

**Calhoun County Land Bank Authority**

**Minutes of a Public Meeting**

Date.....February 27, 2014  
Time.....9:30 a.m.  
Place.....Calhoun County Bld.  
HR Lg 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 9:37 a.m. in the HR Large Conference Room of the Calhoun County Building located at 315 West Green Street, Marshall, MI.

**2. Roll Call:** Christine Schauer, Terris Todd, Nola Batch, Peggy Sindt, and Jeremy Andrews (Late 10:10 am); Excused: Lynn Ward Gray; Absent: Robert Behnke.

Staff: Krista Trout-Edwards, Executive Director, Richard C. Lindsey, Jr., General Counsel, Leigh Davis, Property Assistant, and Caitlyn Berard, Intern.

**3. Pledge of Allegiance**

**4. Approval of the Agenda**

Christine Schauer called to approve the agenda.

*Peggy Sindt moved to approve the agenda as presented. Terris Todd seconded, and the motion passed by unanimous voice vote.*

**5. Approval of Land Bank Minutes**

**A. Approval of Land Bank Minutes of December 2, 2013**

*Peggy Sindt moved to approve the Land Bank minutes as presented. Nola Batch seconded, and the motion passed by unanimous voice vote.*

**B. Approval of Land Bank Minutes of December 3, 2013**

*Nola Batch moved to approve the Land Bank minutes as presented. Terris Todd seconded, and the motion passed by unanimous voice vote.*

**C. Approval of Land Bank Minutes of December 17, 2013**

Krista Trout Edwards provided a brief update by stating that all Albion Downtown properties were transferred to the land bank, except the two in the worst condition because those need immediate attention. She said that the environmental work was processed within the 45 days, and that she is finalizing insurance.

*Terris Todd moved to approve the Land Bank minutes as presented. Nola Batch seconded, and the motion passed by unanimous voice vote.*

**6. Citizen Comment**

None

**7. Reports:**

**A. Executive Director's Report**

Krista Trout-Edwards provided the Executive Director's report covering the following topics:

1. State Legislative
  - a. House Bill 4549
  - b. House Bill 4626
  - c. House Bill 5083
  - d. Senate Bill 295
  - e. Senate Bill 640
2. Property Dispositions
  - a. 10930 Clear Lake Road
  - b. 225 Columbia Ave W
  - c. Sold Six side Lots
3. Hiring for a New Position
4. Community Progress Leadership Institute
5. Supportive Housing Initiative
6. Budget Report

**8. New Business**

**A. Review and Approve proposed Mission Statements**

Ms. Trout Edwards stated she and Board Chair Schauer reviewed the mission statements that Community Progress provided and researched what a mission statement should be; missions should be something that is unique and can be recited easily. She said based on this, they propose the following mission statement: "Supporting local neighborhood and commercial district revitalization by acquiring, holding, and disposing of blighted or abandoned properties within Calhoun County."

Christine Schauer suggested that it be amended to read business instead of commercial to cover industrial developments too.

*Jeremy Andrews moved to approve the amended mission statement as presented. Nola Batch seconded, and the motion passed by unanimous voice vote.*

**B. Review and Discuss proposed Policies and Procedures**

Ms. Trout Edwards stated that staff and General Counsel reviewed the Policies and Procedures. She asked everyone to look at *Section 5.2 A Transfers to Nonprofit Entities for Affordable Housing* that speaks to development, operation and/or maintenance of affordable housing. She said a transfer to a non-profit will require a fee for the property, which could be either how much the Land Bank has into or fair market value. She added that the Land Bank cannot give properties away for free, and that staff needs to find a balance between costs, value, and proposed improvements.

Mr. Lindsey pointed out that *Section 6.12* gives the Executive Director and the Chair of the Land Bank clear authority to act within the policies and issues outside of the policies would require Board approval.

*Peggy Sindt moved to approve the proposed Policies and Procedures as presented. Terris Todd seconded, and the motion passed by unanimous voice vote.*

**C. Discuss and Approve an agreement between the Land Bank and Pennfield Township Share demolition costs of 881 Capital Ave NE, and to transfer the property to the township after demolition.**

Krista Trout-Edwards said this is the old Dippity Doo building, which is vacant and abandoned. The Land Bank and Pennfield Township have agreed to share demolition costs, and then the Land Bank will transfer ownership to Pennfield Township. This property is right on the line of the Township (and Battle Creek) and it would like to install a marquee sign and improve the school bus stop.

Richard Lindsey stated that the only cost to the township would be a portion of the demolition.

*Peggy Sindt moved to approve the agreement between Pennfield Township and Calhoun County Land Bank as presented. Nola Batch seconded, and the motion passed by unanimous voice vote.*

**9. Approval of Accounts Payable**

Approval of Accounts Payable for the amount of \$21,475.78 from 11/27/2013 to 02/20/2014.

*Terris Todd moved to approve accounts payable as presented. Peggy Sindt seconded, and the motion passed by unanimous voice vote.*

**10. Citizen Comments**

None

## **11. Board Member Comments and Announcements**

Peggy Sindt stated that proposed legislative changes in Lansing regarding personal property tax reform sounds positive and should be done by 2016; she added that she would email information to interested Board members and staff.

Krista Trout Edwards stated that she was working with the Cities of Battle Creek and Albion on a request for a Target Market Analysis through MSHDA. MSHDA is requiring this for all communities that apply for grants. She said that there is a local match of \$15,000 and the staff is proposing an overview of the County and in-depth sections on Battle Creek and Albion. She concluded that this is critical for all future grants applications.

Terris Todd said that collaboration is huge. He thanked staff for its hard work on redevelopment and collaborative efforts throughout the County and added that he's heard very few complaints.

Christine Schauer stated that tomorrow is the last day to pay 2013 property taxes at the local unit before they turn over to the County on March 1, and that March 31 is the last day to pay forfeited taxes prior to foreclosure. She said the judicial foreclosure hearing was on February 24, 2014, and some property owners came before the judge asking for relief from foreclosure. She said that Judge Kinsley gave twelve homeowners (primary residences) until September 1, 2014, and owners of non-primary residences until June 2, 2014, to pay the taxes. In addition, she said she granted over 100 hardship extensions (to date) for primary residences. She said the first tax auction will be in August, and that she hopes to reduce carrying costs by holding them for a shorter period.

## **12. Adjournment:**

The Calhoun County Land Bank Meeting was adjourned at 10:46 a.m.

*Terris Todd moved to adjourn the meeting. Nola Batch seconded, and the motion passed by unanimous voice vote.*