

**Calhoun County Land Bank Authority**

**Minutes of a Public Hearing**

Date.....May 13, 2013  
Time.....11:45 a.m.  
Place.....BC Comm. Foundation  
34 W Jackson St  
Battle Creek, MI 49017

**1. Call to Order:**

The Calhoun County Land Bank Authority Board convened at 11:51 a.m. at 34 W Jackson Street, (Battle Creek Community Foundation), Battle Creek MI.

**2. Roll Call:**

Board Members Present: Christine Schauer, Peggy Sindt, Lynn Ward Gray, Nola Batch, Terris Todd and Rob Behnke.

Teresa Durham arrived at 12:26.

Staff Present: Jon Bartlett, Executive Director, Nina Smith, Foreclosure Manager, and Krista Trout-Edwards, Property Manager

**3. Pledge of Allegiance**

**4. Citizen Comment:**

None

**5. Additions or Deletions to the Agenda:**

None

**6. Consent Agenda:**

- a. Approval of meeting minutes from October 26<sup>th</sup>, 2012.

*Motion by: Rob Behnke*

*Supported by: Lynn Ward Gray*

*Motion Passed*

- b. Approval of the Land Bank Audit for 2012

*Motion by: Rob Behnke*

*Supported by: Lynn Ward Gray*

*Motion Passed*

## 7. Reports:

### a. NSP2 Final Grant Results

Prior to her report on NSP2 activities, Nina Smith gave a summary of Treasurer Activities. She said that 9,950 properties were turned over as delinquent on March 1, 2013; that 3,018 properties forfeited on March 1, 2013; that 319 parcels are currently foreclosed; and that 518 hardships were granted.

Ms. Smith spoke about NSP2 and said that as of March 11, 2013, the Land Bank expended \$3,156,937, which amounts to a 102% expenditure rate. There were a total of 40 rehabs/new build projects. As of today, 27 projects are sold, 5 are pending, 4 are for sale and 4 are still under construction. Of the 40 projects, 18 were earmarked as low income set aside (LISA) projects. Each grantee is required to spend 26.5% of their total grant award and program income on the LISA requirement. Currently we have sold 10 LISA projects; we are aiming for a 29.23% LISA expenditure.

Krista Trout-Edwards provided an update on the NSP2 demolitions stating that all demolition projects were completed. She also said that all demolition-only projects were closed out, and ready to be sold as side lots. In response to a question about reallocation, she explained that our consortium did receive reallocated funds for four additional rehabilitation projects.

## 8. Unfinished Business:

### a. Update on developer agreements

Christine Schauer gave brief explanation of the sample agreement that was handed out and pointed out the section on annual holding fees, which would be used to generate funds for other land bank activities. She then asked if there were any questions. In response to a question from Nola Batch, she said that the percentage held would be based on the timeframe of the agreement and the overall holding costs.

## 9. New Business

### a. ***2013-1: Resolution to authorize the Executive Director the ability to purchase tax foreclosed properties using the Land Bank's First Right of Refusal.***

Jon Bartlett explained that this is the same resolution that staff has presented every year and stated that we purchase houses for strategic reasons, such as rehabilitation or investment opportunities or to further stabilization efforts.

Christine Schauer pointed out that it is not date limited.

There was no further discussion.

*Motion by: Peggy Sindt*

*Supported by: Terris Todd*

*Motion Passed*

- b. **2013-2: Resolution authorizing the Executive Director and Chairperson to enter into certain Development Agreements with various agencies and non-profits for the development or redevelopment of properties consistent with the Land Bank Act.**

Christine Schauer tied this resolution back to the previous discussion regarding developer agreements, and stated that we often need to react quickly to these opportunities.

Rob Behnke asked if there was an opportunity to do these types of agreements with the Townships.

Christine Schauer said that she felt it could be done.

There was no further discussion.

*Motion by: Lynn Ward Gray*

*Supported by: Nola Batch*

*Motion Passed*

*Peggy Sindt abstained.*

- c. **Discussion on pending projects**

Christine Schauer reiterated that the Land Bank has some opportunities to work with developers and that we are hoping to be able to work with them and others. She said that we are currently working with Community Action to rehabilitate a house in Pennfield Township and that this is a great example of partnership opportunities.

- d. **2013-3: Resolution to direct the Executive Director to enter into an agreement with the Calhoun County Treasurer in which the Calhoun County Land Bank Authority will reimburse the County Treasurer for any staff time and fringes for work done on behalf of the Land Bank and the management of Land Bank properties**

Christine Schauer explained the resolution.

Jon Bartlett said that staff is working on taking the Land Bank to the next level, and that there are items that need to be discussed. He said that the Land Bank accepts properties, and must accept the maintenance costs as well. He said that the Treasurer's foreclosure fund should reimburse the Land Bank for these costs.

Christine Schauer pointed out that other Land Banks have this type of agreement, and that having an agreement makes things clearer.

Jon Bartlett said that he spoke with the auditors who provided this option.

Christine Schauer said that the County Treasurer must authorize it as well.

Rob Behnke asked if the Land Bank reimburses the County for supplies

Christine Schauer stated that it does happen with journal entries, and that other, larger, Land Banks have separate staff and budgets.

Teresa Durham asked how we are going to transfer the funds, and what formulas will be used.

Christine Schauer replied that we will consider the number of properties to be maintained, costs, and tracking of hours.

Jon Bartlett said that we would use a tracking system similar to NSP2.

Lynn Ward Gray made a procedural comment, and asked if we could number all of our resolutions.

Christine Schauer agreed and suggested the following format: 2013-01.

There was no further discussion.

*Motion by: Teresa Durham*

*Supported by: Terris Todd*

*Motion Passed*

#### **10. Payment of Bills:**

There was no discussion.

*Motion by: Peggy Sindt*

*Supported by: Teresa Durham*

*Motion Passed*

#### **11. Board Member Comments:**

Lynn Ward Gray stated that there will be a town hall meeting at Macedonia Missionary Church, 636 W Van Buren, on May 30th at 6:00 pm. The meeting will cover how City government works, how people can get involved, NPCs, codes, safe schools, neighborhood watch, and the youth advisory board.

Peggy Sindt said that the Albion Economic Development Authority received a \$200,000 EPA grant for Baseline Environmental Assessments and a small grant from Fire Keepers for the Bohm Theater.

Teresa Durham asked about the board terms.

Christine Schauer explained and offered to send out a new board roster.

Teresa Durham asked about the conflict of interest process.

Jon Bartlett stated that we have a code of ethics policy.

Terris Todd said that he felt staff was doing a great job.

Christine Schauer said that Jon Bartlett was appointed by the Land Bank Board in 2006 as the Executive Director and has been doing two jobs ever since. She proposed promoting Krista Trout-Edwards to Executive Director so that Mr. Bartlett could focus on his Deputy Treasurer responsibilities.

Terris Todd asked how that would affect Ms. Trout-Edwards' salary.

Christine Schauer said that it would be an increase, and that she is working with HR because Krista's position as Property Manager is in the process of an upgrade request.

Terris Todd asked if it would need to go through the Board of Commissioners.

Christine Schauer explained that the job revision is being sent to the HR Reclassification Committee, and that there was already a lot of background information in place regarding an appropriate salary.

**12. Announcements:**

a. Next Meetings:

- i. August 20, 2013, at noon, location to be determined  
Time and date confirmed through discussion.
- ii. November 19, 2013 at noon, location to be determined  
Time changed to November 14, 2013, then confirmed through discussion.

**13. Adjournment:**

The Calhoun County Land Bank Meeting was adjourned at 1:00 p.m.

*Motion by: Lynn Ward Gray*

*Supported by: Rob Behnke*

*Motion passed*