in the new year. The builders are in the process of putting siding on (cement fiber siding required by the Historic District Commission). A Partnership with Kzoo County Drain Commission has created funds for rain gardens on the site. The proximity to the KalHaven trail appealed to the Drain Commissioner as an educational opportunity.

- Update on NSP2 Rehabs-

923 Russell was sold to the Land Bank's first low-income set aside candidate.

- Update on Creamery Demo

The majority of the building has been demolished, and now the work is on the engineering for the common wall between the Creamery and Bio-Kleen. Legal counsel has assisted to ensure legal protections for both parties.

- Update on NSP2 progress and results of MSHDA audit/technical assistance visit

MSHDA held a technical assistance audit on 12/13/2011. The audit went very well and the Land Bank received an unofficial "A" from the audit. As a consortium the City and Land Bank are in good shape to meet and/or exceed the 50% expenditure deadline. Vlieg mentioned that at some point there will be a reallocation of funds from other grantees that haven't expended their funds and the Land Bank may be in good shape to receive those funds.

- Open positions for recruitment

Outreach and Operations Coordinator and Finance Manager positions are open and posted. Kristen Ramer has accepted a position with LISC. Her service with the Land Bank was noted and applauded.

- Update on NSP2 scattered site demos

Twenty two demos have been complete and four demos will be completed in 2012. Catie will work actively to reposition these properties via the side-lot or adopt a lot program. The City demolished 12 Land Bank owned demos earlier in the year. The County will be completing 20 demos in the City and an additional 5 in the surrounding County areas.

- Update on side-lot and community garden efforts and any other dispositions

450 volunteer hours were logged to complete the Community Garden Resource Shed. The Shed will be used as a tool lending library for gardening and will be accessible for those who volunteer to support the efforts. There are 5 contiguous lots in conjunction with the Trybal Revival Garden – plans for these include garden expansion efforts on the part of the Trybal Revival Garden via an adopt-a-lot commitment they have made to the Land Bank.