

Kalamazoo County Land Bank Fast Track Authority

Board of Directors Meeting Minutes—December 10, 2015

Members Present: Mary Balkema, Chuck Vliek, Becky Fulgoni, Carl Roberts, Alberta Griffin, Jerome Kisscorni

Members Absent: Terry Dorgan

County Liaison Present: Commissioner Stephanie Moore (joined at 8:45)

Staff Present: Kelly Clarke, Sarah Frame, Tammy Lahman (Kenn Hartmann, Catie Boring, Karma Hassel joined at 9:45 am)

Community Members Present: Thell Woods, Rachel Grover

Balkema welcomed new members Carl Roberts and Alberta Griffin, who introduced themselves to the rest of the board.

The regular meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Balkema at 8:38 a.m. at 1523 Riverview Dr, Kalamazoo, MI 49004.

A motion to approve the October 2015 meeting minutes was made by Kisscorni, Fulgoni supported, all were in favor, and the motion carried.

Additions to the Agenda: Vicksburg Mill old business was added to the regular agenda. Acceptance of funds was taken off the consent agenda and moved to the regular agenda.

Citizens' Time: None

Board Chair Remarks

Conflict of interest forms need to be filled out annually and returned to Land Bank staff. Urban Alliance is hosting an open house at 1226 Washington on December 17 from 4 – 5:30 pm and have invited the Land Bank board members to attend.

Executive Director Report

- Washington Square – Art Hop on December 4 was a great success, with tenants hosting artists and performers. Edison Neighborhood Association opened a pop-up retail shop in the storefront of 1336 Portage, next door to Bellydance Kalamazoo. Parking lot improvements have been funded by LISC, and an application for funding is being considered by the Dorothy Dalton Foundation for a gateway art piece by Conrad Kaufman. The grant awarded by the Jim Gilmore Foundation, Michigan Municipal League, and LISC, with a match by the Land Bank will fund improvements to the interior of 1301 Portage (LA Insurance). An RFP process to attract a food retail tenant will take place in 2016.
- Riverview Launch – Stryker, Pfizer, and WMU Medical School have rented the conference facilities over the last few months. A group of volunteers helped separate milkweed seeds in the greenhouse, to help support the lifecycle of the endangered Monarch butterfly.
- Prairie Gardens: This project is expected to be wrapped up by May 2016, with certificate of occupancy expected for all new units shortly.
- Demolition partnerships went very smoothly in 2015. The process of demolishing blighted properties continues to be more efficient each year.
- Responsible Disposition – 20 vacant lots were in the Adopt-a-Lot program in 2015. 18 lots were sold through the Side Lot program, and an additional 18 properties were sold at fair market value.
- Strategic planning – Clarke met with Thom Andrews of OnePlace to discuss approaches for Land Bank staff and Board to follow as they participate in vision and strategy sessions.

- Communications – Washington Square received coverage from MLive and Channel 3 for the Harvest in the Square event. The butterfly seed separating group had a story published in MLive as well. The 2015 Communications report showed the extent of the Land Bank’s outreach to the community.

Consent Agenda

1. Acceptance of October 2015 Financials

A motion to approve the consent agenda was made by Kisscorni, Vliek supported, all were in favor, and the motion carried.

Regular Agenda

1. Acceptance of Funds

Balkema and Vliek excused themselves from the discussion due to a conflict, as LISC funds were being considered for acceptance. Clarke gave an overview of 3 grants awarded to the Land Bank. \$25,000 was granted by the Jim Gilmore Foundation for interior improvements to 1301 Portage Street. \$63,000 from LISC will be directed toward interior improvements at 1301 Portage, a new roof for 1350 Portage, and the parking lot in Washington Square. \$50,000 from LISC will support the .75 FTE program coordinator position on the Land Bank staff for through 2016. Kisscorni called for a motion to approve the acceptance of funds, Roberts made the motion, Griffin supported, all were in favor and the motion carried.

2. Executive Director performance review

Balkema gave a brief overview of the performance review process for the ED, including input from board and staff members. She thanked Clarke for her good work over the past year, and explained the process for salary step increases, which largely follows Kalamazoo County employees step levels and cost of living increases. She asked for a motion to accept the performance appraisal and add it the Director’s personnel file. Fulgoni made the motion, Kisscorni seconded, all were in favor and the motion carried.

Old Business

3. Vicksburg Mill

Attorneys for the Treasurer, Land Bank, and the buyer are working toward an option to purchase the larger 26 acre parcel at the Mill. Due to the long history and complexity of the project and selling process, Balkema proposed a separate meeting in January to go into more depth in discussion of the property, and talk more about the timeline for meeting the goals set.

4. Deployment of Capital Funds

1301 and 1350 Portage improvements were discussed under regular agenda item #1. The 2016 capital budget has \$50,000 for strategic investment opportunities, but is not yet committed to a specific project. Balkema explained that there has been discussion of creating a capital deployment guideline that helps the staff allocate those funds in a way that is consistent with strategic plans.

Strategic/Visioning Discussion session began at 9:50 am.

Balkema adjourned the meeting at 10:43 a.m.

Respectfully submitted,
Terry Dorgan, Treasurer and Secretary