



CCLBA Board of Directors Meeting Minutes

3:00pm Thursday, August 27, 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 3:04pm 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, Rob Behnke, Patrick McLean. Jeremy Andrews arrived at 3:05pm and Lynn Ward Gray arrived at 3:08pm.

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. Patrick McLean seconded, and the motion passed by unanimous voice vote.

4. Citizen Comment

None

5. Consent Agenda

Approval of Land Bank Minutes – June 25, 2015 Meeting

Peggy Sindt moved to approve the Land Bank minutes. Mr. McLean seconded, and the motion passed by unanimous voice vote.

6. Reports:

Executive Director's Report

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

a. Property Sales

Ms. Trout-Edwards announced that the closings for 23 Mockingbird Ct and 142 Holly Rd were earlier today.

b. Property Listing & Rehabilitation

Ms. Trout-Edwards shared the progress at 107 Virginia Ave which is about to be listed. 36 Lathrop Ave is awaiting inspection results and will be ready for the Transform This Home Program. 57 S Broad and 81 N Union are also being prepared for Transform This Home.

c. Grant Updates

Ms. Trout-Edwards announced that the Battle Creek demo projects which were executed in partnership with the City of Battle Creek are complete.

Ms. Trout-Edwards reported that seven of the NSP2 Round 1 demolition projects are completed and twenty-two are in process. The Round 2 demolition projects are in the

asbestos assessment phase. There are twenty presently on this list and it is hoped that there may be up to six more depending on the asbestos abatement costs.

Ms. Trout-Edwards reported that Notices to Commence have been issued for the twenty-eight CDBG demolition projects in Albion and the two in Emmett Township are in process of having the wells abandoned and then the Notices to Commence will follow.

d. Budget

Ms. Trout-Edwards presented the YTD financials, highlighting the increase in the 5:50 tax capture resulting from the work the Treasurer's Office had facilitated with the local units.

Christine Schauer pointed out that the budget amendment previously discussed would likely not be presented, but rather that the 2016 budget would include an Operating Budget and a Grant Budget to provide greater clarity.

Mr. McLean asked if there were issues with specific line items that would prompt any additional change.

Ms. Trout-Edwards the noted the previously mentioned personnel cost management with its grant funding component, and the mowing and maintenance costs as well as unforeseen costs inherent in derelict properties. She also indicated that these items were the nature of the work and that being vigilant and planful was critical to maintaining a positive financial outcome.

e. General Announcements

Ms. Trout-Edwards reported on the structural failure at 203 N Superior and explained the relationship of the property to the surrounding properties. Wharry Engineering has been contracted to provide an initial assessment and to stabilize the building to ensure public safety. As all the properties in this area are structurally connected to a varying degree, all options are being investigated to ensure that investment at 203 is not followed by an adjacent collapse. Ms. Trout-Edwards also reported that there is a developer with interest in this block.

Ms. Ward Gray inquired about the property to the north of Lopez Taco House.

Ms. Trout-Edwards indicated that this vacant building is in private ownership and we have asked to access this property to assess the situation from this angle, but to date access has been denied.

Ms. Trout-Edwards reported Little Friends Library is being installed at the Collaboration Corner Pocket Park in Albion which was a partnership project on Michigan Avenue last year.

Mr. McLean noted that Little Friends Library will also have a branch at Holland Park as well.

Ms. Trout-Edwards reported highlights on some of the properties which the Land Bank has purchased from the Treasurer on the First Right of Refusal including 435 Cornell and 30 E Northside Drive. Ms. Trout-Edwards explained that the property at 30 E Northside Drive was a good bridge to stabilization efforts that had been occurring to the west (Washington Heights) and the south east (Park Hill).

Ms. Ward Gray indicated that Fred Jones who is in charge of Cereal City Hoopsters had an interest in expanding north of Claude Evans Park which is just south of the 30 E Northside Drive property. Ms. Ward Gray asked whether Mr. Jones had contacted the CCLBA about this area.

Ms. Trout-Edwards replied that he had not and encouraged Ms. Ward Gray to have him call.

Ms. Trout-Edwards provided an update on the Battle Creek Unlimited (BCU) properties held in the present land banking agreement and reported that the City of Battle Creek has verbally assumed the responsibility of marketing the properties on behalf of BCU. A purchase offer for three of the buildings is being considered which would include a development agreement component containing performance benchmarks and a reverter clause, therein providing clear avenues for progress and allowing the return of the properties to the tax rolls.

Ms. Ward Gray inquired as to whether there was built into the agreement a provision for extensions.

Ms. Trout-Edwards affirmed that there would be provisions for extensions provided demonstrated progress. Ms. Trout-Edwards went on to say that there is another property in the BCU land banking agreement which is currently under option with a developer.

Ms. Ward Gray asked for a timeline.

Ms. Trout-Edwards indicated that the proposed agreement on the initial three properties is in negotiation now and would hopefully be concluded in the next few months. She went onto say that there are timelines dictated by the current land banking agreement that have to be honored. There was discussion about the process of the First Right of Refusal afforded to BCU under the land banking agreement with them.

Ms. Schauer indicated that upon the finalization of the agreement for the three properties under the purchase offer, the remaining properties under the BCU agreement would be addressed.

7. New Business

A. Discuss and Approve Revised Quiet Title Program

Ms. Trout-Edwards provided background on Quiet Title and the role Land Banks can play in Expedited Quiet Title. The proposed documents would enable the Land Bank to administer this service cost effectively and the proposed documents are based on the established program at the Kalamazoo Land Bank.

Derek King moved to approve the Resolution to create a Quiet Title Program with the proposed documents. Lynn Ward Gray seconded. A roll call vote was taken. Christine Schauer, yes; Peggy Sindt, yes; Derek King, yes; Patrick McLean, yes; Peggy Sindt, yes; Rob Behnke, yes; Jeremy Andrews, yes; and Lynn Ward Gray, yes. Resolution approved. RES 2015-03.

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. Behnke seconded, and the motion passed by unanimous voice vote.

9. Citizen Comment

None

10. Board Member Comments and Announcements

Mr. Behnke noted that Pennfield Township passed a Truck Route Ordinance which becomes effective October 1st. They are also in the final stages of drafting a Vacant and Rental Properties Ordinance.

Mr. Andrews shared that the Bright Star Farms food hub / fresh grocery store is open at 245 N. Kendall Thursday through Sunday from 10:00am until 6:00pm with fresh produce from around the state.

Ms. Ward Gray thanked Krista and the Land Bank staff for NPC2 meeting participation and the work being done through the CCLBA.

Mr. McLean indicated his appreciation for the rehab work and particularly the sensitivity of the CCLBA approach to historic preservation.

Mr. King thanked the CCLBA for being responsive to the inquiries of citizens.

Ms. Sindt shared that the one million dollar grant for the boutique hotel in Albion has been approved. She also noted that the food hub / commercial kitchen downtown Albion is in process and should finish in December and that the Bohm Theatre has expanded their offerings to include comedy.

Ms. Schauer noted the Executive Director's annual review is coming up and that forms would be disseminated for feedback. She also noted that the Albion Land Banking Agreement renewal would be coming up as well.

11. Adjournment

The Calhoun County Land Bank Board of Directors Meeting was adjourned at 3:55pm by the Chairperson, Christine Schauer, and the next meeting is scheduled for **October 22, 2015 at 3:00pm in the Garden Level Conference Room** at the Calhoun County Building.