

KALAMAZOO COUNTY LAND BANK

BOARD OF DIRECTORS MEETING MINUTES—July 12, 2012

Members Present: Mary Balkema, Cari DeLong, Terry Dorgan, Jerome Kisscorni, James Marquardt

Members Absent: Chuck Vliek

Staff Present: Kelly Clarke, Amanda Woodin, Natalie Youakim

Others Present: Lee Adams, Kalamazoo County Planning; Brandt Iden, Kalamazoo County Commissioner; Thell Woods, Brownfield Redevelopment Authority

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

Board Member Marquardt made a motion to approve the June 14, 2012 meeting minutes. The motion was seconded by Treasurer Dorgan.

No additions were made to the agenda.

No comments were made during Citizens' Time.

CHAIR'S REMARKS

Chair Balkema informed the Board that the Land Bank's single audit is now complete. She introduced Kristy VanderMolen and Doug Havera, representatives from BDO, the Land Bank's auditors.

Mr. Havera summarized BDO's audit and the documents that were reviewed. He explained to the Board that single audits are required for organizations that receive more than a certain amount of federal funding.

Ms. VanderMolen provided an overview of the Land Bank's audited financial statements and described significant differences from the preceding year. No issues were identified during the Land Bank's single audit. The Land Bank received an unqualified audit with no issues identified.

Chair Balkema disclosed that the Land Bank's audit results have been shared with stakeholders and interested parties. The results are also available to members of the public upon request.

Vice Chair Kisscorni observed that such disclosures are essential, and he expressed satisfaction with the Land Bank's work and the audit's results, particularly given a period of rapid growth of the organization.

Chair Balkema added that County is also pleased with the Land Bank's audit results.

Vice Chair Kisscorni moved to approve the audit results, and Treasurer Dorgan seconded. The motion passed unanimously.

CONSENT AGENDA

1. Final approval of Personnel Policies and Procurement Policies
2. Approval of Disbursement Policy

Chair Balkema briefly summarized proposed changes in the above policies. Each of these policy changes was accompanied by a memo from the Land Bank's legal counsel per the Board's request from the previous meeting.

Board Member Marquardt moved to approve the policy changes. The motion was seconded by Secretary DeLong and passed unanimously.

Executive Director Report

Executive Director Clarke updated the Board on MSHDA guidance regarding program income and grant close out for NSP2. Eight months remain before the expenditure deadline for this grant. If the state consortium is successful in expending the original amount of the grant, it may be possible for consortium members to keep program income locally. MSHDA is still developing formal guidance on this issue and is likely to release further information in the fall.

Clarke provided the board an update on property sales which continue to be strong with sixteen homes sold and several pending offers as well as continued side-lot sales. Clarke reported the additional new builds on the north side have commenced construction. Clarke noted a tour of properties would be available after the meeting to view this and other work.

Vice Chair Kisscorni moved to adjourn the meeting. Treasurer Dorgan seconded the motion. The meeting adjourned at 8:50 a.m.

Respectfully submitted,

Cari DeLong, Secretary