



CCLBA Board of Directors Meeting Minutes

3:00pm Thursday, February 15, 2018

Calhoun County Building – Marshall
Garden Level Conference Room

1. Call to Order

Vice Chair Lynn Ward Gray 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: Lynn Ward Gray, Lenn Reid, Steve Buller, Derek King, and John Hart were in attendance. Brian Wensauer was excused and Patrick McLean was absent.

Staff: Krista Trout-Edwards, Executive Director; AmyRose Robinson, Property & Project Coordinator; Angela Hartung, Office & Program Coordinator; and Andrew Freund, AmeriCorps VISTA.

2. Pledge of Allegiance

3. Approval of the Agenda

Derek King moved to approve the agenda. John Hart 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

Lenn Reid moved to approve the consent agenda including the meeting minutes of December 14, 2017. Mr. Hart 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 as submitted.

a. Property Sales - as submitted

b. Property Listing & Rehabilitation

Ms. Trout-Edwards noted that there were applications pending and that there would be up to 5 additional homes added.

c. Demolition Projects & Grant Updates

Ms. Trout-Edwards indicated \$2.8 of the \$3.8M has been allocated for work done in 2017 on the Blight Elimination grant and that there are 71 demos pending. An extension has been granted by MSHDA until September 2019 which will allow properties in need of demolition from this year's foreclosures to be included.

Ms. Trout-Edwards shared that the EPA grant is in full swing and that the former State Farm Headquarters property has been approved to be included in this grant as well as Hamblin Ave properties in Battle Creek. Albion meetings are being set to explore potential for DEQ funds for Albion sites. There was discussion about a Semco site and property at the rear of the Justice Complex site in Battle Creek.

- d. Budget Report – as submitted
Ms. Trout-Edwards noted that there was an administrative issue with the Federal and State grant lines, therefore those items are not included and will be at the next reporting.
- e. Informational Items
- i. 2017 Mow costs: Ms. Trout-Edwards highlighted the analysis of the 2017 mow costs, noting the savings the Neighborhood Mow & Maintenance program brought again this year.
 - ii. Former State Farm Site: Ms. Trout-Edwards shared concept drawings that have been developed for the RFP process at the former State Farm headquarters site.
 - iii. 50 W Michigan Ave: Ms. Trout-Edwards indicated that Cereal City Athletics has made some progress with the MEDC and is hopeful for positive news.
 - iv. Temporary Position: Ms. Trout-Edwards announced that Megan Brown has been hired into the temporary position and that she is a recent college graduate from Cornerstone University.
 - v. MALB Legislation: Ms. Trout-Edwards shared that on behalf of the Michigan Association of Land Banks, she presented, along with Kelly Clarke of the Kalamazoo County Land Bank, to the Michigan Association of County Treasurers, the proposed funding concept and that the discussion yielded items to consider.
 - vi. Transform This Commercial Property: Ms. Trout-Edwards indicated that the Transform This Commercial Property (TTCP) program and materials are coming together. A draft was distributed for review.
 - vii. RVP Conference: Ms. Trout-Edwards highlighted the Reclaiming Vacant Properties conference happening in May in Milwaukee, encouraging the Board to review event information and consider attendance.

7. Discussion Items

- a. Advancing Albion Action Plan
Ms. Trout-Edwards shared that Albion Reinvestment Corporation and the Economic Development Corporation has partnered to develop this plan to poise Albion for incentive dollars.
- b. Solar Array Project
Ms. Trout-Edwards shared the highlights of the negotiations for the re-use of the Sheridan-Albion landfill property for a solar array. Discussion followed regarding lease terms, environmental concerns, and potential legal obligations.

8. New Business

- a. Election of 2018 Officers
Mr. King nominated Lynn Ward Gray for Vice Chair and Ms. Gray nominated Derek King for Secretary. Mr. Hart seconded both nominations. The nominees were elected by a unanimous voice vote.

- b. Code of Ethics
Mr. Hart moved to adopt the Code of Ethics as presented. Mr. King seconded, and the motion passed by unanimous voice vote.
- c. MHPN Intervention Loan Fund Program – Approve acceptance of \$15,000 loan for 26 Fremont roof project.

Ms. Trout-Edwards explained that the Michigan Historic Preservation Network has approved the Land Bank's application for a \$15,000 loan through their Intervention Program. This funding makes it possible to replace the roof at 26 Fremont and hold the Block Build program this summer as funded by the National Historic Trust. The loan term is 5 years with a 3% annum (not compounded) and there is no penalty for early repayment.

Mr. King moved to approve acceptance MHPN loan as presented. Steve Buller seconded, and the motion passed by unanimous voice vote.

- d. Discuss and approve the addition of 100 S Superior St to the Albion Land Banking Agreement

Ms. Trout-Edwards explained the correlation of this proposition to the Advancing Albion Action which would enable incentives to be sought for re-development. Brief discussion followed.

Mr. King moved to approve the inclusion of 100 S Superior St into the Land Banking Agreement. Mr. Hart seconded, and the motion passed by unanimous voice vote.

9. Accept Report of Accounts Payable

Mr. Buller moved to approve the Report of Accounts Payable as presented. Mr. Hart seconded and the motion passed by a unanimous voice vote.

10. Citizen Comment

None

11. Board Member Comments & Announcements

None

12. Adjournment

Vice Chair Gray adjourned the meeting at 4:01pm.

The next meeting is scheduled for **April 26, 2018 at 3:00pm in the Garden Level Conference Room** at the Calhoun County Building.