

Kent County Land Bank Authority
Board Meeting Minutes
May 15, 2014
Water's Building Conference Room
161 Ottawa Ave. NW, Grand Rapids

1. Call to Order - Board Chair Parrish called the meeting to order at 8:05 a.m.
2. Roll Call – Board members present Parrish, Brinks, Bliss, Ponstein, Kaminski
Staff members present –David Allen, LouAnn Bryant
3. Approval of Agenda – Motion by Bliss to approve agenda, support by Kaminski.
Motion passed.
4. Approval of Minutes, April 17, 2014 meeting - Motion by Bliss to approve minutes
as written. Support by Brinks. Motion passed.
5. Public Comment – none
6. Advisory Council - none
7. Executive Director Report –David Allen reported the following:
 - a. Financials- Allen distributed the financial reports to Board members via email
prior to the 5-15-2014 meeting for Board review. Board members had no
questions or comments on financials as presented.
 - i. April Check Detail
 - ii. April Balance Sheet
 - iii. April P & L
 - iv. April Budget vs. Actual
 - b. Hardest Hit Demolition Update-Allen informed Board members of the MSHDA
reporting process for demolition projects – get bids (contractor), get approval,
take structures down, submit information to MSHDA. Once the information is
submitted, MSHDA considers the demolition done. 30 structures are or will
be done by mid-June. Once these are complete KCLBA can submit request
to MSHDA for more funds.
Allen stated several reputable developers have been in contact with the
KCLBA which will bring more economic development.
Allen reported communication has improved with neighbors. KCLBA is
working with neighborhood associations to communicate directly with
neighbors.
Allen and Board members discussed the purchase of T-shirts displaying the
KCLBA logo for work crews. Board members informed Allen of the “apparent

authority” laws and recommended KCLBA have maintenance contractors provide insurance, a liability policy to cover KCLBA while crews are working on land bank managed properties.

Board members discussed the volume of homes being demolished and the hesitation for further demolitions. Allen estimated 50 would be demolished and added this would result in more development.

Allen estimated a need for a quarter of a million dollars to complete the Fall demolitions. Allen had done cash flow projections from MSHDA demolitions stating the money would be a lien against the grant and the funds should be returned within 6 weeks.

- c. Board Action Required – Resolution to Approve Founders Line of Credit for Demolition Grant. E.D. Allen sent Board Members 2 Founders Resolutions via email prior to the meeting for their review. Board members discussed the resolutions as written and requested separation of the 2 resolutions itemized in “c” and “d” on the agenda. Board members further requested the inclusion to each resolution the names of authorized Board signatories that would sign off on any “draw requests.” Motion by Brinks to approve resolutions with revisions. Support by Bliss. “Motion to approve Resolution to Approve Founders Line of Credit for Demolition Grant” and “Resolution to Renew Founders Line of Credit” passed.
- d. Board Action Required – Resolution to Renew Founders Line of Credit – See item “c”.
- e. Board Action Required –Approval of Non-profit Housing Corporation Policy
 - i. This comes as a recommendation from Sub-Committee of the Advisory Council made up of by Erin Banchof (City of Grand Rapids),Rebecca Rynbrandt (City of Wyoming), Lisa Golder (City of Kentwood), Steve Ruis (Advisory Council Member and Member of the City of Grand Rapids Planning Commission)

Allen thanked sub-committee member Erin Banchof for her work on the policy. Board members discussed the conditions of the policies- non profits provide Letter of CHODO Designation from the City of Grand Rapids to KCLBA or follow same submission requirements as HUD requirements to the KCLBA Advisory Council to approve CHODO.

Allen stated the policy aligns with the KCLBA’s mission, vision and core values. Motion was made by Bliss, support by Ponstein with the amendment to change the lettering following Letter A. Background, B. Goal, D. Process., noting the letter “C” had been omitted. Motion passed.

8. Open Discussion- Allen announced a KCLBA Bus Tour is scheduled on June 9, 2014 to view tax foreclosed properties. Members of the KCLBA Board, media and elected officials will be invited. He added there will be developers on the bus who will discuss the benefits of working with the KCLBA. Board members suggested giving perspective from 2012 to 2013. Allen reported 15% of the 2012 Tax Foreclosed properties for sale were listed on the MLS compared to 100% of the 2013 Tax Foreclosed properties managed by the KCLBA were listed on the MLS.

Allen reported he would be meeting with the Grand Rapids City Commission prior to the Commission's vote on the development plan.

Allen noted there had been some talk from other local units. The requests will go before the advisory council prior to the KCLBA Board meeting in June.

9. Adjournment-There being no further business to discuss, Board Chair Parrish adjourned the meeting at 8:35 a.m.

Next Meeting:

Thursday, June 19, 2014, 8:00 a.m.
Water's Building Conference Room
161 Ottawa Ave. NW, Grand Rapids