

KALAMAZOO COUNTY LAND BANK

BOARD OF DIRECTORS MEETING MINUTES—May 10, 2012

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

Members Absent: Jill Bland

Staff Present: Catie Boring, Kelly Clarke, Tom Doherty, Kenn Hartmann, Amanda Woodin, Natalie Youakim

Others Present: County Commissioner Brandt Iden; County Commissioner Phil Stinchcomb; Thell Woods, Brownfield Redevelopment Authority

The regular meeting of the Kalamazoo County Land Bank Board of Directors was called to order by Chairperson Balkema at 8:32 a.m. in room 105 of the County Administration Building, 201 W. Kalamazoo Ave., Kalamazoo, Michigan 49007.

A motion to approve the April 12, 2012 meeting minutes was made by Treasurer Dorgan and seconded by Vice Chair Kisscorni.

No additions to the agenda were made.

No comments were made during Citizens' Time.

CHAIR'S REMARKS

During this time, Chairperson Balkema provided a sponsorship update for the Land Bank Conference scheduled to take place in Kalamazoo this October. So far, LISC, the Michigan Land Bank, and the Kalamazoo County Land Bank have committed to sponsorship. Treasurer Dorgan informed the board that Huntington Bank would also be a sponsor at a minimum of the silver level.

Mr. Thell Woods mentioned that the Brownfield Redevelopment Authority might be interested in providing sponsorship for the event. Land Bank staff will send out sponsorship information to the Brownfield Authority.

REGULAR AGENDA

1) Approval of March Financials

Chair Balkema informed the Board that Treasurer Dorgan and Finance and Administration Manager Woodin have collaborated to present financial statements to the Board in a new and easier to read format. She welcomed feedback from Board Members on this new format. Clarke explained that the budget reflects projected NSP2 home sales. It is unclear what will happen with leftover Program income at the end of the grant period, so the Land Bank is working to expend program

income in 2012 as much as possible. As part of this program income spending plan, the Land Bank will hire a contractual hourly staff person to help manage NSP2 projects.

Board Member Marquardt asked if \$6.1 million is a calendar year grant number. Chair Balkema clarified that this number is for the life of the grant through February 2013.

Board Member Marquardt moved to approve March financials. Treasurer Dorgan seconded the motion. The motion passed unanimously.

2) Approval of Tax Foreclosure Acquisitions to Clear Title

Board Member Vliek moved to approve the resolution that the Authority request the County Board to purchase the following tax foreclosed parcels and transfer to the Land Bank for the purpose of clearing title: 1418 Krom Street, 5276 Weller Street, 1921 Krom Street, 660 Kincaid Street. The motion was seconded by Vice Chair Kisscorni. It carried unanimously.

3) Approval of Tax Foreclosure Acquisitions for an NSP2 New Build

Treasurer Dorgan moved to approve the resolution that the Authority request the County Board to purchase the following vacant tax foreclosed parcels and transfer to the Land Bank for the purpose of redevelopment with NSP2 funds: 911 N. Rose, 917 N. Rose, 921 N. Rose. Marquardt seconded the motion, and it passed unanimously.

4) Approval of Land Bank Travel and Meal Policies

Chair Balkema noted that Land Bank staff might be expected to travel for multiple reasons. Finance and Administration Manager Woodin, who drafted the policy, explained that it is similar to the County's policy, but has some key differences. Most notably, the Land Bank policy would reimburse actual costs up to an established per diem instead of provided the per diem up front. Generally meals would not be paid for within the County. The policy would allow for Chair and Executive Director to make discretionary decisions.

Vice Chair Kisscorni moved to approve the Land Bank Travel and Meal Policies with the addition of a signature and date by the Board Chair. Treasurer Dorgan seconded, and the motion carried unanimously.

Board Member Vliek suggested the creation of a formal cell phone policy for the Land Bank due to staff members' significant use of cell phones while working on-site.

5) Approval of Prairie Gardens Budget and Document Authorization

Chair Balkema informed the Board that formal approval on this item was requested by MSHDA. Executive Director Clarke provided a brief background of the MSHDA multi-family underwriting process in relation to Prairie Gardens. She explained that the Board Chair and Executive Director have already been authorized by the Board to sign any documents to execute NSP2 contracts. MSHDA requested a formal board resolution for this particular project.

Board Member Marquardt proposed that the resolution wording be altered to “not to exceed \$2,600,000.”

Board Member Marquardt moved to approve the resolution, with the alteration above. Treasurer Dorgan seconded the motion, and it passed unanimously.

EXECUTIVE DIRECTOR REPORT

Executive Director Clarke updated the Board on property sales and side-lot sales. She discussed the planned acquisitions on North Rose Street and their proximity to the Land Bank’s other new builds and rehabs in the Northside neighborhood. She also described the recent open house event at the Community Garden Resource Shed in the Eastside neighborhood.

Board Member Marquardt exited the meeting.

Executive Director Clarke spoke about a recent volunteer event at Edible Edison, one of the Land Bank’s first garden projects. She also provided an update on the former Kalamazoo Creamery interim site restoration.

Next, Clarke discussed a recent neighborhood meeting about Prairie Gardens and informed the Board that the Land Bank plans on sending the new Douglas Neighborhood group’s steering committee a letter thanking them for attending the meeting and informing them of the Land Bank’s willingness to engage in dialogue with the group’s Board once they are elected.

Board Member Kisscorni acknowledged the Land Bank has gone over and above the call of duty by providing an additional community meeting after the community outreach conducted last year.

Board Member Vlieg moved to adjourn the meeting. The motion was seconded by Vice Chair Kisscorni. The meeting adjourned at 9:39 a.m.

Respectfully submitted,

Cari DeLong, Secretary