

Kalamazoo County Land Bank
Fast Track Authority
November 12, 2009
Minutes

Members Present: Balkema, Kisscorni, Marquardt, Montoya, Rowe, Vander Ark, Ziegler

Members Absent: None

Others Present: 24 community leaders and stakeholders present including the board of directors

The meeting was called to order by Chairperson Balkema at 8:10am in Conference Room 207 of the Kalamazoo County Administration Building, 201 West Kalamazoo Ave., Kalamazoo, MI, 49007.

Approval October 1, 2009 Minutes- Rowe moved. Vander Ark seconded. Passed unanimously. Public Comment- John Faul discussed the importance of developing and sustaining the urban core using the LB's tools

1. Election of Officers

- a. The chairperson is the County Treasurer pursuant to Article 4.01 of the Intergovernmental Agreement
- b. Vice-Chairperson- Optional
- c. Secretary
- d. Treasurer

Balkema stated need to elect officers and suggested that people could volunteer for the offices or the board could vote to elect officers. After little discussion, Montoya volunteered to be the Vice-Chairperson, Rowe volunteered to be the Secretary, and Vander Ark volunteered to be the Treasurer. Marquardt moved, Rowe seconded, and the vote was passed unanimously to accept Montoya, Rowe, and Vander Ark to the offices stated above.

2. Land Bank Presentation- Genesee Institute: Amy Hovey

3. Approval of Mission Statement

Balkema introduced the need to adopt a mission statement. Marquardt expressed concern that developing and adopting a mission statement could be acting outside the IGA. Amy Hovey explained that a mission statement is to communicate to the public the purpose of the mission statement and that the Kalamazoo County LB's mission statement is more confining than what the IGA allows for. Amy Hovey suggested that she could walk the board through a needs assessment to assist in developing the

mission statement and then she would send a few draft mission statements for the board to review and adopt from at the December meeting.

4. Approval of Articles of Incorporation

Balkema stated that these are taken from the Act and the IGA. Kisscorni raised question about the 5 year process. Marquardt added that it's not clear if the LB automatically renews after 5 years or if there are accurate steps required for renewal. Amy Hovey stated that the Genesee County LB is coming up on its 5 year anniversary and that it will automatically renew. Under section V the Articles of Incorporation will be changed to say "automatically renewed." The vote was passed unanimously to approve the Articles of Incorporation.

5. Approval of By Laws

Ziegler raised question about 3.2 section B. Balkema said that Kisscorni was approved by county board and appointed to LB board. Kisscorni raised question about article 5.1 that states the Chairperson is required to send out notices via first class mail. After much discussion, the board decided to change 4.1 to add the words "or electronically". Marquardt stated, in reference to 7.5, that there is a provision for LB staff to perform duties of elected officers and will furnish appropriate wording to Chairperson Balkema. Balkema suggested adding time to future agendas for advisory committees (EDC/BRA) to share information with the board. Kisscorni referenced 11.5 stating that the LB requires an audit committee. Balkema said that it will be in conjunction with the County's audit. 10.2, Vander Ark needs to be bonded to be a signer for LB checks. Any amount over \$10,000 will require two signatures. 3 signers will be on the account. 2 signatures will be required for checks over \$10,000, 1 signature required for checks under \$10,000. The third signer will be Deputy Treasurer, Kathy Guthrie. Balkema stated that she will make adjustments to sections 4.1, 5.1, 7.5d, 7.6, and 10.2 of the By Laws and present them to the board at the December board meeting. Marquardt moved to accept the amended By Laws with understanding that there can be future amendments made. Vander Ark 2nd as long as By Laws can be submitted electronically. Vote to approve amended By Laws was passed unanimously.

6. Approval of Code of Ethics

Balkema stated that the last paragraph needs to be deleted as it is a duplicate of the previous paragraph. Kisscorni inquired as to once it is approved if the LB board members should sign the document. Marquardt discussed the issue of the timing of disclosure and that the time period should be stated in the document. Balkema stated that full disclosure and signage shall be completed by year's end. Kisscorni moved to accept to Code of Ethics. Marquardt seconded. The vote was passed unanimously.

7. Investment Policy

Balkema discussed the nature of the investment policy. Appendix 1 needs to be passed as a resolution by the board. Under appendix 1, the wording will be changed from county fund to LB funds. Appendix 2 is given and signed by the brokers. Guthrie cited paragraph two and asked if Balkema is investing as the County Treasurer or Land Bank Treasurer. Balkema stated that she would be investing as the County Treasurer on behalf of the Land Bank. The By Laws will state that the LB Treasurer delegates authority to the County Treasurer to invest. Balkema will make changes to the document and bring it back to be voted on in the December meeting.

8. Accounts Payable & Monthly Statement

a. Purchase of Lab Top

Balkema stated that \$20,000 is in LB account. \$10,000 allocated to pay for LISC AmeriCorps member. Balkema stated need to purchase a lab top that has cost accounting software and BS&A on it. \$20,000 planned to be spent before year's end.

9. Policies and Procedures

Balkema stated that Amy Hovey is present to assist with developing the LB's policies and procedures. Much discussion ensued over the development of these documents with the suggestion that the two be separate, among other suggested changes. Hovey will take our current document and clean it up with the changes that were discussed. Board will vote to approve policies and procedures at the December board meeting.

An agreement will be made between LB board and County Treasurer that tax-foreclosed properties will be acquired by the LB. (Hovey will send agreement to Balkema who will present it at December board meeting). Hovey suggested that the LB makes an agreement with the County Treasurer to divert some of the delinquent tax fees to the LB for property maintenance.

10. Property Maintenance, Renovation, & Development

a. Market Place Project (Collins St.)

Ziegler gave a brief presentation on the Market Place Project in the Edison Neighborhood, platted to develop 24 homes. The city and LISC will grant the LB \$500,000 to purchase and maintain the property. Closing date proposed for by the end of 2009.

11. Website Development

Balkema stated that she will be meeting with a web-developer next week to move forward with the process of developing a website for the LB.

12. Miscellaneous Items

- a. Title Insurance regarding acquired properties
 - i. Reverted
 - ii. Gifted
 - iii. Purchased
- b. Information on 64 city parcels
Balkema stated that the LB has been talking with the city about acquiring 64 tax-foreclosed properties
- c. Liability Insurance for parcels with structures
Balkema stated that these parcels will be covered under the County's liability insurance.

Announcements: ***Next Board meeting- Thursday, December 3rd at 8am in the Kalamazoo County Administration Building in room 105.***

Public Comment-

Toby Hannah Davids, member of LISC's affordable housing committee, invited the board to participate in the activities of the Hunger and Homeless Awareness week, including a movie to be shown on Friday, Dec. 20th. She also spoke on Kalamazoo's 10-year plan to end homelessness.

Adjournment made by Balkema at 12:10pm.

Respectfully Submitted on Behalf of Al Rowe,

Kristen Ramer, Recording Secretary