

Calhoun County Land Bank Authority

Minutes of a Public Meeting

Date.....December 2, 2013
Time.....11:30am
Place.....Calhoun County Bld.
HR Conference Rm
315 W. Green Street
Marshall, MI 49068

1. Call to Order

Christine Schauer called the meeting of the Calhoun County Land Bank Authority Board to order at 11:34 a.m. in the HR Conference Room of the Calhoun County Building located at 315 West Green Street, Marshall, MI.

2. Board Appointments

Krista Trout-Edwards informed the Board that the Calhoun County Board of Commissioners had made two 4-year term appointments to the CCLBA Board.

- a. Rob Behnke was reappointed as the Township Representative to the Land Bank Board.
- b. Jeremy Andrews was appointed as the At-Large Representative. She said that Mr. Andrews is a Battle Creek native and a Lakeview High School graduate. She said that he runs Sprout Urban Farms, which created Bright Star Farm in the Washington Heights neighborhood. She added that he is a community organizer, activist, and passionate about sustainable food systems.

3. Roll Call

Board Members Present: Christine Schauer, Peggy Sindt, Nola Batch, Rob Behnke, Jeremy Andrews, and Lynn Ward Gray (arrived late), with Terris Todd excused.

Staff Present: Krista Trout-Edwards, Executive Director, and Leigh Davis, Property Assistant.

Others Present: Richard C. Lindsey, Jr., Corporation Counsel for Calhoun County.

4. Pledge of Allegiance

5. Approval of the Agenda

Ms. Schauer called for the Approval of the Agenda.

Nola Batch moved to approve the agenda. Peggy Sindt seconded, and the agenda was approved by unanimous voice vote.

6. Approval of the minutes from August 20, 2013

Ms. Schauer called for the Approval if the minutes from August 20, 2013.

Rob Behnke moved to approve the minutes from the August 20, 2013, meeting. Nola Batch seconded, and the motion passed by unanimous voice vote.

7. Citizen Comment

None

8. Reports

a. Executive Director's Report:

i. **Project at 851 Oakwood:** Ms. Trout Edwards said that there was an article in the Battle Creek Enquirer, and on the local news, regarding the project at 851 Oakwood. She said this rehabilitation was done in partnership with the Community Action Agency (CAA), and that there is a purchase agreement for \$28,000.00. She said that CAA receives 80% of the proceeds, and that the Land Bank will receive 20%. She said that the buyer is a single-father with two children, and that his realtor left a message stating how excited the buyer is about the house. She said both the Land Bank and CA are excited about the success of this rehab, and are looking forward to future projects.

ii. **Land Bank Acquisitions and Dispositions Update:** Ms. Trout-Edwards stated that the Land Bank obtained a handful of properties by exercising the County's first right of refusal. They were:

- 2448 H Drive South which recently sold to a buyer who plans to repair the structure and live there;
- 10930 Clear Lake Road where she is working on clearing up some outstanding title issues;
- 225 W Columbia Ave which is a condo that is currently listed for sale;
- 142 Holly, which requires some rehab prior to being offered for sale;
- 513 Sherman and the adjacent vacant lot which was sold to the occupant of the house, which originally belonged to the occupant's grandmother. The occupant had been trying to gain control of the house since her grandmother's death, but could not do so because her grandmother passed away without a will;
- 615 S Dalrymple St. and 518 Mechanic in Albion, which were sold to St. Paul's Lutheran Church for the purpose of opening a daycare center; and
- 466 W VanBuren in Battle Creek which was sold to the 7th Day Adventist Historical Center. She said that the 7th Day Adventist approached the Land Bank because this structure was adjacent to its campus, and obtaining the house was part of its long-term plan.

iii. **E-Property Plus:** Krista Trout-Edwards said that the software was installed in November, and that much of the basic data was uploaded. She said that staff created a new online Side Lot Application, and that they are now using it to track applications; she said that ultimately, applicants will be able to check the status of applications on line. She said that staff still has a lot of work to do to input other data such as photos, building specific information, and other property information.

- iv. **Albion Blight Grant:** Ms. Trout-Edwards said that Calhoun County was received \$155,790.00 in CDBG grant funds under this grant. She said that she completed the public meeting requirement in November and forwarded it to MSHDA and is working with MSHDA to complete additional required steps.

9. New Business:

a. **Approval of Retainer Agreement for Richard C. Lindsey Jr., to act as General Counsel for the Calhoun County Land Bank.**

Krista Trout-Edwards explained that this would formalize the agreement between the Land Bank and Calhoun County to utilize Richard Lindsey, Jr, Calhoun County Corporation Counsel, to serve as General Counsel to the CCLBA.

Nola Batch moved to approve the Retainer Agreement for Richard C. Lindsey, Jr., to act as General Counsel for the Calhoun County Land Bank Authority. Peggy Sindt seconded, and the motion passed by unanimous voice vote.

b. **Discuss the 2014 Budget**

Christine Schauer explained that as a separate authority, the Land Bank was required to post a notice and hold a public hearing on the budget. She stated that the public notice had to be posted at least six days prior to the meeting and it has been only five days since the posting. Therefore, she said she that although she would present the budget today, the Board would vote at the meeting set for tomorrow. She discussed the final budget and explained that it reflects the format and figures discussed at the Board's last meeting.

There was no further discussion.

c. **Set 2014 Meeting Schedule**

Krista Trout-Edwards said that she would like the Board to set a meeting schedule for 2014 and said that the staff selected the quarterly meetings on the third Tuesday of February, May, August, and November. She said that the dates were as follows:

- i. February 18, 2014
- ii. May 20, 2014
- iii. August 19, 2014
- iv. November 18, 2014

10. Approval of Accounts Payable

Christine Schauer presented the accounts payable from 08/07/2013 to 11/25/2013.

Peggy Sindt moved to approve the Accounts Payable from August 7 through November 25, 2013. Nola Batch seconded, and the motion passed by unanimous voice vote.

11. Announcements

None

12. Citizen Comments

None

13. Board Members Comments

None

14. Adjournment

The Calhoun County Land Bank Meeting was adjourned at 12:27 p.m.

Lynn Ward Gray moved to adjourn the meeting at 12:27 pm. Nola Batch seconded, and the motion passed by unanimous voice vote.