

**Kalamazoo County Land Bank  
Fast Track Authority**

April 8, 2010

Minutes

Members Present: Balkema, Kisscorni, Marquardt, Montoya, Rowe, Vander Ark, Ziegler  
Members Absent: None  
Others Present: Kristen Ramer, Laura Lam, David Artley, Jeff Hawkins, Thell Woods, Martha Aills, Lotta Jarnenfelt, Ron Zuiderveen, Leroy Crabtree, Paula (last name)

The meeting was called to order by Chairperson Balkema at 8:30am in Conference Rm. 105 of the Kalamazoo County Admin. Bldg, 201 West Kalamazoo Ave., MI, 49007.

Approval of February 11, 2010 Minutes- Marquardt moved. Rowe seconded. Vote passed unanimously.

1. Accounts Payable & Monthly Statement

Vander Ark moved to accept the year to date expenditure and monthly expense reports for February and March 2010. Montoya seconded. Vote passed unanimously.

2. Land Bank Staff

Balkema presented on a \$25,000 LISC grant to assist in hiring an Executive Director for the Land Bank. The grant is good for 12 months and the Land Bank plans to hire by June 2010. Kisscorni moved to accept the grant. VanderArk Seconded. A roll call vote was taken. 6 members voted to accept the grant. Ziegler abstained. Vote passed.

Balkema presented the job description for the Executive Director. Discussion ensued about the payroll and benefits for this staff position. Kisscorni moved to accept the job description with "benefits negotiable" added next to the salary. Rowe seconded. Vote passed unanimously.

3. Property Maintenance, Renovation, & Development

Balkema stated that the County Treasurer's office foreclosed on 189 parcels on March 31, 2010. Balkema showed a power point presentation with pictures of several of the foreclosed houses and talked about how NSP2 will be used to acquire, demo and rehab these houses.

Balkema stated that the Market Place Project continues moving forward with an expected closing date within 30 days.

Balkema requested the board to approve the designation of \$10,000 from the general fund to assist in the development of 1-3 community gardens for the 2010 growing season. Discussion ensued around the money being used for acquisition, soil, water,

plants and signage. Marquardt moved to accept approving \$10,000 to assist 1-3 community gardens. Kisscorni seconded. Vote passed unanimously.

4. BS&A Fund Accounting Software

Balkema presented on need to purchase BS&A fund accounting software to keep property files organized. Kisscorni moved to accept the start-up cost of \$5,090.00 and the annual fee of \$470.00. Ziegler seconded. Vote passed unanimously. Marquardt did not vote due to being excused from the meeting to attend a prior engagement.

5. Meeting Schedule

The next meeting is scheduled for Thursday, May 13<sup>th</sup> at 8:30am. The meeting room will be sent out at least one week prior to the meeting. Meetings will proceed on the 2<sup>nd</sup> Thursday of every month at 8:30am.

Chairperson Balkema adjourned the meeting at 9:25am.

Respectfully Submitted on Behalf of Al Rowe,

Kristen Ramer, Recording Secretary