

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

Members Present: Balkema, Kisscorni, Marquardt, Montoya, Rowe  
Members Tardy: Vander Ark  
Staff Present: Kelly Clarke, Executive Director; Kristen Ramer, Outreach & Operations Coordinator  
Others Present: Jeff Sorensen, Kenn Hartmann, Jeff Hawkins, Martha Aills, Peggy Bresnahan, David Artley, Greg Vlietstra

The meeting was called to order by Chairperson Balkema at 8:32am in room 105 of the Kalamazoo County Administration Building, 201 West Kalamazoo Ave., Kalamazoo, MI, 49007.

Chairperson Balkema raised the Board's attention to the new format of the agenda showing that the items on the consent agenda would be voted on with one vote.

Approval of August 12, 2010 Minutes- Marquardt moved. Kisscorni seconded. The vote passed unanimously.

Chairperson Balkema informed the Board of an addition to the non-consent agenda, which would be to recommend Jill Bland from Southwest MI First to be interviewed by a subcommittee of the County Board and then interviewed by the Land Bank Board to fill the current vacancy.

Consent Agenda:

Includes items 1, 2, and 3.

1. Accounts Payable & Monthly Statement
  - a. Approval of July 2010 Financial Statements

Chairperson Balkema reported on the July 2010 financial statements demonstrating the Land Bank's good financial standing.

2. Technical Amendment to the Sidelot Disposition Program
  - a. Approval of technical amendment to sidelot disposition program described in board approved Land Bank Priorities and Policies

Balkema presented the recommended technical amendment to the sidelot disposition program clarifying language which would allow landlords to be eligible for the program provided they demonstrate their capacity to implement the planned use for the sidelot consistent with the program's objectives. The current language is unclear on this matter. These amendments were added at A. Sidelot Disposition Policies, 1.b and 2. Transferees, (a). Rowe raised attention to a typo on page 2 of the document on line 5 under 2a. it should read, "Applicants will be required to describe planned use, etc..." He also raised a discussion concerning the definition of beautification, which led to Marquardt suggesting that the last sentence on page 2 under 2a read, "Preference will be given to applications which demonstrate some effort to improve the parcel."

3. Board resignation – Catherine Montoya

Chairperson Balkema informed the board of Catherine Montoya's resignation from the Board due to relocation to St. Joseph, Michigan and an inability to make the commute to Kalamazoo for regular meetings.

Chairperson Balkema asked for approval of all items on the consent agenda. Marquardt motioned and Vander Ark seconded. The vote passed unanimously.

### Non-Consent Agenda

1. Recommendation for Jill Bland from Southwest MI First to be interviewed by a subcommittee of the County Board and then interviewed by the Land Bank Board to fill the current vacancy.

Marquardt requested that Chairperson Balkema share background information regarding Jill Bland's professional experience that would enhance the Land Bank in its functions. Balkema stated that Jill Bland is the Vice President at Southwest MI First with 25 years of experience in Community Development, Planning and Economic Development. She stated that she would bring a business component to the Board and that she has expressed interest and enthusiasm to serve as a Board member. Marquardt stated that he's served on other boards with Jill Bland and that he's been very impressed by her input. Kisscorni has also worked with Jill Bland professionally and said that she'd be an excellent addition. Kisscorni moved to recommend that Jill Bland be interviewed by a subcommittee of the County Board and then interviewed by the Land Bank Board to fill the current vacancy. Rowe seconded. The vote passed unanimously.

### EXECUTIVE DIRECTOR REPORT

The following items were reported by Executive Director, Kelly Clarke.

- 1) Start date of LISC AmeriCorps member, Catie Parker

Catie Parker will be starting on Wednesday, September 15<sup>th</sup>. Parker will develop and manage the Side Lot Program and will be attending a Master Gardener course to assist in her work on developing Community Gardens in service to the Kalamazoo County Land Bank.

- 2) NSP2 Update

- a) ED and Operations Coordinator will be attending additional required NSP2 training September 21

Clarke informed the Board that the successful applicant for the Outreach & Operations Coordinator position was Kristen Ramer and that her official start date was Wednesday, September 1. Clarke and Ramer will be attending a required NSP2 training on September 21 which will cover rules, regulations and changes made to the NSP2 process.

- b) Acquisitions Update

Clarke informed the Board of the property tour that Land Bank and City staff went on to determine the end use of 63 tax-foreclosed properties. The preliminary results are 19 rehab candidates, 21 demos, 18 vacant lots, and an additional 5 properties that have been demolished using NSP1 funds due to the dangerous building designation. With the use of Power Point, Clarke showed several examples of potential projects that the Land Bank & City will be completing using NSP2 funds. Examples included a demo/rebuild and demo/side lot on the North Side, and a rehab in both Fairmont and the East Side. Appraisals for all of the properties should be completed within 6 weeks with the acquisitions taking place in concurrence with the appraisals.

c) Property management update

Clarke informed the Board that all of the properties have been re-keyed and secured. The Land Bank is working with a very responsive clean up company to maintain the properties. Maintenance includes lawn clean up, mowing, and trash removal.

d) Market Place update

Clarke informed the Board that we closed on Market Place with the sale price of \$480,000. The Land Bank is in discussion with Bronson Hospital and the Home Builders Association to identify opportunities. It is hoped 6 new houses will be on the site in time for the Parade of Homes in the spring of 2011.

e) Community Outreach (North Side meeting scheduled for Sept 28<sup>th</sup>)

Clarke informed the Board of the Northside Community Outreach meeting scheduled for Tuesday, September 28<sup>th</sup> at the Northside Association for Community Development. This event will include foreclosure prevention and education surrounding the NSP2 process and Land Contracts. Clarke also discussed her plans of meeting with each neighborhood Director to introduce herself and build cohesion around the NSP2 process.

3) Other Updates/Items – Chairperson/Board Members

Marquardt thanked Montoya for her service. Montoya expressed her appreciation for having served on the Board and highlighted her belief that the Land Bank and NSP2 efforts will be a success in Kalamazoo due to the strong network of stakeholders at the neighborhood levels.

Balkema announced the scavenger sale to take place on Friday, September 17<sup>th</sup> at noon at the Kalamazoo County Administration Building.

Vander Ark announced the Homebuilders Fast Build Project to take place at the Kalamazoo Public Safety Training Facility on Thursday, September 16<sup>th</sup>. It's an all day event with lunch from 11:30-1pm. All are welcomed to attend.

4.) Meeting Schedule

The next Board meeting will take place on October 14<sup>th</sup> and the location will be announced at a later date.

Marquardt motioned to adjourn at 9:20am. Montoya seconded. The vote passed unanimously.

Respectfully Submitted on Behalf of Al Rowe,

Kristen Ramer