

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

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes, 05/30/2012 Meeting
5. Public Comment
6. Advisory Council Report – Board Action Required:

Please note 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.
 - 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.
- b. 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.
 - i. Proposals were received from: NAI Wisinski, CBRE, and Northstar
 - ii. 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.
 - iii. The committee scored each RFP and formally requests that the KCLBA Board awards our Commercial Real Estate Services Contract to: NAI Wisinski and Northstar.
- c. 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 Sunsquest.

- 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

7. Executive Director Report –

- a. Financials – Please note that the services of Goodlander, Sweet, & Rybicki (GSR) have been retained to oversee our books on a month to month basis. Rehman Group was retained to handle our annual audit. GSR is currently working with LouAnn, Ken, and The Rehman 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. 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

9. Adjournment

Next Meeting

Please note the July meeting was canceled.

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

Training Room, 2nd floor

Kent County Administration Building