

**Calhoun County Land Bank Authority
Minutes of a Public Meeting**

Date.....November 19, 2014
Time.....11:30am
Place.....Calhoun County Bldg.
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 11:35am 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, Jeremy Andrews, Rob Behnke, Richard Lindsey, Nola Batch and Lynn Ward Gray (arrived just after close of Roll Call). Absent: Terris Todd.

Staff: Krista Trout-Edwards, Executive Director, Amy Rose Wallace-Robinson, Property & Project Coordinator, and Angela Hartung, Administrative Assistant.

3. Pledge of Allegiance

4. Approval of the Agenda

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

5. Approval of Land Bank Minutes – August 19, 2014 Meeting

Rob Behnke moved to approve the Land Bank minutes as presented. Peggy Sindt 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:

- i. New Employee
- ii. Property Sales
- iii. Update on Awarded Grant Applications
- iv. Update on Submitted Grant Applications
- v. General Announcements
 - a. Neighborhood Mow & Maintenance – Planned outreach to connect with potential partners over the winter for the 2015 mowing season. Mr. Andrews requested that the application be sent to the Board in a PDF format.
 - b. 2015 Board Meeting Schedule – Provided schedule, but noted it may change based on availability of new members.

- c. Community Outreach – Discussed recent activities including Battle Creek Vision sessions & MSHDA meetings in Homer and Albion.
 - d. 2014 Demolitions – Reported of on-going demolitions slated to be complete by year’s end for the Treasurer (12) and Neighborhoods, Inc., of Battle Creek (17).
 - e. Springfield – Announced potential Land Banking Agreement with the City of Springfield for the Legion Villa site.
 - f. Albion College Pocket Park – provided overview of recent project under the Maintenance Agreement with Albion College to provide maintenance of property.
 - g. Harvard Garage – discussed this and similar industrial sites which require DEQ testing and will need long term clean-up and oversight.
- vi. Budget Report

B. Board Member Lynn Ward Gray’s Report on Training

Ms. Ward Gray distributed her notes from the Neighbor Works Training Institute she attended in Florida in August.

It was noted that Ms. Trout-Edwards would send the notes out in an electronic format to the Board.

8. Public Meeting – 2015 CCLBA Budget

A. Open Public Hearing

Lynn Ward Gray moved to open the Public Hearing on the 2015 CCLBA Budget. Nola Batch seconded and the motion passed by unanimous voice vote.

Ms. Trout-Edwards noted an increase in revenue, specifically the 5/50 tax capture, rental income, property sales, local contributions and grants.

Ms. Schauer noted that some revenue is not new money, but rather delayed money from MSHDA.

Ms. Trout-Edwards noted that expenses are more broken out into categories and that some grant funds can be utilized to pay for administrative costs. Other expense categories include non-grant related property expenses and association dues.

Ms. Schauer gave a brief explanation of Michigan Association of Land Banks (MALB) as well as information on a proposed Calhoun County Board Resolution to transfer funds from the Treasurer to the Land Bank to go with defaulted Treasurer properties that go to the Land Bank. The proposed funding would defray the maintenance, demolition and environmental costs associated with said properties. As this resolution is pending, these funds are not in the proposed budget at this time.

Mr. Behnke asked for clarification as to the initial source of these funds and shared the Pennfield Township’s struggles to regain what is spent on cleanup efforts.

Ms. Schauer asked if there should be an April review of budget revisions for this budget and whether there should be a floor/limit to the Land Bank fund balance.

Ms. Trout-Edwards suggested the establishment of a budget policy, which would assist in answering those questions.

Board members consented that a budget policy should be an agenda item for discussion at the next meeting.

B. Close Public Hearing

Jeremy Andrews moved to close the Public Hearing on the 2015 CCLBA Budget. Lynn Ward Gray seconded and the motion passed by unanimous voice vote.

9. New Business

A. Approval of 2015 CCLBA Budget

Peggy Sindt moved to approve the 2015 CCLBA Budget as presented. Lynn Ward Gray seconded, and the motion passed by unanimous voice vote.

B. Approval of Accounts Payable

Lynn Ward Gray moved to approve accounts payable as presented. Nola Batch seconded, and the motion passed by unanimous voice vote.

C. Citizen Comments

None

D. Board Member Comments and Announcements

Lynn Ward Gray offered her thanks for assistance during the "Gleaning Project".

Nola Batch offered her thanks for the opportunity to serve.

Ms. Schauer thanked Nola Batch for her service and Ms. Trout-Edwards presented a floral bouquet to Ms. Batch.

Jeremy Andrews offered a thank you for assistance with the Starr Commonwealth therapeutic garden project.

Peggy Sindt shared that the formerly Land Bank owned Erie Street property will be leased to the EDC for a food hub/food bank/commercial kitchen with a retail section that will feature street side windows.

E. Adjournment:

Peggy Sindt moved to adjourn. Nola Batch seconded, and the motion passed by unanimous voice vote.

The Calhoun County Land Bank Meeting was adjourned at 12:48pm and the next meeting is scheduled for February 17, 2015 (Annual Meeting) at 11:30 am in the Garden Level Conference Room at the Calhoun County Building.