

KENT COUNTY LAND BANK AUTHORITY
Board Meeting Minutes

Date: January 25, 2012

Board Members Present: Rosalynn Bliss, Sharon Brinks, Ken Parrish, Stan Ponstein

Other Attendees: Dave Allen, KCLBA
Sharyl Dietrich, Denise Terpstra, Rose Heys, Kent County Treasurers Office
Al Jano, Kent County Facilities Management
Tyler Nickerson, Coalition to End Homelessness
Laurie Craft, Grand Rapids Foundation
Helen Lehman, New Development Corp.
Lisa Golder, City of Kentwood
Alan Kitson, Lee Kitson Builders Inc
Rebecca Rynbrandt, City of Wyoming
Jeff Edwards, SME, Inc
David DeVelter, Real Estate Development Services
Jerry Ziegler, jziegler@iccf.org
Ruth Kelly, rkelly@grcity.us
Sireece Martin, smartin@iccf.org
Angie Hamlett, ahamlett@iccf.org
Annica VanderLinde, avanderlinde@iccf.org
Chris Romero, cromero@iccf.org
Scott Baumgartner, sbaumgartner@iccf.org
Aliza Flores Jordan, ajordan@iccf.org
Jesse Alender, jalender@habitatkent.org
Ivor Thomas, ithomas@habitatkent.org
Cherie Giles, cheriegiles@sbcglobal.net
Michele Carlson, mmcarlson58@gmail.com
Janay Brower, jbrower@usc.salvationarmy.org
Scott Ellison, Chemical Bank
Terri Sanchez, HUD GR
Dean Anderson, Select Bank

Call to order at 3:00 pm.

Roll call - George Meek excused.

Approval of agenda - motion made by Bliss, second by Ponstein, motion carried.

Approval of minutes from last meeting - motion made by Brinks to approve minutes as corrected, second by Bliss, motion carried.

Advisory Council Recommendations – list provided. Council will meet every other month, with first meeting in February. Committee will vote president, vice president and secretary. Council is not subject to open meetings act, but will post meeting meetings on website for transparency. Term limits for council members will be two years, with exact details to be worked out in near future. Motion by Bliss, second by Ponstein, to approve the council recommendations, motion carried.

Public comment – none.

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Executive Director Report

- a. Financial Report – provided monthly. Brinks requests all detail be included in monthly reports, along with monthly disbursement report. Bliss requests monthly line items along side of YTD line items, and include actual vs. budget.
- b. Sparta Foundry – contract with Sarnia Company in Canada. Deposit of \$50,000 in escrow with complete demolition and site opened within 12 months. Environmental cleanup will be done via DEQ and federal Brownfield support.
- c. Hall Street property has been sold. The sales of the Stafford Street properties will be finalized in February. The Gibson Street property – unsure of future with this property.
- d. LOC with Huntington Bank – line of credit will be \$100,000. Does not require a full faith agreement with the County. Will be a revolving line of credit for construction, etc, and cannot be used for operating expense. Due to absence of Board Treasurer, this discussion will be tabled to next board meeting.
- e. Bank Donations – banks may be willing to donate properties to KCLBA if they have a taxable value of \$30,000 or less.
- f. 82 Ionia, Administrative Assistant – Allen requests the KCLBA offices be moved to 82 Ionia due to space and additional staffing needs. Motions by Bliss, second by Ponstein to approve move and hiring of administrative assistant. Estimated additional operating expenses are \$516 per month, which is below proposed 2012 budget allowance.
- g. Foreclosure presentation done.
- h. Board Action Needed – Proposed Amendment to Priorities and Policies approved on January 26, 2011 – Eliminate Section 1 bullet point 3. Discussion tabled to next meeting and will vote on in March.

Other discussions:

Procurement policy-motion made by Ponstein, second by Bliss, to authorize Executive Director and Board Chair to sign the development agreement drafted by the KCLBA's legal counsel on the Sparta Foundry Site. Report in 30 days, plus changes to Policy and Procedures for procurement and address changes.

A revised 2012 budget will tentatively be submitted in March.

Adjournment at 4:35 pm.

Next Meeting

February 22, 2012 at 3:00 pm

Training Room, 2nd Floor

Kent County Administration Bldg