

**Kalamazoo County Land Bank Fast Track Authority
Board of Directors Meeting Minutes—August 9, 2018**

Members Present: Mary Balkema, Becky Fulgoni, Carl Roberts, Heather Isch, Jerome Kisscorni, Terry Dorgan

Members Absent: N/A

County Liaison Present: N/A

Staff Present: Kelly Clarke, Michelle Tombro Tracy, Tammy Lahman, Anna Roeder

Community Members Present: Rachel Grover, Jeff Hawkins, Paul Matz

The August meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Balkema at 8:34 a.m. at 1523 Riverview Drive, Kalamazoo, MI 49004.

Citizens' Time

No Citizen's Comments

Approval of Minutes- May 2018

Balkema presented a motion to approve the May 2018 board meeting minutes.

Isch made the motion, Roberts seconded, all were in favor and the May 2018 minutes were approved.

Regular Agenda:

1. Acceptance of 2017 Audit

Paul Matz (Rehmann Robson) presented a high level summary of the Kalamazoo County Land Bank 2017 audit. This was considered a clean audit with no findings. Board members had the opportunity to ask questions. Discussion ensued.

Balkema presented a motion to accept the 2017 audit.

Kisscorni made the motion, Roberts seconded, all were in favor and the 2017 audit was approved.

2. Acceptance of LISC HUD 4 Community Development Grant (Addition to the Agenda)

Balkema presented a motion to accept a LISC HUD 4 grant of \$40,000.

Fulgoni made the motion, Kisscorni seconded, all were in favor and the motion was carried.

3. Annual Policy Update (moved from consent agenda)

Clarke presented four policies with suggested changes: Personnel, Health and Wellness, Procurement, and Accounting and Financial Management.

Discussion ensued. Board comments recommended an increase in retirement matching benefits to 10% for staff after 5 years of service.

Balkema presented a motion to approve the suggested annual policy updates with the recommended change to personnel policy for 10% match after 5 years of service.

Roberts made the motion, Kisscorni seconded. Majority were in favor, one opposed, and the motion was carried.

Executive Director Report:

Clarke presented updates on current ongoing Land Bank projects.

Consent Agenda:

1. Waiver of 5/50 Creamery Property
2. Waiver of 5/50 Biokleen Property
3. Capital Allocation

Balkema presented a motion to approve the consent agenda.
Isch made the motion, Kisscorni seconded. Discussion ensued.

All were in favor and the consent agenda was approved.

Board Member Comments:

Kisscorni had a few clarifying questions. Discussion ensued.

Balkema requested a motion to adjourn.

Kissocorni made the motion, Fulgoni seconded, all were in favor and the meeting was adjourned at 9:55 am.

Next Meeting- Thursday, October 11th at 8:30 a.m. at 1523 Riverview Dr.