



**Kalamazoo County Land Bank Fast Track Authority
Board of Directors Meeting Minutes—November 12th, 2019**

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

Members Absent: Becky Fulgoni

County Liaison Present: N/A

Staff Present: Kelly Clarke, Michelle Tombro Tracy, Anna Roeder, and Tammy Lahman

Community Members Present: Rachael Grover

The November meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Balkema at 8:05 a.m. at 1523 Riverview Drive, Kalamazoo, MI 49004.

Approval of Minutes- October 2019

Balkema presented a motion to approve the October 2019 board meeting minutes.

Dorgan made the motion, Roberts seconded, all were in favor and the October 2019 minutes were approved.

Approval of Closed Session Minutes- August & October 2019

Dorgan made the motion, Kik seconded, all were in favor and the August & October 2019 closed session minutes were approved.

Chair's Remarks:

Balkema shared updates with the board of directors. The annual board/staff holiday brunch will take place from 9-10 a.m. on Thursday, December 12th at Riverview Launch.

Citizens' Time: N/A

Commission Liason Comments: N/A

Executive Director Report:

Clarke shared updates about ongoing Land Bank work. There will be an art hop celebration of the Eastside Voices project at the Kalamazoo Eastside Neighborhood Association on December 6th from 5-7.

Clarke shared a PowerPoint with contextual background information on the history of the creamery site now under development by Hollander Group.

Regular Agenda:

- Nationwide Resolution:
 - o Lahman gave an overview on the resolution for adoption of a 401(a) plan. This would remedy an error associated with FICA collection on the employer match contribution. The solution has been reviewed and recommended by both Rehmann and Nationwide. Rehmann will be looking at this every year moving forward as part of the audit. Discussion ensued.
 - o Balkema presented a motion to approve the resolution to adopt the 401(a) plan. Hudson made the motion, Dorgan seconded, all were in favor and the resolution carried.

- Change to Personnel Policy- Holidays
 - o Balkema gave an overview of this item. Kalamazoo County has recently adopted a new holiday schedule to be in line with the courts. The Land Bank typically follows the county protocol. This change would align the Land Bank with scheduled county holidays.
 - o Balkema presented the motion to adopt the Kalamazoo county holiday schedule. Roberts made the motion, Hudson seconded, all were in favor and the motion carried.

- Extension of Hardest Hit Grant
 - o Clarke shared that there is approximately \$19,000 in leftover funds from the Hardest Hit Blight Elimination demolition grant. The extension of this grant was approved, and would enable the Land Bank to demolish an unstable fire damaged structure currently in the inventory. Discussion ensued.
 - o Balkema presented the motion to approve the extension of the Hardest Hit grant. Crump made the motion, Dorgan seconded, all were in favor and the motion carried.

- Budget Amendment #3:
 - o Lahman gave an overview of this item. The property sales line item had a proposed increase by \$76,000 related to a KPEP rehab home that sold. Another proposed increase was for property and building maintenance.
 - o Balkema presented a motion to approve the third budget amendment. Hudson made the motion, Dorgan seconded, all were in favor and the motion carried.

Board Member Comments:

Kik shared about recent developments with the Kalamazoo Eastside Neighborhood Association. The neighborhood association now has a purchase agreement for the Eastside vacant former dairy queen and laundromat sites, with support of funds granted from the city to support the purchase.

Clarke gave updates about upcoming county board meeting December 3rd at 7:00 pm, when she will share with commissioners about the work that the Land Bank is doing. Vice Chair Carl Roberts encouraged all board members to attend. She has been meeting with commissioners over the past few weeks. Discussion ensued.

Rachael Grover shared a couple of updates on Brownfield collaboration with Land Bank and city; there is an existing option agreement for 10 & 2 Mills for a proposed redevelopment project. Clarke shared background on the status of this project. Discussion ensued.

Move to adjourn:

Balkema moved to adjourn, Hudson seconded, all were in favor meeting was adjourned 8:50 am.

The annual Holiday Brunch is scheduled for Thursday, December 12th from 9-10 a.m. at Riverview Launch.