

Kalamazoo County Land Bank Authority Board Meeting  
November 11, 2010

- A. Call to Order: Chair Mary Balkema, 8:35
- B. Roll Call: Catie Parker
  - In Attendance: Mary Balkema, Jill Bland, Al Rowe, Justin VanderArk
- C. Approval of Minutes: Justin, Al
- D. Additions to the Agenda: none
- E. Citizens Time:
  - Attendance: Sonja Dean, Greg Vliestra, John Faul, Chuck Vlieg, Lotta Jarnefelt, Kenn Hartman, Jeff Hawkins, Peggy Bresnahan, Catie Parker, Kelly Clarke
- 1. Accounts payable and monthly statement
  - a. Approval of August and September 2010 Financial Statements
- 2. Approval to hire Asset and Acquisitions Manager Position
  - i. VanderArk asked for copy of position to distribute

VanderArk moved. Bland seconded. The vote passed unanimously.

- 3. Approval of Land Acquisitions
  - a. Approval of Resolution 10-005: acceptance of vacant parcels by the City of Kalamazoo
  - b. Approval of Resolution 10-006: acceptance of vacant parcel by Wells Fargo
    - i. Resolution 10-005: Balkema noted that there are many parcels around the family health center and other strategic areas that may make sense for strategic investments
    - ii. Resolution 10-006: Balkema explained that the Land Bank has been offered this donated property in a challenged/strategic areas (Florence, Ada, etc). Balkema noted she will put it in books for \$1 and give a donation receipt.
      - 1. Rowe suggested to add a limited covenant deed where title has not been impaired under ownership
  - b. Approval of resolution 10-005 Motion carries
  - c. Approval of resolution 10-006 motion carries
- 12. Authorization of Land Bank Chair and Executive Director to execute purchase agreements for REO properties to allow the NSP2 funds to be expended in a timely manner and consistent with federal deadlines. All acquisitions will meet NSP2 regulatory requirements and will be reported to the Board on a monthly basis.
  - a. Kelly Clarke noted that to reach the NSP2 goals, the Land Bank has to acquire more than 300 properties in a short time period. Only residential property would fall under this blanket authorization. Any commercial acquisitions would need to be approved by the board.

VanderArk moved. Rowe seconded. The vote passed unanimously.

13. Authorization of Land Bank Chair and Executive Director to execute sales agreements for the side-lot program consistent with Land Bank Policies and Procedures, Side Lot Disposition Program approved by the board and NSP2 regulations and guidelines if applicable. All sales will be reported to the Board on a monthly basis.
  - a. Balkema noted that side lot property cannot be combined to original parcel until after 5 years because of the difference in tax structure

Bland motioned. VanderArk seconded. The vote passed unanimously.

14. Authorization of Land Bank staff to enter into a rental agreement for a portion of the creamery building. Rent to be determined.
  - a. Balkema explained that Bioclean wants to rent a portion of the creamery he is already using to house company belongings until demo. Price has been negotiated to around \$250
  - b. VanderArk raised the issue of security of the creamery. Expressed there needs to big signage regarding no trespassing and dangerous conditions.
    - i. Kelly Clarke noted she has talked with Sgt. Randall who has offered to tour the building with Land Bank staff and assist with security.
  - c. Chuck Vliek asked if there is any way to buy or relocate the church to allow the private building on Portgage to be included in the demo. It was noted there are safety concerns regarding this building and the adjoining wall with the Creamery.
  - d. VanderArk suggested Land Bank Chair and/or Executive Director be provided authority to enter into rental agreements as required at fair and reasonable rates. Any rental agreements will be subsequently be reported to the board.

VanderArk moved. Bland seconded. The vote was passed unanimously.

15. Approval of 2011 budget
  - a. Balkema explained she will contract with the Land Bank for foreclosure postings again in 2011 to provide for additional funding.

Rowe moved. VanderArk seconded. The vote passed unanimously.

#### Executive Directors Report

- 1) There have been some delays in processing tax foreclosure acquisitions as MSHDA worked to finalize their compliance needs and systems. Systems now seem to be more finalized and acquisitions are

moving at a quicker pace now. Following of completion of the tax foreclosure acquisitions Land Bank staff will focus their time on REO acquisitions.

- a) The RFP for property managers is complete- two companies were selected 1) Cutting Edge and Clean Up King (both MBE firms, subject to completing necessary paperwork it is likely both will also qualify as Section 3 firms) These firms were the highest respondents and lowest bidders and will be awarded the contracts.
- 2) Creamery
  - i) Several inspections of the Creamery have pointed to the need to demolish this property due to unsafe conditions. This will likely happen in the Spring of 2011. MSHDA has indicated demolition, environmental clean up and site restoration are eligible costs for the NSP2 grant. Land Bank Staff have updated the Edison Business Association who are supportive of this effort. Site restoration will include some landscaping and signage encouraging interest in redevelopment.
- 3) The Center for Community Progress is drafting the write up from the Strategy Workshop they held in October. This will be available for December's meeting.
- 4) Land Bank staff shared a new brochure for the Land Bank Gardening and Greening Programs
- 5) Board vacancy. There is currently one vacancy. Applications are on county website, county commission will interview and make recommendations.
- 6) A Reception is planned for January's annual meeting. Date: Friday January 21, 5-7:30 pm at Milan Salon on the Kalamazoo Mall.
- 7) Marketplace Update: Staff provided conceptual drawings. Staff has provided an update to the Edison business association who has been very supportive.
- 8) Mary Balkema adjourned the meeting at 9:46