



## CCLBA Board of Directors Meeting Minutes

3:00pm Wednesday, February 18, 2015

Calhoun County Building – Marshall  
Garden Level Conference Room

### 1. Call to Order

Christine Schauer called the meeting of the Calhoun County Land Bank Authority Board to order at 3:05pm in the Garden Level Conference Room of the Calhoun County Building located at 315 West Green Street, Marshall, MI 49068.

**Roll Call:** Christine Schauer, Derek King, Patrick McLean, Rob Behnke. Jeremy Andrews and Lynn Ward Gray arrived just after close of Roll Call. Absent: Peggy Sindt. Staff: Krista Trout-Edwards, Executive Director, Richard Lindsey, General Counsel, Amy Rose Wallace-Robinson, Property & Project Coordinator, and Angela Hartung, Administrative Assistant.

### 2. Pledge of Allegiance

### 3. Approval of the Agenda

*Rob Behnke moved to approve the agenda. Patrick McLean seconded, and the motion passed by unanimous voice vote.*

### 4. Approval of Land Bank Minutes – November 18, 2014 Meeting

*Mr. Behnke moved to approve the Land Bank minutes as presented. Jeremy Andrews seconded, and the motion passed by unanimous voice vote.*

### 5. Citizen Comment

None

### 6. Reports:

#### A. Executive Director's Report

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

- i. Property Sales
- ii. Grant Updates
  - a. Target Market Analysis draft studies have been received and are in review
  - b. HOME grant from City of Battle Creek awarded
  - c. NSP2 grant funds – waiting on MSHDA to finalize release
  - d. CDBG two Brownlee Park demos were approved and the grant is in the environmental review process
- iii. Program Updates
  - a. Updated program information and forms for the Side Lot Program, Neighborhood Mow & Maintenance and Transform This Home. Staff currently doing outreach for Neighborhood Mow & Maintenance.
- iv. Budget
- v. Annual Report
- vi. General Announcements

CCLBA is pursuing a revised lease agreement with American Colloid which provides the option to purchase. No reply from American Colloid as of yet.

Recent RFP activities include an RFP for Realtor Services which yielded a response from 3 parties, and an RFP for Website Design for which 16 submissions had arrived but had not yet been reviewed.

Center for Community Progress "Take It To The Bank" publication was passed out to Board Members. Discussion around attendance to the Center's National Conference in May, "Reclaiming Vacant Properties," in Detroit MI.

Ms. Trout-Edwards led discussion on the revision of BCU Land Banking Agreement and planned changes to incorporate specific timelines for holding and review of properties as well as a vehicle for input from supporting units to make the Agreement beneficial for all parties.

## **7. New Business**

### **A. Amend and Adopt Bylaws**

Ms. Schauer introduced the discussion of the proposed changes to the Bylaws, indicating that the current Bylaws were set forth at the inception of the CCLBA verbatim from Genesee County and as such needed to revision to more accurately reflect the actual practices of the CCLBA.

Ms. Trout-Edwards provided an overview of the proposed changes, highlighting the changes to the roles and duties of officers (7.1) and the audit committee (11.4).

Ms. Schauer indicated that the proposed changes will reflect the existing administrative services agreement and present business practices. Ms. Schauer highlighted how the CCLBA's financial management is covered by the policies and procedures of the Treasurer and cited as an example the annual external audit currently underway.

Mr. Lindsey affirmed the thoroughness of the County system of checks and balances and the audit process.

Mr. McLean asked whether the findings and reports from the County audit would be available to CCLBA Board.

Ms. Schauer affirmed the availability of the same.

*Mr. McLean moved to amend the Land Bank Bylaws as presented. Lynn Ward Gray seconded, and the motion passed by unanimous voice vote.*

### **B. Elect 2015 Officers**

Mr. Behnke indicated that he is willing to continue to serve as Vice Chair.

Ms. Schauer indicated that Peggy Sindt has served as Secretary/Treasurer.

Ms. Trout-Edwards stated that she believed that Ms. Sindt is willing to continue.

*Derek King moved to elect Rob Behnke as Vice-Chair and Peggy Sindt as Secretary. Mr. Andrews seconded, and the motion passed by unanimous voice vote.*

**C. Adopt and Sign Code of Ethics**

Ms. Trout-Edwards gave a brief description and indicated the document supports the Bylaws just discussed.

*Ms. Ward Gray moved to adopt the Code of Ethics Policy as presented. Mr. Andrews seconded, and the motion passed by unanimous voice vote. All present Board Members signed the Code of Ethics Policy. Ms. Trout-Edwards will request that Ms. Sindt sign the document this week.*

**D. Amend and Adopt update to Policies and Procedures Acquisition, Use and Disposition of Real Property including Appendix A (Fee Schedule)**

Ms. Trout-Edwards presented the change to language regarding the size of parcels for side lot sale and the inclusion of a fee schedule (Appendix A) that was referenced in the document but previously not present.

Mr. Behnke asked about the specific 10,000 sq ft restriction in 4.2.c.

Ms. Trout-Edwards clarified the presence of a “buildable lot” size standard within the cities.

*Mr. McLean moved to amend and adopt the update to the Policies and Procedures Acquisition, Use and Disposition of Real Property including Appendix A (Fee Schedule) as presented. Mr. Andrews seconded, and the motion passed by unanimous voice vote.*

**8. Approval of Accounts Payable**

Mr. McLean inquired as to whether “Accept Report of Accounts Payable” would be more appropriate as transactions have already transpired.

Ms. Trout-Edwards affirmed the same and made note to update the future agendas accordingly.

*Mr. Behnke moved to accept Report of Accounts Payable as presented. Mr. King seconded, and the motion passed by unanimous voice vote.*

**9. Citizen Comment**

None

**10. Board Member Comments and Announcements**

Mr. Behnke inquired as to whether it was okay to share the information relayed at the CCLBA Board Meetings with other Township Supervisors.

Ms. Schauer and Ms. Trout-Edwards affirmed the same.

Mr. McLean indicated that a faith-based volunteer group will be coming to Albion College and is seeking projects and that they would be considering CCLBA property projects among their activities.

Ms. Ward Gray shared that the City of Battle Creek is hosting Code Inspection Town Hall Meetings the next of which will be cover the Building Inspection Division on February 26<sup>th</sup> from 5:30 – 7:00 at Burnham Brook.

Mr. Andrews shared progress of a USDA grant for a Walk-In Market / Farm Stand at Bright Star

Farms site on Kendall St N which will open May 1.

**11. Adjournment**

*Mr. King moved to adjourn. Mr. Andrews seconded, and the motion passed by unanimous voice vote.*

The Calhoun County Land Bank Board of Directors Meeting was adjourned at 4:20pm and the next meeting is scheduled for **April 23, 2015 at 3:00pm in the Garden Level Conference Room** at the Calhoun County Building.