

KALAMAZOO COUNTY LAND BANK

BOARD OF DIRECTORS MEETING MINUTES—March 8, 2012

Members Present: M. Balkema, C. DeLong, T. Dorgan, J. Kisscorni, C. Vliek

Members Absent: J. Bland, J. Marquardt

Staff Present: C. Boring, K. Clarke, T. Doherty, K. Hartmann, A. Woodin, N. Youakim

Others Present: Jeff Hawkins, Brandt Iden, Ian Kennedy, Phil Stinchcomb

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.

January 12, 2012 meeting minutes were approved.

Motion was made by Vliek, seconded by Kisscorni to excuse Bland and Marquardt

The two new board appointees, Cari DeLong and Terry Dorgan, were recognized and introduced.

No additions to the agenda or citizens' comments were made.

Regular Agenda

1. Ian Kennedy of Cooper, Martin & Kennedy law firm presented articles of incorporation, bylaws, and memorandum of understanding between Land Bank and proposed 501(c)(3) nonprofit subsidiary Vibrant Kalamazoo. After discussion and debate, Vliek moved to approve creation of Vibrant Kalamazoo as proposed. Kisscorni seconded the motion, and it was unanimously adopted.
2. Chairperson Balkema provided an overview of the Land Bank's 2011 financials. Executive Director Kelly Clarke introduced staff members to board during financial discussion. Kisscorni moved to approve 2011 financials. Vliek seconded, and the motion carried unanimously.
3. Next on the agenda was the approval of \$63,000 increase for the NACD senior housing project. Vliek moved to transfer this conversation to the Projects Committee for further review and discussion and asked board members to authorize Projects Committee to make a decision on the increase after review in light of tight NSP2 deadlines. Kisscorni seconded the motion, and it was adopted unanimously.
4. Chairperson Balkema acknowledged the need for the election of Land Bank Secretary and Treasurer. Each officer's general duties were outlined. Dorgan agreed to be Treasurer, and DeLong agreed to be Secretary. No objections were made.
5. The performance appraisal and proposed salary increase of Executive Director Kelly Clarke was presented. Chairperson Balkema summarized the performance appraisal documentation, input from board members and the salary band which follow the County bands. Kisscorni moved to approve the Executive Director's performance appraisal and salary increase to Step F of M6

salary band. Dorgan seconded, and the motion carried unanimously. Clarke was thanked for her work over the past year.

Executive Director Kelly Clarke provided her report to the Board. The report included updates on new builds, rehabs, senior housing, communications and outreach, and sales.

Chairperson Balkema informed the Board that she will be providing an update on Land Bank activities to the Kalamazoo County Board of Commissioners at the upcoming March 20 meeting. Her update will be accompanied by a video about the Land Bank that is currently in production.

The meeting adjourned at 9:40 am.

Respectfully Submitted by: Cari DeLong