



CCLBA Board of Directors Meeting Minutes

3:00pm Thursday, April 23, 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 3:10pm 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, Peggy Sindt, Lynn Ward Gray. Patrick McLean arrived just after close of Roll Call. Absent: Jeremy Andrews and Rob Behnke.

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

Derek King moved to approve the agenda. Lynn Ward Gray seconded, and the motion passed by unanimous voice vote.

4. Approval of Land Bank Minutes – February 18, 2015 Meeting

Ms. Ward Gray moved to approve the Land Bank minutes as presented. Patrick McLean seconded, and the motion passed by unanimous voice vote.

5. Citizen Comment

None

6. Reports:

Executive Director's Report

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

a. Property Sales

b. Property Listing & Rehabilitation

Ms. Trout-Edwards noted that work was being done this year to make properties more presentable for sale on a case by case basis.

Mr. King expressed an interest in obtaining the property list. A discussion followed about the varying classification of properties.

Ms. Schauer indicated that featured properties would be available on the upcoming website.

c. Grant Updates

Ms. Trout-Edwards shared the work being done in preparation for demolitions through the NSP2 and CDBG grants, and through the City of Battle Creek HOME funding. As applicable, the procurement of contractors was combined into one RFP to simplify execution.

Ms. Trout-Edwards related that the next step in the TMA is public meetings which will be June 2nd for Albion and June 3rd for Battle Creek.

d. Program Updates

Ms. Trout-Edwards provided an update on the Neighborhood Mow & Maintenance roll out and shared the forecasted savings. There was discussion around parameters for eligibility for the program and what assignments were made for this year. Ms. Trout-Edwards will forward a synopsis of the groups participating and their respective assignment areas.

e. Budget

Ms. Trout-Edwards presented the YTD financials and shared that potentially a budget amendment may be proposed in June. It was noted that the Miscellaneous Expenses was over budget due to the in and out nature of the NIBC demolition expenses.

Ms. Ward Gray shared positive feedback that she had received from NIBC on the joint demolition project.

Mr. King inquired about pictometry project (comparative aerial photography) and if the Land Bank would be able to utilize that service for at no charge.

Mr. Lindsey affirmed the use of the pictometry photography by the Land Bank free charge and explained the use agreement with other entities within the county.

f. General Announcements

Ms. Trout-Edwards shared the representation of the County that will be participating in the Reclaiming Vacant Properties conference put on by the Center for Community Progress in May.

Ms. Trout- Edwards shared about the outreach going on in Albion and the CCLBA presence at the town hall meetings.

Ms. Trout-Edwards announced the award of the logo/website contract to Kuntzsch Solutions out of Grand Ledge and the parameters of the project.

Ms. Schauer shared that their references were solid and Ms. Hartung noted that there is a certified planner on their team.

7. New Business

A. Battle Creek Unlimited Developer Agreement

Ms. Schauer provided some historical background on the existing agreement and the efforts made to replace the current agreement with one that has more quantifiable parameters and benchmarks for progress. She continued on to share the efforts made in communicating with Battle Creek Unlimited by letter and that though there's not been a response, a new director has been hired since the letter was sent.

Discussion followed and Mr. King suggested that time be allowed for the new director be given an opportunity to respond to a similar letter addressed to her attention, before determining next steps.

The Board affirmed same.

(Richard Lindsey departed at 3:55pm)

B. Sale of Bright Star Farm site to Sprout Urban Farms.

Ms. Trout-Edwards introduced discussion of Bright Star Farms and the sale of the property (for \$1) at 245 Kendall that is currently being leased to Sprout Urban Farms which runs Bright Star. Ms. Trout-Edwards indicated that she was bringing this sale to the attention of the Board for the sake of transparency as Jeremy Andrews, CEO of Sprout Urban Farms, is a board member.

Peggy Sindt moved to approve the Land Lease Extension and Purchase Agreement. Ms. Ward Gray seconded.

Ms. Ward Gray opened discussion about what would transpire should Sprout cease to exist.

Ms. Wallace-Robinson asked about the inclusion of a first right of refusal.

Mr. King submitted that the inclusion of such a clause would add another level of transparency if ever Sprout were to dissolve.

Ms. Sindt moved to amend her motion to include the addition of the first right of refusal to the Land Bank into the purchase agreement. Ms. Ward Gray seconded, amended motion passed by a unanimous voice vote.

8. Acceptance of Accounts Payable

Ms. Schauer presented the Report of Accounts Payable for acceptance.

Ms. Ward Gray moved to accept Report of Accounts Payable as presented. Mr. McLean seconded, and the motion passed by unanimous voice vote.

9. Citizen Comment

None

10. Board Member Comments and Announcements

Ms. Ward Gray shared that the Battle Creek Community Foundation will be open in its new location on May 18th.

Ms. Sindt shared that Albion Week is the week of May 11th, concluding with the French Market on May 16th.

Ms. Schauer stated that this year the Office of the Treasurer foreclosed on 100 fewer properties which ultimately will mean fewer to the Land Bank.

11. Adjournment

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

The Calhoun County Land Bank Board of Directors Meeting was adjourned at 4:14pm and the next meeting is scheduled for **June 25, 2015 at 3:00pm in the Garden Level Conference Room** at the Calhoun County Building.