



CCLBA Board of Directors Meeting Minutes

3:00pm Thursday, December 15, 2022

Calhoun County Building – Marshall

Garden Level Conference Room

AND VIA ZOOM VIDEO CONFERENCE

1. Call to Order

Chair Brian Wensauer called the meeting of the Calhoun County Land Bank Authority Board to order at 3:05pm.

Roll Call: Brian Wensauer, John Hart, Lenn Reid, Derek King, and Lynn Ward Gray in attendance. Jack Reed arrived late, noted below.

Staff: Krista Trout-Edwards, Executive Director; Amy Rose Robinson, Property & Project Coordinator; Mariah Monahan, Administrative Assistant; and Jim Dyer, General Counsel.

2. Pledge of Allegiance

3. Citizen Comment

None

4. Approval of Agenda

John Hart moved to approve the agenda. Lenn Reid seconded, and the motion passed with a unanimous voice vote.

5. Consent Agenda

Approval of Land Bank Minutes – October 27, 2022

Derek King moved to approve the consent agenda including the meeting minutes of October 27, 2022. Lynn Ward Gray seconded, and the motion passed by unanimous voice vote.

Jack Reed arrived at 3:08 pm.

6. Executive Director's Report – continued

- a. 2022 Property Sales – as submitted.
- b. 2022 Property Listings, Rehabilitations & Reviewed Sites – as submitted
- c. Grant Update

- i. EPA Brownfield Assessment Grant

Ms. Trout-Edwards shared that staff and the city of Albion continue to prioritize sites to create an allocation strategy for the remaining funds, as there are several projects seeking assistance. She also shared that staff submitted an application in November for another EPA Brownfields Assessment grant.

- ii. Washington Heights Neighborhood (WHN) Grant

Ms. Trout-Edwards shared that the Advisory Committee ("committee") voted to accept the proposed Conflict of Interest Policy and recommended approval of the same to the CCLBA Board of Directors. She also shared that the committee voted to cancel the December meeting and will next meet in 2023 at the Washington Heights United Methodist Church. It was noted by Ms. Trout-Edwards that the next edition of the Northside News should be out in January.

- iii. State Land Bank/Treasury Blight Elimination Grant

Ms. Trout-Edwards shared that other than a few final punch list items, this project is complete.

- d. Budget Report – as submitted.
- e. Informational Items
 - i. Title Work and Side Lot Update
 - ii. 2023 Outlook.

Ms. Trout-Edwards provided a synopsis to the Board of the research and work that staff has started regarding title work for buyers that are purchasing side lots from the CCLBA. The price concern was noted, as title work is an additional expense that many buyers are unable to pay for. The need for multiple entities helping in the process was also noted, such as the need for an attorney, title company, and input and assistance from the municipalities to acquire title and combine the lot with the buyer's lot. Ms. Trout-Edwards also indicated that there is funding to be able to significantly assist with this process.

Ms. Reid asked if combining the side lot with the residential property would increase property taxes.

Mr. Wensauer stated that filing for the Principle Residence Exemption (PRE) would help lighten the tax burden, and this raised the topic that some people are not filing their PRE forms.

Ms. Gray suggested that the CCLBA make filing a PRE form an automatic part of each sale for buyers.

Mr. Reed asked how title work and lot combinations would work if buyers had a lien on their mortgage.

Ms. Trout-Edwards mentioned that because combinations of property happen at the city and not with a new mortgage being drafted, this would be something she would like to investigate more.

7. Public Meeting – 2023 Budget

Mr. King made a motion to open for a Public Meeting at 3:38pm. Mr. Hart seconded, and the motion passed by a unanimous voice vote.

Ms. Gray asked what association dues the CCLBA has.

Ms. Trout-Edwards informed her that the CCLBA pays association dues to the Michigan Association of Land Banks, The Battle Creek Association of Realtors, the Michigan Historic Preservation Network, the Home Builders Association, and the Center for New Urbanism.

Mr. King questioned why car maintenance and fuel costs increased for 2023 and asked if it was leased or owned.

Ms. Trout-Edwards explained that it was due to the car getting older and potentially needing additional maintenance, and stated that it was owned.

Mr. King asked about the difference between the 2022 and 2023 mowing costs.

Ms. Trout-Edwards noted that this is an error in the 2022 budget line that she will correct that.

Mr. Hart asked what rental revenue the CCLBA has.

Ms. Trout-Edwards informed him that the CCLBA has a lease agreement with American Colloid for a property in Albion, a billboard space that is rented in Battle Creek, and several Adopt-A-Lot properties throughout the county that contribute to the CCLBA rental revenue.

Mr. King made a motion to close the Public at 3:52pm. Mr. Hart seconded, and the motion passed by a unanimous voice vote

8. New Business

a. Approval of the 2023 Budget

Ms. Gray moved to approve the aforementioned resolution as written, John Hart seconded. A roll call vote was taken. In Favor: Wensauer, Hart, Reid, King, Reed, Gray. Opposed: none. RES 2022-12

b. Discuss and Approve an Amendment of the 2022 Budget.

Ms. Gray moved to approve the aforementioned resolution as written, Mr. Reed seconded. A roll call vote was taken. In Favor: Wensauer, Hart, Reid, King, Reed, Gray. Opposed: none. RES 2022-13

c. Discuss and Approve the 2023 Meeting Schedule

Ms. Gray moved to approve the aforementioned resolution as written, Mr. Reed seconded. A roll call vote was taken. In Favor: Wensauer, Hart, Reid, King, Reed, Gray. Opposed: none. RES 2022-14

d. Discuss and Accept the proposed Conflict of Interest Policy for the Washington Heights Neighborhood Advisory Committee, as recommended by the Committee

Ms. Gray moved to approve the aforementioned resolution as written, Mr. Hart seconded. A roll call vote was taken. In Favor: Wensauer, Hart, Reid, King, Reed, Gray. Opposed: none. RES 2022-15

9. Accept Report of Accounts Payable

Ms. Gray made a motion to accept the Report of Accounts Payable. Mr. Hart seconded, and the motion passed by unanimous voice vote.

10. Citizen Comment

None.

11. Board Member Comments & Announcements

Mr. Reed gave thanks to the staff for all of the marvelous things they have completed this year, and that he appreciates each member of the staff.

Ms. Reid seconded Mr. Reed's thanks and appreciation.

Mr. Wensauer wished everyone a Merry Christmas and a Happy Holidays.

Ms. Gray wished everyone a Merry Christmas and noted that it was a pleasure to be able to serve on the CCLBA Board of Directors, and that she appreciates the work that staff has completed this year.

Mr. Hart agreed with all previous sentiments and extended a special thanks to staff for the great work they have accomplished in the Washington Heights Neighborhood.

12. Adjournment

Ms. Gray made a motion to adjourn. Mr. Hart seconded, and the motion passed by unanimous voice vote. The meeting was adjourned at 4:00pm.

The next meeting is scheduled for **February 23, 2023, at 3:00pm** and will be held in person in the Garden Level Conference Room at the Calhoun County Building, a virtual component will be available at calhounlandbank.org.