

**Kent County Land Bank Authority**  
**Board Meeting Minutes**  
**June 27, 2012**

1. Call to Order- Meeting called to order at 3:00 p.m.
2. Roll Call: All members present
3. Approval of Agenda: Motion to approve agenda, Ponstein, second, Brinks. Motion passed.
4. Approval of Minutes, 05/30/2012 Meeting; Motion to approve minutes, Meek, second by Brinks. Motion passed.
5. Public Comment- none
6. Advisory Council Report – Board Action Required:

David Allen noted that for each of the RFP's below the scoring criteria and/ or reasoning for selection or rejection of the agency's RFP was recorded and is on file with the submitted RFP.

- a. RFP's for Legal Services. A sub-committee of the Advisory Council met to review the RFP's received for legal services. Brinks moved to approve acceptance of subcommittee's recommendation to contract services of Miller Johnson & Van Eck Law firms for one year term each. Discussion- Meek recommended an attorney from Miller Johnson be assigned to the Land Bank. The recommendation was also made to have firms provide pricing with an estimate not to exceed set \$ amount. Motion carried.
  - i. Proposals were received from: Clark Hill, Dickinson Wright, Duba & Duba, Miller Johnson, Rhoades McKee, Van Eck, Varnum and Warner Norcorss & Judd
  - ii. The goal was to award to one large firm and one independent firm to best handle our legal needs in a cost effective manner.
  - iii. The committee scored each RFP and formally requests that the KCLBA Board awards our Legal Services Contract to: Miller Johnson, and Van Eck Law.

RFP's for Commercial Real Estate Services. A sub-committee of the Advisory Council met to review the RFP's received for Commercial Real Estate services. Allen stated some of the proposals were hard to score because the proposals received did not fill out the RFP or submit pricing. Several real estate agencies were selected and will be assigned properties based upon their individual expertise.

- iv. Proposals were received from: NAI Wisinski, CBRE, and Northstar

- v. The goal was to award to one large brokerage agency and one smaller independent agency to best handle our commercial real estate services needs in a cost effective manner.

The committee scored each RFP and formally requests that the KCLBA Board awards our Commercial Real Estate Services Contract to: NAI Wisinski and Northstar. Motion to approve Meek, second by Bliss. Motion carried.

- b. RFP's for Residential Real Estate Services. A sub-committee of the Advisory Council met to review the RFP's received for Residential Real Estate services.
  - i. Proposals were received from: Greenridge, 616 Realty, ALC Realty, H2 Solutions, Independence Realty, Juanita Buskard (Remax Lifestyles), RW Daniels, SOS Properties, Sterling Realty, Audu Realty, Childress and Associates, City Wide Real Estate Services, Home Run Realty, and Remax Sunquest.
  - ii. The goal was to award to one large brokerage agency and several smaller independent agents to best handle our diverse residential real estate service needs.
  - iii. The advisory committee had a report detailing each agencies performance in representing, listing, and closing real estate transactions in the past 12 months. Ability to sell was a key determining factor in their score.
  - iv. In reviewing the RFP's several agencies did not complete the RFP at all but merely submitted a packet of information introducing their firm. Consequently these RFP submissions could not be scored using the published scoring criteria.
  - v. The committee scored the remaining RFP's and formally requests that the KCLBA Board awards our Residential Commercial Real Estate Services Contracts to: Greenridge Realty, Adu, Home Run, Childress, Juanita Buskard, and City Wide Real Estate Services.

Motion made by Meek, second by Ponstein to approve residential real estate recommendations made by the subcommittee with the correction to remove "Commercial" from #v. Motion carried.

## 7. Executive Director Report –

- a. Financials – Allen reported the services of Goodlander, Sweet, & Rybicki (GSR) have been retained to oversee our books on a month to month basis. Rehmann Group was retained to handle our annual audit. GSR is currently working with LouAnn, Ken, and The Rehmann Group to make sure they are set up according to the necessary standard accounting principles for a pseudo-governmental agency such as we are. A representative from GSR will be at our August Board Meeting to present revised financials and to answer any questions you may have.
- b. David Allen announced an open position on the Advisory Council. Janay Brower has left the Coalition to End Homelessness and has formally stepped down from

the Advisory Committee. Proper steps based on the process approved by this board will be taken. A replacement for Janay will be brought to the Advisory Council for approval and then to the full board in September.

8. Open discussion- David Allen presented power point update on the Sparta Foundry project. Photos showed removal of waste from pits. Township approved disposal of material into township waste water treatment plant. He said in Mid July the DEQ and their contractors will be on site. He met with a company in St. Louis, MO this month who is interested in the Foundry location to bring in a state of the art technology plant.

1819 Stafford- sold 10 days after construction completion.

2151 Stafford-using the Huntington Line of Credit, contracted Kitson Builders. Neighborhood scavengers took all electrical materials. Appliances being purchased through Whirlpool program. Land Bank is getting dealer pricing on new appliances.

Sharon Brinks made a motion to include the following in the nonprofit agreements: "When requesting properties from the Kent County Land Bank, approved non-profit developers must receive documentation from the local unit of government in which the property(ies) that the local unit of government approves the purchase and redevelopment by the nonprofit." Second by Meek. Motion carried.

Chair Parrish announced the Board of Commissioners Finance Committee had approved the list of properties requested by the Land Bank. He added there had been very positive comments made commending the Board on the process developed to select properties to be purchased by the Land Bank.

Rosalynn Bliss added the HBA feedback was incredibly positive.

George Meek stated David Allen had spoken at a Plainfield Township meeting and it went over very well.

9. Adjournment- 3:35 p.m.

#### Next Meeting

Please note the July meeting was canceled.

August 22, 2012, 3:00 p.m.

Training Room, 2<sup>nd</sup> floor

Kent County Administration Building