

Kent County Land Bank Authority
Board Meeting Minutes
April 25, 2012

Board Members Present: Sharon Brinks, George Meek, Ken Parrish, Stan Ponstein

Other Attendees: David Allen, LouAnn Bryant, KCLBA
David Czurak, Grand Rapids Business Journal
Dean Anderson, Select Bank
Helen Lehman, New Development Corp.
Laurie Craft, Grand Rapids Community Foundation
Alan Kitson, Lee Kitson Builders, Inc.
Erin Banchoff, City of Grand Rapids
Lee Nelson Weber, Dyer Ives Foundation

1. Call to Order @ 3:00 p.m.
2. Roll Call- Rosalynn Bliss excused.
3. Approval of Agenda- motion by Ponstein with addition of 2011 Audit, second by Meek, motion carried.
4. Approval of Minutes, 03/28/2012 Meeting-motion made by Meek to approve minutes of the last meeting, second by Ponstein, motion carried.
5. Public Comment- none
6. Advisory Council Report- presented by Lee Nelson Weber, Advisory Council Chair
 - a. Strategic Plan Timeline- has been pushed back until the RFP process has been completed.
 - b. RFP Process-. Subcommittees were formed for each RFP category. See subcommittees listed below. Subcommittees are using the Kent County RFP template as a guide and will spend a lot of time on the “scoring matrix.” Advisory Council subcommittees will advise Board on selection of foreclosed properties to request County transfer to the Land Bank. Once RFP’s are complete, the RFP process will be done through the KCLBA.org website, awards will be posted on the website. Board secretary Brinks recommended no one be allowed to bid on RFP’s if the respondent has any existing outstanding invoices, fines, fees, levees, or other encumbrances with the Federal, State, or Local units of government.
 - Residential and Commercial Real Estate Services- Real Estate Agent will act on behalf of the Land Bank and may be chosen based upon their geographic locale or expertise. Subcommittee appointees:
 - Steve Ruis
 - Tom Paarlburg
 - Darel Ross

- Chad Barton
 - Mark Miller
 - Rick Chapla
 - Accounting Services- Based upon recommendations by Advisory Council Vice Chair Gregory Conway, Founder's Bank, the Land Bank will develop an RFP for accounting services to hire a firm with expertise in government accounting, possibly coordinating audits with the County 's. Allen suggested adding a banker to the subcommittee. Subcommittee appointees:
 - Lisa Golder
 - Carlos Sanchez
 - Rebecca Rynbrandt
 - Legal Services-the subcommittee will focus on contract & real estate law.
 - Jack Hoffman
 - Lee Webber
 - Carlos Sanchez
- c. Home Saver Program Evaluation and Design-process will be guided by staff. Subcommittee will meet weekly through June. Advisory committee vice-chair Greg Conway & advisory committee member Renee Williams would like to add more bankers to the subcommittee. Dean Anderson, Select Bank was suggested as possible addition to subcommittee.
- Chad Barton
 - Greg Conway
 - Ken Parrish
 - Dan Shanahan
 - Renee Williams
 - Darel Ross
 - Sue Ortiz
 - Tracie Coffman
- d. 2012 Tax Foreclosure List – Property Selection Process – Power point presentation will be made by Land Bank staff for each property on the foreclosure list. KCLBA Board will receive minutes of final property selection meeting.
- Bryan Harrison
 - Helen Lehman
 - Lisa Golder
 - Steve Ruis
 - Rebecca Rynbrandt
 - Tyler Nickerson
 - Janay Brower

7. Executive Director Report (No “Board Action” requested at this meeting)
- a. Financials- Check Detail includes “Memo” itemizing expenditures.
 - b. Stafford Properties-undergoing renovation.

- c. Gibson Plan of Action-low value property, needs \$35,000-\$40,000 in renovations. Get materials cost then contact Youth Build, Habitat for Humanity, Church or other agency to take on as a project property. Kent Skills Center was suggested as an option.
- d. Tax Foreclosure/Property Development Work in Collaboration with Local Units:
 - Grandville – Gas Station
 - Grand Rapids – Gas Station & Believe in Music
 - Walker – 3 Mile Warehouse & Sunset Hills-met with business owner & occupant at 3 Mile. Met with co-housing group regarding Sunset Hills.
 - Algoma Township – Division & Cedar Rock
Cedar Rock has infrastructure in place, 3 lots foreclosed
 - Oakfield Township – Wabasis Point & Harvard Township
Township Supervisor said a lot of money has been put into development of Wabasis
 - Spencer Township – Meddler/Lincoln Pines Development

8. Open discussion-
Allen stated an inordinate amount of properties on foreclosure list are occupied. Need a strategy to deal with that and avoid homeless. Land Bank staff will visit all 197 investor owned properties to confirm if occupied.

Chair Parrish noted the County was conducting the annual audit. The Land Bank started financial activity in 2011 and therefore required by law to have an audit. Since the Land Bank is an authority of the County appointed by County Commissioners, the Land Bank 2011 annual audit (1) could be included as part of the County comprehensive audit at a cost of \$1500.00, or (2) an independent audit at a cost of \$4,000.00 using the County's accounting firm or (3) put it out for bid. Parrish recommended for the 2011 audit, go with Rehmann as part of the County's comprehensive audit.

Motion made by Brinks to use the County's accounting firm for the 2011 audit.
Second by Meek. Motion carried.

9. Adjournment @ 4:00 p.m.

Next Meeting

May 30, 2012, 3:00 p.m.

Training Room, 2nd floor

Kent County Administration Building