



**Kalamazoo County Land Bank Fast Track Authority
Board of Directors Meeting Minutes—October 8, 2020
Electronic Meeting**

Members Present: Mary Balkema, Carl Roberts, Rebekah Kik, and Holly Crump, Terry Dorgan, Brian Hudson, Qianna Decker

Members Absent: N/A

County Liaison Present: Christine Morse

Staff Present: Kelly Clarke, Tammy Lahman, Theresa Coty O’Neil, Reality Rojas, and Kenn Hartmann

Community Members Present: Rachael Grover

The October 8, 2020 Meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Balkema at 8:31 AM Via Zoom. Link:

<https://us02web.zoom.us/j/82108746951?pwd=M3pMamkxZlJ2RGpNdW1aM01LYnhsZz09>

Approval of August Minutes:

Crump made the motion.

Roberts seconded the motion.

Approval of August Minutes passed unanimously.

Chair’s Remarks: N/A

Citizen’s Time: N/A

Commission Liaison Comments: Morse complimented the great work done at the Creamery and how the progress of the building looks great. The Creamery will greatly benefit the community.

Regular Agenda

2020 Budget Amendment: Lahman informed the board of the line items that are projected to be affected for the year. The Kalamazoo Foundation grant is reflected in the restricted grant revenue in the general fund. Expenditure line items will face changes this year. The Contractual line item increased for technology services. The property maintenance line item increased due to the need to tend to the land bank properties. With all changes considered the bottom line did not change significantly.

Approval of 2020 Budget Amendment

Motion: Roberts made a motion to approve

Second: Hudson seconded the motion

Motion passed unanimously.

2021 Budget Proposal: The Finance Manager informed the board there are projected changes in the budget for 2021. The county contribution was decreased from \$250,000 to \$100,000. To accommodate for the changes to the general fund staffing at the land bank experienced a 1.5 FTE decrease. Due to the Michigan supreme court hearing regarding tax foreclosed properties there will be no new inventory for 2021. Balkema and Hudson recognized Lahman's hard work.

Approval of 2021 Budget Proposal

Motion: Hudson made a motion to approve

Second: Dorgan seconded the motion

Motion passed unanimously

Personnel Policy:

Housekeeping: Clarke Explained due to the elimination of the Assistant Director position, the sections that include "Assistant Director" will be changed to "Executive Director."

Following the Kalamazoo County's Tuition Reimbursement: Proposal to put the Tuition Reimbursement policy in place.

Approval of changes/additions to Personnel Policy

Motion: Crump made a motion to approve

Second: Roberts seconded the motion

Motion passed unanimously

Resolution Honoring Terry Dorgan: Balkema informed the board of Dorgan's service as a KCLBA board member, serving over 8 years. Balkema read the resolution to the board. Board members and staff shared their appreciation for his time spent as a board member. Dorgan shared his appreciation for his time spent on the board.

Resolution Honoring Kenn Hartmann: Balkema read the resolution to the board and share appreciation for Hartmann's 9 years as a land bank employee. Board Members and staff shared their appreciation for Hartmann's service and time working for the land bank. Hartmann shared his appreciation for his time at the land bank.

Approval of Resolutions

Motion: Terry Dorgan made a motion to approve

Second: Brian Hudson seconded the motion

Motion passed unanimously

Executive Director Report: Clarke informed the plans for the Eastside Gateway Pocket Plaza. The land bank has received a \$100,000 commitment from the Dorothy Dalton Foundation and \$50,000 from the Parish Foundation. Clarke showed sketches of how the pocket plaza will be designed and the furniture that will be incorporated.

Clarke informed the board on the closing of 3325 Mulhearn to Tiana Caruthers. She had been renting the house for 4 ½ years. She is now a first-time homeowner.

Clarke also shared the development of the Diversity, Equity, and Inclusion Plan. She has received insight from board members Rebekah Kik and Qianna Decker. Clarke invited others to provide feedback.

Real Estate Update: Clarke informed the board on the 10 Mills transaction and the signing of the purchase agreement. 20 Mills is now under option with Rooted. 934 Southworth has closed. 605 Arthur is closing soon, being sold as a transform this property renovation. 1311 Portage will be listed by the end of the year.

Affirmative/Vibrant: Clarke shared with the board the Affirmative Marketing Campaign is still meeting monthly. Qianna Decker has joined the group and Communications intern I'yanna Wilson continues to support the group. So far, 15 people have joined from different organizations.

Board Member Comments: N/A

Move to adjourn:

Meeting adjourned at 9:06 AM