



CCLBA Board of Directors Meeting Minutes

3:00pm Thursday, December 13, 2018

Calhoun County Building – Marshall
Garden Level Conference Room

1. Call to Order

Chair Brian Wensauer 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: Brian Wensauer, Lynn Ward Gray, Lenn Reid, Steve Buller, Derek King in attendance. John Hart arrived at 3:09pm.

Staff: Krista Trout-Edwards, Executive Director; Angela Whitesell, Office & Program Coordinator; Amy Rose Robinson, Property & Project Coordinator; Devon Parker, AmeriCorps VISTA; and Jim Dyer, General Counsel.

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

None

5. Consent Agenda

Approval of Land Bank Minutes – October 25, 2018 Meeting

Ms. Gray moved to approve the consent agenda including the meeting minutes of October 25, 2018.

Mr. King seconded, and the motion passed by unanimous voice vote.

6. Reports:

Executive Director's Report

Krista Trout-Edwards provided highlights from the Executive Director's Report.

- a. Property Sales - as submitted
- b. Property Listing & Rehabilitations – as submitted
- c. Grant Update– as submitted
- d. Informational Items:
 - i. American Colloid: Ms. Trout-Edwards shared that the lease with American Colloid continues, and their purchase of the additional 9 acre parcel adjacent to the railroad spur has been completed, solidifying a long-term commitment of the industrial company to Albion.
 - ii. Former State Farm Headquarters project: Ms. Trout-Edwards relayed that the demolition is complete and site restoration is underway.

Mr. King asked about coordinating future development efforts for the site and the recently created Neighborhood Improvement Area. Discussion followed.
 - iii. Incremental Development Alliance / State Land Bank Training Workshops: Ms. Trout-Edwards shared that the November training day was well-attended and another workshop is scheduled for February 23-24, 2019.

- iv. Treasurer Funded Demolitions: as presented.
- v. Chemical Bank/Transform This Commercial Property: Ms. Trout-Edwards shared that the Chemical Bank has provided a \$2000 grant for the Transform This Commercial Property program which will be utilized in first official project at 129-131 N Superior St in Albion.

Relatedly, Ms. Trout-Edwards reported that the Battle Rock project at 50 W Michigan was gaining momentum as the environmental issues have been resolved and the Historic District Commission meeting was favorable.

- vi. New Board Members for 2019: Ms. Trout-Edwards indicated that Patrick McLean's term had ended November 30th and that Steve Buller's term was ending December 31st. She shared that she will be attending the Board of Commissioners meeting December 20th regarding the appointments of Jack Reed (at-large) and Jason Farmer (township) for the New Year.

7. Public Meeting – 2019 Budget

John Hart moved to open the public hearing regarding the 2019 Budget. Mr. King seconded and the motion passed by a unanimous voice vote.

Ms. Trout-Edwards reviewed the 2019 Budget as submitted.

Ms. Gray inquired about the year on year increase in fees for the eProperty software subscription. Discussion followed.

Steve Buller noted that it would be helpful to have the budget presented with the current year for comparison. Brief Discussion followed and request will be incorporated going forward.

Mr. King asked about the Professional Services line item. Discussion followed.

Mr. King moved to close the public hearing. Ms. Gray seconded and the motion passed by a unanimous voice vote.

8. New Business

- a. Approval of the 2019 Budget

Ms. Gray moved to approve the 2019 Budget as presented. Mr. Hart seconded and the motion passed by a unanimous voice vote.

- b. Discuss and Approve 2018 Budget Amendment

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

- c. Discuss and Approve 2019 Meeting Schedule

Mr. Gray moved to approve the 2019 Meeting Schedule as presented. Lenn Reid seconded and the motion passed by a unanimous voice vote.

- d. Discuss and Approve Resolution to Extend the ARC Land Banking Agreement.

Ms. Trout-Edwards indicated that she and General Counsel had met with the new City Manager, Ms. LaTonia Rufus, and had asked to share this information with the Albion City Council in December in advance of this meeting; however, Ms. Rufus preferred this information be brought to the City Council in January. Brief Discussion regarding terms of the extension.

Ms. Gray moved to approve the Resolution to Extend the ARC Land Banking Agreement. Mr. King seconded and the motion passed by a unanimous voice vote.

9. Closed Session Pursuant to MCL 15.268(a) to Consider the Periodic Personnel Evaluation of the Executive Director

Ms. Gray moved to begin closed session. Mr. King seconded and the motion passed by a unanimous voice vote. Closed session began at 4:05, staff departed.

Ms. Gray moved to retire the closed session. Mr. King seconded and the motion passed by a unanimous roll call vote at 4:23pm. Return to the open session board meeting resumed with staff at 4:25pm.

Ms. Gray, as Vice Chair, positively noted appreciation for Ms. Trout-Edwards performance and that of her team.

Ms. Reid also commented on quality and professionalism of all Land Bank staff.

10. Accept Report of Accounts Payable

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

11. Citizen Comment

None

12. Board Member Comments & Announcements

Lenn Reid was very positive about the recent Albion demolitions, especially Austin Ave and Chestnut as well as the work of Krista and all the Land Bank staff.

Derek King reiterated the positive remarks about Krista and the Land Bank staff. He also indicated interest in any new information when it was available on the site west of the Justice Complex and the fire damaged house at 210 Cherokee.

Brian Wensauer also praised the work of Krista and the Land Bank staff. Additionally, he indicated that he supported the work of developing a strategic plan now that the previous one had been fulfilled.

Lynn Ward Gray wished everyone happy holidays and indicated that the City of Battle Creek is coping with a \$2.4 million budget deficit and is surveying all options.

Steve Buller agreed with the positive feedback on the work of Krista and the Land Bank staff. He also commented that in addition to review of job description and compensation for the Executive Director that the same should be evaluated for all Land Bank staff.

John Hart was glad to see the long hard work of previous years coming to fruition from the progressive approach by the Land Bank, the County and the City of Battle Creek in regards to 50 W Michigan, Heritage Tower, the Hart Hotel, New Level Sports and 17 W Michigan.

13. Adjournment. Chair Wensauer thanked Steve Buller for his Board service and adjourned the meeting at 4:36pm.

The next meeting is scheduled for **February 28, 2019 at 3:00pm** in the Garden Level Conference Room at the Calhoun County Building.