



CCLBA Board of Directors Meeting Minutes

3:00pm Thursday, April 28, 2016

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, Lynn Ward Gray, Derek King, Patrick McLean in attendance. Peggy Sindt was excused. Jeremy Andrews and Rob Behnke were absent.

Staff: Amy Rose 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. Citizen Comment

Mr. Dillon Davis of the Battle Creek Enquirer indicated that he was in attendance to observe and determine if the Land Bank board meetings would be something the Enquirer may cover with more frequency.

5. Consent Agenda

Approval of Land Bank Minutes – December 17, 2016 Meeting

Mr. King moved to approve the consent agenda including the December 17, 2016 meeting minutes. Ms. Gray seconded, and the motion passed by unanimous voice vote.

6. Reports:

Executive Director's Report

Ms. Schauer reviewed the submitted Executive Director's Report as Krista Trout-Edwards was out on medical leave.

a. Property Sales

No comment, reports previously distributed.

b. Property Listing & Rehabilitation

Amy Rose Robinson added that a few of the properties currently listed for sale are being marketed actively on social media and some of those have reduced prices.

c. Grant Updates

Ms. Schauer pointed out the 91 total demolitions accomplished and that 13 more in Albion are scheduled with additional grant funds.

Patrick McLean asked if all the demolitions were residential.

Ms. Schauer affirmed the same, indicating that funding for commercial and industrial structures has not been offered.

d. Budget

No comment, reports previously distributed.

e. General Announcements

Ms. Schauer and the Land Bank staff provided the following updates.

- The roof repair at 203 Superior N was completed in December.
- Land Banking Agreements status update is that NIBC/SWCDC Agreement is phasing out and properties will be returned to NIBC/SWCDC; BCU Agreement has only two properties remaining and the right of refusal has expired; Proactis (Albion) currently has properties in the Land Bank and its annual review is approaching.
- Angela Hartung reported on the upcoming Spring Fling Side Lot Sale happening Saturday April 30 at the Kool Family Community Center in partnership with the City of Battle Creek. Starting at this kick-off event, side lots will be available for \$110 until the end of July. Ms. Hartung also highlighted that the Neighborhood Mow & Maintenance program has begun, with last year's five groups returning plus one new group. She reported that in conjunction with the City of Battle Creek and Waste Management initial lot clean-up assistance was added this year with the provision of orange trash bags from the Land Bank. Waste Management will pick up these bags on the City's regular trash days the first two weeks in May. She shared that another area being investigated for support was the referral for small engine repair.

Ms. Gray inquired about how the small engine repair idea would work.

Ms. Hartung indicated that a resource hadn't yet been identified so it was not yet known.

Mr. McLean mentioned the AmeriCorps efforts in the county as a possible resource.

Ms. Hartung responded that Ms. Trout-Edwards was in discussion with AmeriCorps as to possible ways to partner with their organization.

7. New Business

a. Elect 2016 Officers

Mr. McLean nominated Peggy Sindt for Secretary.

Mr. McLean nominated Lynn Ward Gray for Vice-Chair.

Mr. McLean moved to close nominations. Mr. King seconded, and the motion passed by unanimous voice vote.

Mr. McLean moved to approve the aforementioned slate of officers for 2016. Derek King seconded, and the motion passed by unanimous voice vote.

b. Adopt and Sign Code of Ethics

Ms. Schauer presented the Code of Ethics for adoption, noting there were no changes to the content from last year.

Ms. Gray moved to adopt the Code of Ethics. Mr. McLean seconded, and the motion passed by unanimous voice vote. (Document to be circulated for signature.)

c. Review and Approve Grant Administration Policy

Mr. King moved to approve the Grant Administration Policy. Ms. Gray seconded, and the motion passed by unanimous voice vote.

d. Approve Temporary Reduced Price for Side Lot Sale (April 30 – July 31, 2016)

Mr. McLean moved to approve the temporary reduced price for side lots to \$110 for the duration of the Side Lot Sale. Mr. King seconded, and the motion passed by unanimous voice vote.

8. Accept Report of Accounts Payable

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

Mr. King inquired about the high utility cost at 113 N Wabash.

Amy Rose Robinson confirmed that the meter had to be moved to accommodate a required egress window and that this services increased the bill. Ms. Robinson also reported that the City of Battle Creek is reimbursing the Land Bank for all utility costs associated with this NSP2 Rehab property.

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

9. Citizen Comment

Mr. Marcel Mayberry introduced himself and his associate Mr. Ivan Holloway indicating their interest in the Land Bank's function within the community and noted they were in attendance to observe and learn.

10. Board Member Comments & Announcements

Ms. Gray inquired after the sale price for eligible City lots during the Spring Fling Side Lot Sale.

Ms. Schauer affirmed the \$110 price.

Mr. McLean inquired as to conversations about the next steps regarding Dalrymple School which is currently owned by the Treasurer after its recent foreclosure.

Ms. Schauer noted that the process provides for Right of Refusal and that the process needs to be exhausted before next steps can be discussed.

Ms. Gray noted that her annual town hall meeting will be held at Ann J. Kellogg school on Tuesday May 31 from 6:30 – 8:00. The meeting will be in collaboration with the local school district to address potential re-use for school buildings that will be closing.

Ms. Schauer reported that this year there were 218 Foreclosures, a decrease from the previous year, of which 29 were owner-occupied, also a decrease. The Treasurer's office was able to facilitate 100 hardship extensions and 89 payment plans.

Ms. Gray indicated that recently there was an Urban Agriculture presentation to the City of Battle Creek Planning Commission and that the presentation and discussion were exploratory and no policy or ordinances had been added or amended at this point.

11. Adjournment

Mr. McLean moved to adjourn the meeting. Ms. Gray seconded, and the motion passed by unanimous voice vote.

The Calhoun County Land Bank Board of Directors Meeting was adjourned at 3:47pm. The next meeting is scheduled for **June 23, 2016 at 3:00pm in the Garden Level Conference Room** at the Calhoun County Building.