

**Calhoun County Land Bank Authority**

**Minutes of a Public Meeting**

Date.....May 20, 2014  
Time.....11:30 a.m.  
Place.....Calhoun County Bld.  
Law Library  
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 11:44 a.m. in the Law Library of the Calhoun County Building located at 315 West Green Street, Marshall, MI 49068.

**2. Roll Call:** Christine Schauer, Peggy Sindt, Rob Behnke, and Nola Batch. Excused: Jeremy Andrews and Lynn Ward Gray. Absent: Terris Todd.

Staff: Krista Trout–Edwards, Executive Director, Richard C. Lindsey, Jr., General Counsel, Jim Graham, Property and Project Coordinator, and Leigh Davis, Property Assistant.

**3. Pledge of Allegiance**

**4. Approval of the Agenda**

Ms. Schauer called to amend the agenda to add a new business item to approve a policy on public comment and asked Mr. Lindsey to approve the language for the proposed policy. She added that she modeled this on the policy of the County.

Mr. Lindsey said the language was appropriate.

Ms. Schauer called for a motion to approve the agenda as amended.

*Robert Behnke moved to approve the agenda as amended. Peggy Sindt seconded, and the motion passed by unanimous voice vote.*

**5. Approval of Land Bank Minutes**

**A. Approval of Land Bank Minutes of February 27, 2014**

*Robert Behnke 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 presented the Executive Director's report covering the following topics:

1. New Employee
2. Property Dispositions
3. Community Progress Leadership Institute Report
4. Pending Grant Applications
5. Alternative Mowing Initiatives
6. Budget Report

## 8. New Business

### A. Review and Approve proposed Strategic Plan:

Ms. Trout-Edwards presented the strategic plan prepared by the Center for Community Progress as well as highlighted goals outlined in the document. She called attention to items that would impact Board members. One item is to increase the frequency of Board Meetings, such as having them every other month. Another item would be notifying members of training opportunities. She said she would appreciate any feedback.

Rob Behnke said that it made sense that the Board would meet more as the Land Bank grows.

Christine Schauer said that if we did not need to meet, the meeting would be cancelled. She said that she felt that we should have the August meeting and then suggested a motion that after the August meeting the Board would meet every other month.

*Rob Behnke moved to approve the proposed meeting schedule. Nola Batch seconded, and the motion passed by unanimous voice vote.*

Ms. Trout Edwards resumed her description of the strategic plan, including fund raising, training, and outreach objectives.

Rob Behnke expressed interest in training opportunities.

Ms. Schauer expressed an interest in Ms. Trout-Edwards presenting the presentation she did for the stakeholder meeting at the next Board meeting since not all of the

members were able to attend. She then summarized the approval process for the strategic plan.

*Peggy Sindt moved to approve the proposed Strategic Plan. Robert Behnke seconded, and the motion passed by unanimous voice vote.*

**B. Discuss the Evaluation of Executive Director**

Ms. Schauer discussed the different ways to evaluate the performance of the Executive Director with the Board. She explained why it is important and that in long-term it allows both the Board and the Executive to understand what is expected. She said options could include participation by all Board members or the creation of a subcommittee as well as the completion of questionnaires. She asked members what they would prefer.

Nola Batch asked about the existing process.

Ms. Schauer explained that there is not one in place, and that Ms. Trout-Edwards was not included in her evaluations of Treasurer Office staff since she reports to this Board of Directors. She offered to develop a form, and to work on goal setting with Ms. Trout-Edwards. She stated that the Board does not have goals upon which to evaluate her at this time, but there are some general goals that could be measured based on her job description. She added that going forward they could use the mission and strategic plan to set goals.

Peggy Sindt stated that she has often seen a questionnaire format that is completed by both the Board members and the Executive.

Ms. Schauer said that some portions of the questionnaire she uses in her evaluations in the Treasurer's Office are applicable to that format. She asked the members to send any forms or information they felt could be useful to her. She added that she would create a form and send it out for Board member completion.

Richard Lindsey Jr. stated that at the Marshall School Board they use a similar process, but that they hold a closed session with the Board and Executive to review the comments and create one document. He added that anything discussed in a closed session is subject to the Open Meetings Act.

Ms. Schauer said that she is not opposed to that.

Ms. Sindt said that would be great if they could meet right before the regular meeting.

*Rob Behnke moved to approve the evaluation process the included a questionnaire and closed session meeting. Nola Batch seconded, and the motion passed by unanimous voice vote.*

**C. Discuss and Approve agreement between the Land Bank and Sprout Urban Farms to enter into a mowing Agreement for the 2014 mowing season, based on the Clean and Green Concept.**

Krista Trout-Edwards presented the proposal to enter into a mowing agreement with Sprout Urban Farms. She stated that it required Board approval because of the appearance of a conflict of interest since Jeremy Andrews is involved with both organizations.

Ms. Sindt asked about the dollar amount.

Ms. Trout-Edwards said that the amount would change based on what mowers are being paid under contract.

Ms. Schauer suggested that the motion be made so that payment could not exceed the amount being paid to contractors in that area.

*Peggy Sindt moved to approve the agreement between Sprout Urban Farms and Calhoun County Land Bank so long as the amount did not exceed the amount being paid to contractors working in that area. Nola Batch seconded, and the motion passed by unanimous voice vote.*

**D. Proposed Policy for Public Comment at Meetings**

Ms. Schauer presented a policy to govern public comment that would not allow comments to exceed three minutes and would not permit negative personal comments.

*Peggy Sindt moved to approve the policy for Public Comment at Calhoun County Land Bank meetings as presented. Robert Behnke seconded, and the motion passed by unanimous voice vote.*

**9. Approval of Accounts Payable**

Approval of Accounts Payable for the amount of \$30,658.15 from 02/20/2014 to 05/13/2014.

*Robert Behnke 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**

Richard C. Lindsey Jr. Stated that several County Board members commented on how great the presentations from the Land Bank and Center for Community Progress were at the February stakeholders meeting.

Christine Schauer said had also received positive feedback about the Land Bank.

Robert Behnke stated that there is an article in Michigan Township regarding Land Banks and that he will send the article via email.

Peggy Sindt talked about the demolition at 200 S Superior in Albion City, and the Old Clark Gas Station in Albion.

Nola Batch invited everyone to attend the Fort Custer Memorial Day event on Sunday at 2:00pm.

## **12. Adjournment:**

The Calhoun County Land Bank Meeting was adjourned at 1:06pm and the next meeting is scheduled for August 19, 2014.