



CCLBA Board of Directors Meeting Minutes

3:00pm Thursday, December 17, 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, Rob Behnke, Peggy Sindt, Jeremy Andrews in attendance. Lynn Ward Gray arrived at 3:06pm. Patrick McLean was excused.

Staff: Krista Trout-Edwards, Executive Director; Richard Lindsey, General Counsel; Amy Rose 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. Peggy Sindt seconded, and the motion passed by unanimous voice vote.

4. Citizen Comment

None

5. Consent Agenda

Approval of Land Bank Minutes – October 22, 2015 Meeting

Mr. Behnke moved to approve the Land Bank minutes. Jeremy Andrews 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 4 additional purchase agreements had been signed since the Property Sales Report was printed. Property sale proceeds are up over last year.

b. Property Listing & Rehabilitation

Ms. Trout-Edwards shared that more properties are in the clean out phase for Transform This Home and that the current offerings can now be seen on the website which went live yesterday.

c. Grant Updates

Ms. Trout-Edwards reported that due to efficient execution of the demolition process that resulted in cost savings, additional demos are being added to each grant. 1 for NSP2 Round 1, 5 for NSP2 Round 2 and 3 for CDBG.

Ms. Trout-Edwards also shared that RFPs are out for the BC HOME grant project at 253 N McKinley Ave.

d. Budget

No comment, reports previously distributed.

e. General Announcements

Ms. Trout-Edwards provided the following updates:

- An agreement has been reached to install a roof at 203 N Superior.
- 180Urban has signed the Purchase Agreement for the 3 BCU properties previously discussed with a proposed closing date before the end of the year.
- Congressman Kildee will be in Battle Creek for a Roundtable Discussion on January 21, 2015 from 1:00-2:30 at the Kool Community Center.
- The website has been launched and is now live at www.calhounlandbank.org.
- The Land Bank is the lead agency in an application that is being developed for an EPA grant in partnership with Albion EDC and the City of Battle Creek that would provide each partner \$200,000 in funding for Brownfield Assessments if awarded.
- American Colloid is signing an updated lease which will bring more rental income with an incremental increase built in overtime as in incentive for them to purchase the property at 601 N Albion.
- Staff is planning a Spring Fling Side Lot Sale for March.
- On Tuesday, December 22 at 2:00pm there will be a press event at 202 Graves in which the Land Bank will be giving resident and veteran Levi Jenkins the deed to his home through a cooperative effort between Mr. Jenkins, Southwest Michigan Legal Services and the Land Bank.

7. Public Hearing – 2016 Budget

Mr. Benhke moved to open the public hearing. Ms. Sindt seconded, and the motion passed by unanimous voice vote.

Ms. Trout-Edwards reviewed the proposed budget. No public comment was received.

Ms. Sindt moved to close the public hearing. Ms. Gray seconded, and the motion passed by unanimous voice vote.

8. New Business

a. Approval of the 2016 CCLBA Budget

Ms. Sindt moved to approve the 2106 CCLBA Budget as presented. Ms. Gray seconded, and the motion passed by unanimous voice vote.

b. Discuss and Approve the 2016 Meeting Schedule

Ms. Trout-Edwards provided a proposed meeting schedule for the Land Bank board meetings in 2016.

Ms. Gray moved to approve the 2016 Meeting Schedule. Mr. Andrews seconded, and the motion passed by unanimous voice vote.

9. Accept Report of Accounts Payable

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

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

10. Citizen Comment

None

11. Board Member Comments & Announcements

Mr. Andrews indicated that Sprout Urban Farms would be interested in partnering with the Land Bank on the promotion of the Spring Fling Side Lot Sale and also that they are working with the City of Battle Creek on an Urban Agriculture Ordinance. Mr. Andrews also noted that he has applied for an open position on the City of Battle Creek's Planning Commission.

Mr. Behnke, Mr. King and Ms. Sindt all expressed wishes for a Happy Holiday and congratulations to Mr. Andrews on the recent birth of his daughter.

Ms. Schauer reported on the recent evaluation and 2016 goals of Ms. Trout-Edwards as executive director, noting the Board of Directors goals as incorporated therein. Ms. Schauer also highlighted the recent debut of the Treasurer's Office and the Land Bank into social media on Facebook and Twitter.

12. Adjournment

The Calhoun County Land Bank Board of Directors Meeting was adjourned at 3:51pm by the Chairperson, Christine Schauer, and the next meeting is scheduled for **February 25, 2016 at 3:00pm in the Garden Level Conference Room** at the Calhoun County Building.