

**Kalamazoo County Land Bank Fast Track Authority
Board of Directors Meeting Minutes—February 13, 2014**

Members Present: Mary Balkema, Terry Dorgan, Christopher Haenicke, Jerome Kisscorni

Staff Present: Kelly Clarke, Amanda Woodin, Catie Boring

Others Present: Lee Adams, Jeff Hawkins, Thell Woods

Executive Director Report

Executive Director Clarke updated the Board on the Anti-Blight Grant, Side Lot Disposition, HOME Grant, Riverview Launch, Place Matters/LISC SCI, NSP2, Vicksburg Mill Property, and Communications and Outreach.

The regular meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Chair Balkema at 8:55 AM in room 105 of the Kalamazoo County Administration Building, 201 W. Kalamazoo Ave., Kalamazoo, Michigan 49007.

Approval of the November and December, 2013 minutes was moved by Dorgan and seconded by Haenicke.

There were no additions to the agenda.

Citizens Time- Thell Woods asked if the Land Bank has capacity for financing on homes for sale. Balkema answered that the Land Bank does not have capacity to finance buyers interested in Land Bank homes, but KNHS has a lease-purchase program available in the community.

Consent Agenda

1. Approval to receive \$100,000 in grant funding from the Kalamazoo Community Foundation for Riverview Launch
2. Acceptance of October & November, 2013 financial reports
3. Acceptance of Housekeeping changes to the Personnel & Purchasing Policies

There were no questions or concerns with the consent agenda items. Board member Kisscorni moved to approve the consent agenda. The motion was seconded by Haenicke, and it passed unanimously.

Regular Agenda

1. Approval of Mill of South County MOU
Executive Director Clarke briefed the board members about the partnership and plans for the property. Board member Dorgan motioned to approve the acceptance of the MOU between the Land Bank, Kalamazoo County Brownfield Authority, and the Village of Vicksburg. The motion was seconded by Haenicke, and it passed unanimously.
2. Audit Planning Document
Staff member Woodin noted the changes, including GASB 61, and notified the Board of the schedule for the audit. Board member Dorgan moved to accept the Audit Planning Document. The motion was seconded by Haenicke, and it passed unanimously.
3. Executive Director Performance Appraisal

All board members commented on how fortunate the Land Bank is to have a high performing Executive Director and staff. Members commended Clarke for the great job she's done and building the organization's capacity since 2009. Board member Kisscorni gave a "hat's off to Kelly" for her work. Chair Balkema thanked the board for the continuous oversight and notified the board that Executive Director Clarke will receive a step increase per the salary schedule. Board member Dorgan moved to accept the performance appraisal of Executive Director Kelly Clarke. The motion was seconded by Haenicke, and was carried unanimously.

Board member Haenicke moved to adjourn the meeting, and the motion was seconded by Board Member Dorgan. The meeting adjourned at 9:30 AM.

Respectfully submitted,

Terry Dorgan, Treasurer and Secretary