

KALAMAZOO COUNTY LAND BANK

BOARD OF DIRECTORS MEETING MINUTES—April 12, 2012

Members Present: Mary Balkema, Jill Bland (late), Cari DeLong, Terry Dorgan, Jerome Kisscorni, James Marquardt, Chuck Vliek

Staff Present: Catie Boring, Kelly Clarke, Tom Doherty, Kenn Hartmann, Amanda Woodin, Natalie Youakim

Others Present: Peggy Bresnahan, County Commissioner Brandt Iden, Deputy County Treasurer Greg Vlietstra, Thell Woods

The regular meeting of the Kalamazoo County Land Bank Authority Board was called to order by Chairperson Balkema at 8:30 a.m. in room 105 of the Kalamazoo County Administration Building, 201 W. Kalamazoo Ave., Kalamazoo, Michigan 49007.

Motion to approve March 8, 2012 meeting minutes was made by Board Member Vliek and seconded by Vice Chair Kisscorni.

No additions to the agenda were made.

During Citizens' Time, Thell Woods inquired if the Land Bank could accept an offer pending transfer of property from the City. Chair Balkema replied that the Land Bank cannot accept an offer on a home that it does not yet own, and that the Land Bank works through such processes as quickly as possible.

Additionally, Mr. Woods asked if potential future buyers from the Land Bank's developing subsidiary, Vibrant Kalamazoo, would still have to provide 3.5% of down payment at closing if they have obtained an FHA loan, or if the amount could be reduced to 1%. Executive Director Clarke stated that the Land Bank would consult with its legal counsel regarding the question.

CHAIR'S REMARKS

1) Tax Foreclosure Report

Chair Balkema presented a map of this year's County tax foreclosures and explains the posting and foreclosure process. This year marks the largest amount of foreclosures in Kalamazoo County history. The County Treasurer will attempt to sell these properties at auction later this year. The County is out about \$7 million in tax delinquency, and the Treasurer hopes to regain some of this through the sale of valuable properties acquired through foreclosure. Balkema noted that this year's foreclosures may provide the Land Bank with the opportunity to strategically target investment in a few key areas.

Board Member Marquardt requested that the map be sent to the board in PDF form. Chair Balkema suggested that a hard copy of the map could be delivered to board members for further Land Bank strategy discussion at the next board meeting.

2) Land Bank Conference—Sponsorship Requests

Chair Balkema informed the board that the 2012 Land Bank Conference will take place in Kalamazoo from October 14 through October 16. She requested that board members help find sponsors for the event. The conference organizers, Center for Community Progress, would like the Land Bank to raise about \$10,000. The Land Bank has made a \$1,000 contribution.

REGULAR AGENDA

1. Approval of January and February Financials

Chair Balkema explains that Amanda Woodin, the Land Bank's Finance and Administration Manager has taken over management of the Land Bank's financials. Woodin provided an overview of the Land Bank's January and February financials to the Board. She also discussed the single audit currently in progress by BDO. The board requested that future financial presentations be made monthly and in a format that is easier for them to review.

2. Approval of Fair Housing and Affirmative Marketing Plan

Executive Director Clarke explained that the Land Bank has a Fair Housing and Affirmative Marketing plan shared with the City of Kalamazoo. The board was asked to approve the policy via resolution.

Vice Chair Kisscorni moved approval of the plans and Marquardt seconded. The motion was carried unanimously.

3. Approval of Land Bank Personnel and Procurement Policies

Personnel Policy:

Chair Balkema and Executive Director Clarke explained that these policies are adapted from the County's policies, but are still unique to the Land Bank.

Vice Chair Kisscorni suggested that a line for board approval be put in at the end of the document and be signed by the Chair. Marquardt asked if staff had reviewed the policy. Clarke explained that these policies were reviewed by staff and were drafted by Amanda Woodin. Ms. Woodin has significant experience with personnel policies from her previous County service.

Procurement Policy:

Executive Director Clarke explains that this is based on County policy, but has been adapted for the Land Bank's purposes. Finance and Administration Manager Woodin informed the Board that a key difference between the County's policy and the Land Bank's draft policy is that a minimum of three quotes are required for goods and services priced over \$5,000. Vice Chair Kisscorni suggested that formal invitation to bid for goods and services begin at \$50,000 instead of at \$100,000. He moved to approve the procurement policy with this change and to approve the personnel policy. Treasurer Dorgan seconded the motion, and it was approved unanimously.

Board Member Bland joined the meeting.

4. Approval of the creation of an Executive/Finance Committee

Executive Director Clarke explained the Land Bank's bylaws allow for the creation of committees to work on matters in preparation for board meetings and explained the creation of a Finance/Executive Committee was being suggested in response to previous board discussion about 2013 budget planning. Chair Balkema and Vice Chair Kisscorni must be part of this committee. Treasurer Dorgan was suggested as an additional member of the committee.

Board Member Bland moved to approve the creation of the committee as proposed. Secretary DeLong seconded the motion, and it was unanimously approved.

EXECUTIVE DIRECTOR REPORT

To begin her report, Executive Director Clarke showed a recently made video about the Land Bank. Following the video, Chair Balkema noted that the video is currently posted on the Land Bank's website and that she will be showing the video at several upcoming meetings in the County.

Executive Director Clarke provided the Board with an update on home and side-lot sales. Clarke explained that after a property is sold the Land Bank receives 50% of property taxes for 5 years. Vice Chair Kisscorni asked if non-taxable properties could be labeled on future sales update lists.

Next, Clarke discussed recent neighborhood feedback on the Prairie Gardens development. She briefly explained the Memorandum and backup documentation in the Board Packet on that topic. Clarke summarized the Land Bank's work with the former Fairmont Neighborhood Association on Prairie Gardens and the current concerns of the newly developed Douglas Neighborhood Association. Although the project had been supported by the former incorporated non-profit association, that association has since dissolved and a new group of Douglas residents have voiced concerns, including stormwater run-off, the income mix of the project and the previous association's efforts to ensure that residents were informed of public meetings. Clarke explained that the project architects believe that Prairie Gardens, as planned, will reduce stormwater run-off in the immediate neighborhood. The neighborhood association also has concerns that the Land Bank will not target seniors for the development as planned, but Clarke explained that the Land Bank documents with MSHDA will identify the development will be restricted to senior housing for the twenty year compliance period.

Additionally, the neighborhood group believes that the Land Bank did not work with neighborhood stakeholders to receive input on the project during the planning phase. Executive Director Clarke informed the Board that through the former neighborhood association, stakeholders had several opportunities to provide input about Prairie Gardens to both the Land Bank and to the City via several conversations and public meetings. The board was provided a letter of support for the project produced by the former neighborhood association. Vice Chair Kisscorni suggested that these sudden concerns may be the result of a transitioning neighborhood association and that the Land Bank work to provide

information on their concerns. Chair Balkema ensures the Board that the Land Bank will continue to follow established processes for neighborhood input and complaints.

Board Member Marquardt moved to adjourn, and the motion was seconded by Treasurer Dorgan. The meeting adjourned at 9:24 a.m.

Respectfully submitted,

Cari DeLong, Secretary