

KENT COUNTY LAND BANK AUTHORITY
Board Meeting Minutes

Date: November 30, 2011

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

Other Attendees: Dave Allen, KCLBA
Sharyl Dietrich, Rose Heys, Kent County Treasurers Office
Tyler Nickerson, Coalition to End Homelessness;
Helen Lehman, New Development Corp.;
Alan Kitson, Lee Kitson Builders Inc
Scott Ellison, Chemical Bank
Rick Chapla, The Right Place
David DeVelder, Real Estate Dev Services
Terri Sanchez, HUD – GR
Dave Monet, DEQ

Call to Order @ 3:00 pm

Roll Call – all board members present.

Approval of Agenda - motion made by Meek, second by Brinks to approve agenda.

Approval of Minutes - motion made by Meek, second by Brinks to approve minutes of October 26 Board Meeting. Motion carried.

Public Comment – none.

Advisory Committee Update – preliminary list compiled, but not yet complete. Advisory committee will have ready for approval at the January board meeting.

Executive Director report – Allen gave monthly report with key issues being organizational development, real estate development and key events and issues.

Policy Approval

- Investment Policy, motion by Brinks, second by Bliss to approve the Investment Policy as submitted. Motion carried.
- Procurement Policy, motion by Meek, second by Bliss to approve the Procurement Policy as submitted. Motion carried.
- Employment Policy, motion by Meek, second by Bliss to approve the Investment Policy as submitted. Motion carried.

2012 Budget Approval – budget submitted. Corrections noted as:

Section I Personnel, B., change word “taxes” to “liabilities”

Section II Non Personnel, A, correct to “\$14,200”, from “\$12,000”

Section II Non Personnel, M, change word “renovations” to “development costs”

Motion by Bliss, second by Ponstein to approve budget with corrections noted.

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Sparta Foundry – potential buyer(s) for site if property can be purchased through the Land Bank. Site is in extremely poor condition and has contamination issues. There is a “Party A” willing to do demolition and cleanup; and a Party B willing to purchase cleaned site. If acquired by KCLBA, the site will be cleaned and cleared within 6 months of acquiring deed so new construction can begin.

The completed project will include:

- Complete demolition and removal of existing factory
- Completion of DEQ’s requirements for environmental clean-up
- Construction of a new industrial facility
- Creation of approximately 100 new full time jobs

Motion by Meek, second by Brinks, to submit a request to Kent County Board of Commissioners to deed the Sparta Foundry site to the Kent County Land Bank Authority for the purpose of redevelopment and resale.

Reminder – December board meeting cancelled due to Christmas holiday. Board meetings will continue to be on the fourth Wednesday of the month for the 2012 calendar year.

Adjournment at 4:15 pm.

Next Meeting
January 25, 2012
Training Room, 2nd Floor
Kent County Administration Bldg