

**Kalamazoo County Land Bank
Fast Track Authority
August 12, 2010
Minutes**

Members Present: Mary Balkema, Jerome Kisscorni, James Marquardt, Al Rowe, Justin Vander Ark
Members Tardy: Catherine Montoya
Staff Present: Kelly Clarke, Executive Director, Kristen Ramer, AmeriCorps Volunteer
Others Present: Jeff Sorensen, Brittany Roth, David Artley, Leroy Crabtree, Peggy Bresnahan, Martha Ails, Ken Hartmann, Larry Burns, Greg Vlietstra

The meeting was called to order by Chairperson Balkema at 8:30am in room 105 of the Kalamazoo County Administration Building, 201 West Kalamazoo Ave., Kalamazoo, MI, 49007.

Chairperson Balkema introduced Kelly Clarke, the new Executive Director of the Land Bank Authority.

Approval of June, 2010 Minutes- Justin Vander Ark moved. Mary Balkema seconded. The vote passed unanimously.

1. Accounts Payable & Monthly Statement

Mary Balkema reported on the balance sheet and expenditure report and stated that the Land Bank is in good financial standing. Justin Vander Ark motioned to approve the report. James Marquardt seconded. The vote passed unanimously.

2. Approval of Executive Director Press Release

The Press release was shared with the board as an informational item.

3. Approval of Land Bank Outreach and Operations Coordinator Position

Mary Balkema presented the job description included in the board packet and explained the financing in order to hire the staff person for the position which includes the Treasurer's office taking on additional responsibilities related to foreclosure notice postings in order to raise additional funds. A recommendation was made to approve the position to be posted internally. If no internal candidates were identified, external posting would take place. Justin Vander Ark motioned to approve the position and the posting procedure. Kisscorni seconded. The vote passed unanimously.

4. Approval of LISC 2010/2011 AmeriCorps Position

Executive Director Kelly Clarke described the interview process to the Board including that the Land Bank has identified a top candidate for the position. Montoya motioned to approve the Land Bank funding a \$10,000 match to support the position. James Marquardt seconded. The vote passed unanimously. The remaining funding for the position, including an educational stipend and health insurance is being provided by a grant from LISC. It is anticipated the new AmeriCorps member will start in September.

5. NSP2 Update

Kelly Clarke distributed a one page informational sheet to inform the Board of NSP2 guidelines and requirements. She informed the Board of the status of the NSP2 process including that an RFP for Appraisal Services has been sent out and that once the appraiser is selected, and appraisals are completed, we'll be able to move more swiftly through the acquisition process for the first batch of tax foreclosed properties and parcels slated for the Land Bank. Kelly Clarke described potential strategic NSP2 projects highlighting Willard St. in the Stuart Neighborhood including photos of properties that the Land Bank may look to acquire. These targeted areas are being informed by community outreach meetings and broad conversations with stakeholders and partners regarding opportunities for greatest impact.

6. Property Maintenance, Renovation, & Development

a. Update on July 28th Auction

Mary Balkema shared the results of the July 28 Auction and announced that the 2nd Auction will be held on September 17th at 12noon in the Board Chambers Room.

b. Acquisitions Update

This was covered under the NSP2 update. The Land Bank anticipates acquisitions of approximately 60 properties and vacant parcels in the fall of 2010. Work to acquire demolition contracts and develop rehab plans is currently underway with City partners.

Chairperson Mary Balkema excused herself from the meeting due to prior obligations. Executive Director Kelly Clarke chaired for the duration of the meeting.

c. Maintenance plan

Kelly Clarke shared that the Land Bank has an interim partnership with City which includes utilizing some City contracts for maintenance including mowing, debris removal, boarding and rekeying. In the near term, the Land Bank will be issuing RFPs for these services and at a later point may consider hiring a contractual employee as the inventory grows. Some pictures were shown via PowerPoint to highlight some of the maintenance work that has been done including a major tree removal from 1620 N. Westnedge.

d. Market Place Update

Kelly Clarke stated that the closing on Market Place will take place on August 20th at 10am.

e. Update on Community Outreach (North side) and Garden Tour (Edison Edible Garden update)

Kelly Clarke informed the board about the Community Outreach meeting that took place on the North Side and discussed plans for further outreach as requested by the NACD. Kristen Ramer stated that there will be a LISC AmeriCorps Service Project on the garden on Friday, August 27th to prepare for expansion plans for the 2011 garden season. She also shared a PowerPoint to demonstrate pictures showing the progress of the garden including the recently installed garden sign.

7. Vacant Properties Conference – Cleveland –

a. Approval for Chair, ED, Outreach and Operations Coordinator, and LISC AmeriCorps

Kelly Clarke informed the Board about the Vacant Properties Conference taking place in Cleveland in October of 2010 and shared enthusiasm around innovative ideas for utilizing vacant parcels and properties. Kelly Clarke stated that Mary Balkema would be attending using non Land Bank funds. She also shared that the LB is pursuing a

scholarship to send the LISC AmeriCorps member at no cost to the Land Bank. Estimated costs are approximately \$800 and may be lower if the scholarship application is successful. Montoya moved to approve sending the ED, Coordinator of Outreach and Operations and the LISC AmeriCorps member to the conference. Vander Ark seconded. The vote passed unanimously.

8. Strategic/Operations Plan for KCLBA

- a. ED will engage the board and other stakeholders to develop this plan.

Clarke informed the Board that she has met with Tim Fallon to discuss the idea of engaging the Board around creating a 3 year strategic plan for the Land Bank. The Board was interested in the idea and indicated interest and availability to spend one afternoon (approximately 3 hours) to engage in this process. Kelly Clarke and the Board Chair will meet with Tim Fallon ahead of time to lay the ground work for the strategic planning session. Justin VanderArk offered to host the session at the homebuilders offices. . The strategic planning session is targeted to take place in October.

Independently of this process, Kelly Clarke will be responsible for drafting a three year operations plan to provide a framework for meeting and tracking NSP goals and deadlines.

9. Board Info

- a. Vacancy

Kelly Clarke reminded the Board of the current vacancy. She reported that a representative from SW MI First has expressed interest in serving as a member in which the Board was very supportive. Potential candidates will complete a County application and go through the interview process in order to be selected for the Board. The board vacancy will be posted on the County's website as well as the Land Bank website.

- b. Advisory Committees

Kelly Clarke engaged the Board around the idea of creating advisory committees to engage other key stakeholders in the community around the various ways in which a Land Bank can contribute to the community. The Board was supportive of this concept. Support for the following committees was demonstrated:

- i. Greening Committee
- ii. Special Projects Committee- suggested by Jerome Kisscorni

10. Meeting Schedule

- a. 2nd Thursday of every month at 8:30am
- i. September 9/October 14/November 11

Announcements- Justin Vander Ark stated that the Home Builder's Picnic is held today from 11:30-1pm and that all were invited to attend.

Public Comment- 3 minutes per person

David Artley shared his support of the Land Bank engaging around the process of strategic planning, especially with Tim Fallon in whom he expressed much respect. He also shared his agreement with the idea of a Special Projects Advisory Committee. He also requested that the Board consider including other community stakeholders in the strategic planning retreat including representatives of both the City and County BRA's.

Adjournment- Kisscorni motioned for adjournment at 10am. Vander Ark seconded. The vote passed unanimously.