

**KALAMAZOO COUNTY LAND BANK AUTHORITY  
AUGUST 11, 2011  
MINUTES**

**Members Present:** Balkema, Kisscorni, Marquardt, Rowe, Vander Ark, Vliek  
**Members Absent:** Bland  
**Staff Present:** Executive Director Kelly Clarke, Assets & Acquisitions Manager Kenn Hartmann, Outreach & Operations Coordinator Kristen Ramer  
**Others Present:** Scott McGraw, Thell Woods, Peggy Bresnahan, Martha Aills

The meeting was called to order by Chairperson Balkema at 8:30am in room 105 of the Kalamazoo County Administration Building, 201 West Kalamazoo Ave., Kalamazoo, MI 49007.

**Approval of June 9<sup>th</sup> 2011 Minutes- Rowe motioned. Vliek seconded. Vote passed unanimously.**

**CHAIRS REMARKS**

**1. Land Bank Audit**

Balkema stated that the Land Bank passed its audit with flying colors and that the Land Bank is using the same auditor that has been procured by the County. The audit has been provided to several entities. Page four shows the 2009-2010 assets at \$14,000. For 2011, the Land Bank is at \$826,976. All properties are in the BS&A system at the cost associated to acquire them. The 2009 fund balance was \$13,000 and \$55,000 for 2010.

**2. Tax Foreclosure Auction**

Balkema stated that 25% of the parcels were sold at the auction and that the Treasurer was able to re-coop half of the money necessary. The properties that weren't sold at the first auction can either be sold at the scavenger sale or the Treasurer can bundle them for the Land Bank. These are properties with little to no value and are vacant land or condemned homes. The board discussed the options with heavy consideration given to the fact that it may be the responsible option for the Land Bank to acquire the properties and to work to identify resources to maintain them. Kenn Hartmann, Assets & Acquisitions Manager stated that selling them at the auction often means that they will be foreclosed upon again and that the City often finds itself in the position of spending valuable resources monitoring those properties that remain problem properties and citing them for various offenses only to have them come through the foreclosure process again. Discussion took place regarding identifying properties the Land Bank felt was strategic and that it could adequately identify resources to manage.

**Executive Director Report**

**- Update on Marketplace and sales activity**

The Land Bank has received two purchase offers and has one signed. The Land Bank understands there are three other serious buyers.. KNHS has a list of several people who have expressed interest in the KHOP program, 11-22 people who are making their way through the system. There will be 8 additional homes in the fall parade and 5 in the following spring parade. ReMax (located at 7127 South Westnedge Ave., Kalamazoo, MI) has been procured by the Developer as the Realtor.

**- Update on Land Bank New Builds and RFPs (Northside and Stuart neighborhood)**

The Willard St. homes have been approved by the Historic District Commission to be demolished and new builds will be constructed in their place. The Land Bank conducted wide marketing of this bid which included two additional home for Rose Street. This included sending to the City's bidders list, advertising in the paper and sending to builders who have attended previous pre-bids or expressed interest. The Land Bank was very pleased to see a large number of bids come in for these project – with nine builders at the pre-bid. Clarke directed the board to the drawings for these craftsman style homes all of which were designed for neighborhood needs and requirements. The selection committee will meet today to review proposals for responsiveness, capacity and low bid and assign the four new builds (for Willard and Rose Street).

Executive Director, Kelly Clarke disclosed one of the entities that submitted a bid included two principals that were a family relation and stated given this she would be recusing herself from the selection committee to avoid any appearance of conflict of interest. The Land Bank is in the process of site acquisition for 2-3 lots for additional new builds.

#### **- Update on NSP2 Rehabs**

Several City managed rehabs will be ready in August, September, and January. The procured Realtors are Prudential-Roger Schmidt (located at 5839 Oakland Drive, Portage, MI 49024) for Edison and a team of eight from Jaqua (located at 221 South Drake Rd., Kalamazoo, MI 49009) for all of the other NSP2 neighborhoods.

#### **-Outreach Efforts**

Land Bank staff spoke to 35-40 staff at the Family Health Center about the KHOP program.

Other outreach events include: 5<sup>th</sup> 3<sup>rd</sup> Empowerment Bus event on Saturday, August 27<sup>th</sup> from 10am-2pm. Focus will be homeownership and financial literacy. Land Bank staff will present on KHOP at the Parchment Community Library on September 7<sup>th</sup>, 2011. Up to 150 people could be in attendance. Land Bank staff will present to Bronson employees on September 15<sup>th</sup>, 2011. Land Bank staff are in the process of identifying large employers in order to reach out to their staff and present to them on the KHOP program. (WMU, KVCC, KPS). Clarke welcomed ideas and contacts from the Land Bank Board for further outreach. Rowe suggested the Association of Realtors.

#### **- Update on NSP2 scattered site demos**

Homrich as the firm with demonstrated capacity to address the Land Bank's need for high volume and expedient turn-around time and was awarded the contract and 35 demos are set to take place over the next two months.

#### **- Update on Creamery Demo**

Environmental Work is underway. The demo should start in the beginning of September and be completed by December.

#### **- Update on Senior Projects – NACD Senior Project and Prairie Gardens**

NACD- the architectural drawings are almost complete and there will be a groundbreaking in early fall. Tower Pinkster is providing support and management for the project.

Prairie Gardens- design build RFP went out this week, first pre-bid on Friday, August 12th at 10am and second pre-bid is Monday, August 22<sup>nd</sup> at 10am. High capacity Architectural and Engineering firms are desired to serve as the prime in this Design/Build project.

#### **- Application for 501c(3)**

The Land Bank is considering setting up a 501c(3) and sought board input. This would likely be a companion board which would include some members of the Land Bank board and some community representation. The Land Bank board was supportive.

#### **- Staff training and Professional Development update**

Hartmann will attain his builder's license by late summer or early fall.

Ramer has received training on web maintenance in order for the Land Bank to save money by managing the website in house.

Boring attends monthly AmeriCorps training.

Balkema and Clarke have been receiving housing finance education through a course offered through the NSP2 program and have passed the first of four courses in a series leading to a certification in Housing Finance. Balkema and Clarke will complete the second course next week in Detroit. The fees for both courses have been sponsored by HUD.

The Land Bank has been awarded two AmeriCorps members for fall of 2011- Boring will be returning as the Garden & Beautification Coordinator and the Land Bank has offered the position to another candidate who will assist the Assets & Acquisitions Manager in overseeing the various NSP2 projects that the Land Bank is involved in. This individual has an environmental background and an interest in green building design. The award is contingent upon the reference checks.

**- Land Bank office move**

The Land Bank has outgrown its current space and will be moving to an office on East Michigan by the end of August. Balkema and Clarke met with the projects committee to seek input and presented a first pass at the 2011-2012 budget to ensure the Land Bank can afford the move. The projects committee approved the move.

**- Update on side-lot and community garden efforts**

Boring has submitted a newsletter which can be found in the Board packet. To date 32 of 100 vacant lots have been sold to adjacent property owners, bringing them back on the tax rolls. Several other lots have been adopted for community gardens. Clarke noted that Catie Boring had recently provided a tour of all side-lot sold properties and adopted a lot and it was clear the impact these transactions have are significant in the neighborhoods and for individual households. One single-parent income qualified household with two small children – previously with no yard and no safe to play for her children now has a backyard for safe play and has invested her own money in an attractive privacy fence.

Clarke informed the Board of the partnership that's developing between the Land Bank, Fair Food Matters, MSU-Extension and Lam & Associates to create a community garden network system. There will likely be a garden shed and there is discussion regarding securing funding for an education center/greenhouse located near the Trybal Garden location on the Eastside of Kalamazoo on the site where an abandoned and foreclosed property currently sits. More information will follow as the partnership progresses.

**- Web demonstration of Land Bank's new web-site**

Ramer presented the new Land Bank website ([KalamazooLandBank.org](http://KalamazooLandBank.org)) to the Board and gave them a brief tour of the site. Ramer will receive training on Photo Shop and be able to edit the pictures so that they are of better quality for the website. The Board is welcome to take a look at the website and offer suggestions for improvement.

**- Land Bank conference to be in Kalamazoo in 2012**

The Land Bank was informed that Kalamazoo has been chosen to host the 2012 Land Bank conference which will take place in the fall. This is an exciting opportunity for Kalamazoo as it will bring between 600-800 people to town to explore Kalamazoo and learn about the Community Development efforts that are taking place here.

Marquardt moved to go into closed session to discuss a real estate matter. Rowe seconded. The vote passed unanimously.

Closed session minutes are kept on file at the Land Bank offices currently located at 201 West Kalamazoo Avenue, Kalamazoo, MI 49007.

Vander Ark moved to come out of closed session. Kisscorni seconded. The vote passed unanimously.

Vander Ark moved to adjourn the meeting. Kisscorni seconded. The vote passed unanimously and the meeting was adjourned at 10:15am.

Respectfully Submitted on Behalf of Al Rowe,

Kristen Ramer