

**Kent County Land Bank Authority
Board Meeting Minutes
November 20, 2014**

1. Call to Order- Meeting was called to order by Board Chair Kenneth Parrish at 8:15 a.m.
2. Roll Call-All Board Members present.
3. Approval of Agenda-Motion by Kaminski to approve the agenda, support by Bliss. Motion carried.
4. Approval of Minutes, 10/16/2014 Meeting- Motion by Brinks to approve the minutes as written, support by Bliss. Motion carried.
5. Public Comment-none
6. Advisory Council – Lee Weber co-chair of the advisory council was unable to attend the meeting. Board Chair Parrish read an email to the Board from Weber. She stated the advisory council had reviewed the 2015 KCLBA Budget at length at the November 19, 2014 advisory council meeting where there was robust discussion. Weber informed Parrish of the council’s decision to recommend approval of the 2015 KCLBA Budget to the KCLBA Board of Directors. E. D. Allen added the advisory council discussed replacements for members of the advisory council. The advisory council approved the recommendation to replace outgoing council member Chad Barton with Ben Sietsema, Rockford Construction to represent the development sector. Allen further stated the advisory council is seeking candidates to replace Tyler Nickerson for neighborhood association representation. The search is being focused on the southeast side of the City of Grand Rapids where the majority of the foreclosures occur. Seeds of Promise executive staff have been contacted to assist with the search. Additional seats that need to be filled include Hispanic representation. Motion was made by Bliss to accept the recommendation to replace Chad Barton with Ben Sietsema on the Advisory Council. Support by Ponstein, motion carried.
7. Executive Director Report – The following report was presented by David Allen, Executive Director, KCLBA.
 - a. Special Presentation-Allen announced the resignation of Board member Brinks, acknowledging the extent of Brinks involvement on the KCLBA Board since its inception. Allen then read a proclamation signed by Board Chair Kenneth Parrish and thanked her for her years of service serving on the KCLBA Board.
 - b. Production Report
 - i. Sales-Allen distributed a production update and noted the following- 51 homes were sold on the MLS, 16 homes sold to non profits, 1 home was sold back to the homeowner, 15 sales pending, 2 non profit sales pending, 2 commercial properties are on the market, 8 single family homes remain available, 11 non buildable lots available. Out of 85 single family homes, there were 75 sold, 51 were sold to homeowners, a homeownership rate of 68%.
 - ii. Vacant Lots- Vacant lots are listed on website, 1 is being held for redevelopment and 9 demolitions scheduled. Allen stated half of the demolition funds have been spent and 50 houses have been demolished with \$16 million in new development planned. Allen reported there are systems in place and property sales have run smoothly this year, noting the KCLBA is working closely with the City of Grand Rapids Code Compliance Department.

- c. Financials – Vince Lambert, KCLBA staff accountant presented the October financial report to the Board. Lambert explained the total professional fees (legal) expenditures were over budget because of the Court of Appeals legal fees incurred during the past month. He stated overall at years end the expenses should be under budget since it is divided into a 12 month period. Board members discussed total expenditures by the County and City of legal fees. Parrish informed Board members the County has spent \$128,000 in legal fees and the City’s fees were much lower due to just the necessity to review files. Allen stated the KCLBA had incurred \$75,000 in legal fees from the lawsuit. Motion was made by Ponstein to approve the financials, support by Bliss. Motion carried.
 - i. October Check Detail
 - ii. October Balance Sheet
 - iii. October P&L
 - iv. October Budget Versus Actual
- d. Action Item – Approval of the 2015 Annual Budget-E.D. Allen presented the proposed 2015 KCLBA Budget for review. He stated revenue and development were based on actual numbers from 2014. He explained changes in the Personnel expenses based on an increase in health care costs. He noted employees will be required to contribute 15% of the cost, an increase from 10% in 2014. He also stated the KCLBA is managing their own insurance including general liability insurance which was previously overseen by the County.

Allen highlighted additions and changes made to meet the 3 year strategic plan. Allen noted the plan had been fulfilled in several areas but was lacking in marketing and communications. Due to the court case Allen explained he felt the need to reallocate some of the legal budget to the social media and communications area. He announced Don Stypula would be working with legislators since there was focus put on disbanding the land bank at the end of 2015. Board Chair Parrish explained to the Board there is no “sunset” on the KCLBA. He stated there is no reauthorization vote required to continue the KCLBA but rather there would need to be an “action to dissolve the Land Bank,” otherwise the Land Bank will continue. Board members discussed contracting a grant writer for a long term plan. Allen stated that could be a future plan however this year it is not in the budget.

Motion was made by Bliss to approve the 2015 budget as written. Support by Brinks. Motion carried.

- e. Action Item – Cancellation of the December 2015 Meeting- Motion by Bliss to cancel the December meeting, support by Brinks. Motion carried.
- 8. Open Discussion
 - 9. Executive Director Evaluation:
 - a. The Executive Director requests that the evaluation be held in Closed Session.
 - b. Motion to go into Closed Session: I move that the Board meet in closed session under section 8(a) of the Open Meetings Act, to conduct the performance evaluation of the executive director. Motion by Brinks, support by Bliss. Motion carried. Meeting was moved to closed session.

Meeting resumed open session after Executive Director’s performance evaluation. Following discussion of performance evaluation, the Board discussed the benefit packages for all employees. The KCLBA Board discussed eliminating employer managed benefits and moving to a cafeteria plan whereby employees can tailor a benefits package that best suits their family’s needs. Under a cafeteria plan employees could choose from a list of health benefits, retirement benefits and/or salary.

The KCLBA would no longer pay a portion of health, vision and dental insurance benefits. A motion was made by Bliss to change benefits to a cafeteria plan giving all employees 25% of their base salary to purchase their insurance and retirement benefits. The Executive Director is to report back to the Board in January with the details of the cafeteria plan offerings that were made available to the employees. Support by Brinks. Motion carried.

10. Adjournment-Board Chair Parrish adjourned the meeting at 9:30 a.m.

Next Meeting

January 15, 2014 8 AM

KCLBA Office 347 S Division