

Kent County Land Bank Authority
Board Meeting Minutes
September 26, 2012
2nd Floor Training Rm.
Kent County Administration Building
300 Monroe NW, Grand Rapids, MI

1. Call to Order- Board Chair Ken Parrish called the meeting to order at 3:00 p.m.
2. Roll Call: All Board members present
3. Approval of Agenda: Motion by Meek to approve agenda, support by Ponstein. Motion passed.
4. Approval of Minutes, 08/23/2012 Meeting; Motion by Brinks to approve Aug. 23, 2012 Minutes, support by Bliss. Meek noted correct date of August meeting should be August 22, 2012 on the agenda. Motion passed with acknowledged correction.
5. Public Comment: Charles Driggers asked the Board what the difference was between Public Comment and Open Discussion. Board Chair Parrish explained the Public Comment opportunity was for people attending the meeting to ask questions or make comments and the Open Discussion period was Board driven and may have Board members asking questions of attendees to clarify an agenda topic. Driggers asked how the KCLBA would be using property for the homeless. Executive Director Allen said the question would be answered during the meeting while discussing the following agenda items.
6. Advisory Council Report – 3 Year Strategic Plan Update- Allen included a proposal from Phillips Wyatt Knowlton to facilitate a strategic planning process. Allen asked Board members how much effort should be placed in moving forward with the strategic planning process or if it should be postponed until after the Commission subcommittee makes its decision on future property selection process. After discussion the Board requested Allen continue to get proposals from agencies to form a strategic plan and get bids once the scope of the project is determined. Discussion also included suggestions to invite more people to the table, larger dialogues and include real estate boards.
7. Executive Director Report –Allen reviewed highlights and issues with revised financial reports for the year to date based upon recommended changes by Goodland & Rybicki using “general accounting principles.” The *Sale of Assets vs. Cost of Homes Sold* is still being revised and will be distributed once they are corrected. LouAnn will be working on project P&L’s once accountants have job classifications entered into Quick Books.
 - a. Financials

- i. Restated Balance Sheet going back to year end
 - ii. Restated P&L going back to year end
 - iii. August Financials
 - iv. Project-Based P&L's-These are coming. They are a work in progress as LouAnn has to go back and double check every bill and check to assign it to a specific project or budget area.

- b. Production Schedule (Attached). Allen received an offer this week on 3106 3 Mile and submitted a counter offer. He expects a Purchase Agreement on 1007 E. Fulton by Monday or Tuesday of next week.
 - i. Sold and Closed-614 & 623 Naylor, 1121 Crescent, 101 Straight, and 3039 Taft.
 - ii. Sold and closing by month's end on 1306 Benjamin
 - iii. Accepted Purchase Agreements on 2796 64th Street, this will close when Quiet Title is completed on October 29.
 - iv. Recently listed on MLS: 3106 3 Mile, 6930 84th, and 9524 92nd.

- c. Update on 95 N Main City of Cedar Springs: We decided to wait until the new Cedar Springs City Manager was in place to hold our meeting on this project. Thad Taylor began on Sept 10th. On September 19th. In attendance was: David Allen, David deVelder, Jeff Edwards, Scott Nowakowski, Thad Taylor, and Karen Mushong. A complete and detailed packet will be presented to the KCLBA Board of Directors at the October meeting.

- d. Board Action Required: Board Chair Parrish asked George Meek to review the resolution prior to the Board signing. Meek made a motion to include the addition of the ability of any one of the Board members to sign purchase agreements in addition to the executive director. Second by Bliss. Motion passed. LouAnn will forward a copy of the revised resolution to Meek for review before the Board members sign.
 - i. The title companies have requested the KCLBA Board adopt the attached Corporate Real Estate Sales or Purchase Signing Resolution authorizing me to sign on behalf of the KCLBA at the closings for our properties.

- e. Michigan Blight Elimination Program: Please read through this program description and Grant Application. I would like the KCLBA to apply for this grant to ensure that these cover all of Kent County. If the board agrees I will approach the local units to get buy-in.

The Board discussed the program and the benefit of having the Land Bank administer the funds. Allen said there would be an advantage for the Land Bank to administer the funds because because the funds can be used Countywide. Plainfield Township and Cedar Springs are on board, but the Land Bank needs support from other local municipalities- the City & Kentwood. Brinks added this program would then offer all municipalities "another tool for their tool box." It is good for the entire county. Meek said the key to having the Land Bank manage

the funds is having it “centralized.” Allen stated many of the bank donated properties are “demo worthy” and the Land Bank could use these funds to demolish structures and not use Land Bank funds from sale of homes for demos. Board Chair Parrish suggested the Land Bank get as many letters of support as we can from other municipalities when submitting the application.

- f. West Michigan Veterans Assistance Program Letter- Allen informed the Board the local V.A. office had contacted the KCLBA requesting the Land Bank rent to homeless vets. They now have funds from the Home Depot to renovate properties and can use vouchers to purchase housing. The V.A. is looking at our donated properties.

Allen stated the Guiding Light Mission also contacted the KCLBA because they are looking for transitional housing. If these groups partner with groups with donated goods and labor, it meets the need that exists in the community. The Land Bank gets 5/50 for 5 years to cover our costs. We need an exit strategy for the program. We can use less marketable levels than we would to “re-sell” properties to bring them up to code.

8. Open discussion- Parrish reminded the Board members of the upcoming Land Bank Conference in Kalamazoo, Michigan on October 14-16, 2012. Brinks requested notification as soon as possible of the dates for next year’s conference so arrangements can be made to attend.

Parrish noted he had met with Dave Allen regarding the current KCLBA office location and its challenges. The main concerns are the security issues guests face when visiting 82 Ionia. Allen has begun looking for a new office space to lease. Parrish appointed an ad-hoc subcommittee of Bliss & Meek to review options.

Brinks requested clarification of KCLBA policies (3)

1. Is the Land Bank “parking properties” for non profits? Allen replied no. Two non profits asked the KCLBA to hold properties and Allen asked them to submit a request in writing. He has not received any letters to date. Allen sent a letter to Habitat for Humanity with the deadline for payment once the titles are cleared.
2. “We are not landlording?” Allen said one property was occupied when the land Bank took possession but it is rehabbed and is currently for sale.
3. Are we “cherry picking,” taking properties from municipalities before they can take them? Allen said the advisory committee makes up the list of desired properties and the list is then sent to the municipalities for first look. He had discussions with Byron Center officials regarding 64th Street property. They did not want the property once the bike trail was not going through. He also had several conversations with township officials regarding the condos. He added the local municipalities have the first chance to acquire

properties on the list and local governments can trump what the land bank takes.

Ponstein commented there is a need for the Land Bank to tell success stories of the Land Bank working with municipalities.

9. Adjournment-meeting was adjourned at 4:10 p.m.

Next Meeting

October 24, 2012, 3:00 p.m.

Training Room, 2nd floor

Kent County Administration Building