



## CCLBA Board of Directors Meeting Minutes

**3:00pm Thursday, August 25, 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 3:06pm 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, and Peggy Sindt in attendance. Rob Behnke and Patrick McLean were excused.

Staff: Krista Trout-Edwards, Executive Director; Amy Rose Robinson, Property & Project Coordinator; and Angela Hartung, Administrative Assistant.

### 2. Pledge of Allegiance

### 3. Approval of the Agenda

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

### 4. Citizen Comment

None.

### 5. Consent Agenda

#### **Approval of Land Bank Minutes – June 23, 2016 Meeting**

#### **Acceptance of 2015 Audit**

*Mr. King moved to approve the consent agenda including June 23, 2016 meeting minutes as presented and acceptance of the 2015 Audit results. Ms. Gray seconded, and the motion passed by unanimous voice vote.*

### 6. Reports:

#### **Executive Director's Report**

Krista Trout-Edwards gave highlights of the Executive Director's report.

#### a. Property Sales

Krista Trout-Edwards reported that since the last meeting 4 additional homes have sold through the Transform This Home program, 3 in Battle Creek and 1 in Albion.

#### b. Property Listing & Rehabilitation

Ms. Trout-Edwards added that the purchase/development agreement approach for commercial properties is being implemented.

#### c. Demolition Projects & Grant Updates

Ms. Trout-Edwards announced that an additional \$125,000 in demolition funds have been awarded through Hardest Hit Funds for Albion and all demolitions should be complete by 10/31/2016.

She also reported that the BC Home grant project at 253 McKinley is nearing completion and the house will be listed for sale by 09/15/2016. Additionally, the NSP2 Rehabs at 113 N Wabash and 140 N McKinley, which were a partnership with the City of Battle Creek, are complete, have

buyers and are scheduled for closing.

Ms. Trout-Edwards reported that the Land Bank has submitted a grant application to the FireKeepers Local Revenue Sharing Board for support of the Neighborhood Mow & Maintenance Program and that Board is presently deliberating. The Land Bank also submitted a joint grant application with the County (lead grantee), City of Battle Creek, City of Albion, Emmett Township, Bedford Township and Homer Village for \$4.3M from Hardest Hit Blight Elimination Funds. Discussion followed around the grant process and the data available to draft effective applications.

Ms. Trout-Edwards relayed that a purchase/development agreement has been entered for the former Davin's property at 301 N Clinton in Albion and for the former JCPenney/Cereal City Office Supply store at 50 W Michigan Ave in Battle Creek. Likewise there is discussion beginning for the 17 W Michigan property in Battle Creek, which is the last structure under the BCU agreement.

d. Budget Report

Ms. Trout-Edwards responded to a query about the legal fees line from Mr. King, indicating that a large percentage of the expenses there were from work on the BCU properties. Ms. Schauer added that efforts were underway to pursue reimbursement for those costs.

Ms. Gray inquired about the low property maintenance line item and Ms. Trout-Edwards communicated that the Neighborhood Mow & Maintenance program stipends won't be paid until the end of the season. Discussion followed around potential groups for the NMM program for next year.

e. General Announcements

Ms. Trout-Edwards reminded everyone that the Board will have two vacancies with the retirement of Peggy Sindt. She shared that Albion Councilwoman Lenn Reid will be recommended for appointment to the post of Albion representative and that work is in progress to fill the other At-Large vacancy.

Ms. Schauer mentioned that there is discussion between the Treasurer, Land Bank and the City of Marshall regarding the former State Farm property and that a potential purchase/development agreement for the property.

Ms. Trout-Edwards indicated that a work session is coming up to review the Albion Land Banking Agreement with the Albion City Council.

Ms. Trout-Edwards also indicated that there was an initial exploratory meeting with a presently engaged maintenance contractor about piloting a salvage program.

## 7. New Business

### **Review and approve the creation of the *Calhoun County Land Bank Community Project Fund with the Battle Creek Community Foundation.***

Ms. Trout-Edwards provided an overview of the fund and why it would be a good tool for the Land Bank. She noted that it would allow the Land Bank to seek grants under the umbrella of the BCCF, including those open to non-profits. The fund would also provide an appropriate vehicle for special projects fundraising.

*Mr. King moved to approve the creation of the fund. Ms. Sindt seconded, and the motion passed by unanimous voice vote.*

*Ms. Sindt moved to appoint the necessary signatories, amended as follows 1. Executive Director, 2. Chairperson, and 3. Secretary. Ms. Gray seconded, and the motion passed by unanimous voice vote.*

**8. Presentation**

Chris Lussier's presentation on the Neighborhood Stabilization Initiatives was postponed until the October meeting for the benefit of attendance by incoming new board members.

**9. Accept Report of Accounts Payable**

*Ms. Gray moved to accept the accounts payable report as presented. Mr. King seconded and the motion passed by a unanimous voice vote.*

**10. Citizen Comment**

None.

**11. Board Member Comments & Announcements**

Ms. Gray announced an upcoming roundtable on Urban Farming on 08/30/2016 from 6:00-7:30 at Grace Health in the Sanitas Room.

Ms. Sindt indicated that she felt the Land Bank had come a long way since its inception and that some amazing successes have occurred under great leadership and that she is very pleased to have been a part of the progress. She felt that the Board is engaged and that the County as a whole is well-represented.

Ms. Schauer thanked Ms Sindt for dedicated service and presented her with a retirement gift on behalf of the Land Bank.

**12. Adjournment**

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

The Calhoun County Land Bank Board of Directors Meeting was adjourned at 4:01pm. The next meeting is scheduled **October 27, 2016 at 3:00pm in the Garden Level Conference Room** at the Calhoun County Building.