



CCLBA Board of Directors Meeting Minutes

3:00pm Thursday, December 14, 2017

Calhoun County Building – Marshall
Garden Level Conference Room

1. Call to Order

Brian Wensauer called the meeting of the Calhoun County Land Bank Authority Board to order at 3:01pm in the Garden Level Conference Room of the Calhoun County Building located at 315 West Green Street, Marshall, MI 49068.

Roll Call: Brian Wensauer, Derek King, Lenn Reid, Steve Buller, Lynn Ward Gray, Patrick McLean, and John Hart were in attendance.

Staff: Krista Trout-Edwards, Executive Director and Angela Hartung, Office & Program Coordinator.

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 – October 28, 2017 Meeting

Mr. Wensauer requested a voice vote on the consent agenda and approval of the same including October 28, 2017 meeting minutes. There was a unanimous voice vote.

6. Reports:

Executive Director's Report

Krista Trout-Edwards gave highlights of the Executive Director's report, noting the addition of item 8d to the agenda.

a. Property Sales

Ms. Trout-Edwards reported that 95 properties have to sold to date and that 3 houses are pending in the TTH program.

b. Property Listing & Rehabilitation

Ms. Trout-Edwards noted that the Transform This Commercial Property (TTCP) will begin in 2018 in Albion. There was brief discussion.

c. Demolition Projects & Grant Updates

Ms. Trout-Edwards indicated 188 projects in the HH3.8 Blight Elimination grant as well as provided an update on the beginnings of coalition work for the EPA grant. There was brief discussion.

d. Budget Report

Ms. Trout-Edwards noted that the budget amendment further down the agenda was necessary to adjust the details of the new office space costs to the preference of the auditors.

Amy Rose Robinson, Property & Project Coordinator joined the meeting at 3:30pm.

e. Informational Items

- i. Ms. Trout-Edwards shared that Progressive AE has been contracted to assist with the additional grading plan for the former State Farm site and that Oaklawn Hospital is also engaged in the process due to their ownership of the adjacent property.
- ii. Ms. Trout-Edwards shared information regarding the interest of a solar panel company in two environmentally contaminated sites. There was discussion around the components of this renewable energy opportunity. The item will be revisited more formally at the February meeting.
- iii. Ms. Trout-Edwards updated the board as to the temporary clerical position for the Land Bank office, noting that the position will be posted tomorrow (12/15/2017).
- iv. Ms. Trout-Edwards gave a synopsis of the incoming properties from the Treasurer's office for 2017; a total of 108 and includes 4 residential rehabilitation candidates as well as a landfill.
- v. Ms. Trout-Edwards indicated that the Land Bank had been approved for a \$15,000 award from the Michigan Historic Preservation Network's revolving loan fund which would facilitate the roof replacement at 26 Fremont. She also shared that a submission for an additional \$15,000 to cover that project had been requested from the Battle Creek Community Foundation and that the results of that would not be available until the New Year.
- vi. Ms. Trout-Edwards indicated the need to prepare for a performance review the Executive Director's position soon so that goals from that could be carried through for the organization.

7. Public Meeting – 2018 Budget

John Hart moved to open the public hearing. Steve Buller seconded, and the motion passed by unanimous voice vote.

Ms. Trout-Edwards reviewed the 2018 Budget as presented.

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

8. New Business

- a. Approve 2018 Budget

Ms. Gray moved to approve the 2018 Budget as presented; Mr. Hart seconded and the motion passed by a unanimous voice vote.

- b. Approve the 2018 Meeting Schedule

Ms. Gray moved to approve the 2018 Meeting Schedule as presented; Mr. King seconded and the motion passed by a unanimous voice vote.

- c. Approve the Amendment to the 2017 Budget

Mr. McLean moved to approve the 2017 Budget Amendment as presented; Mr. Hart seconded and the motion passed by a unanimous voice vote.

- d. Approve an Amendment of the Albion Land Banking Agreement with Albion Reinvestment Corporation contingent upon support from the Albion City Council
Mr. McLean moved to approve the Amendment to the Albion Land Banking Agreement with Albion Reinvestment Corporation as presented; Ms. Gray seconded and the motion passed by a unanimous voice vote.

9. Accept Report of Accounts Payable

Ms. Gray moved to approve the Report of Accounts Payable as presented. Lenn Reid seconded and the motion passed by a unanimous voice vote.

10. Citizen Comment

None

11. Board Member Comments & Announcements

Mr. McLean commented on the positive impact of the improvements to downtown Albion and the encouragement afforded by the momentum.

Mr. Hart added that it was a good example of how long the process takes to build said momentum.

12. Adjournment

Ms. Reid moved to adjourn the meeting at 3:55pm. Mr. Buller seconded and the motion passed by unanimous voice vote.

The next meeting is scheduled **February 15, 2018 at 3:00pm in the Garden Level Conference Room** at the Calhoun County Building.