

**Kent County Land Bank Authority
Board Meeting Minutes
County of Kent 2nd Floor Training Rm.
October 24, 2012**

1. Call to Order: Meeting was called to order by Board Chair Parrish at 3:00 p.m.
2. Roll Call-Members present Parrish, Meek, Bliss, members absent and excused Ponstein & Brinks. Others present David Allen KCLBA Executive Director, David deVelder, KCLBA Director of Real Estate Development & LouAnn Bryant, KCLBA Administrative Assistant, Jeff Edwards, SME.
3. Approval of Agenda- Chair Parrish added Founder's Bank closing to #7, Item iiiii. Motion to approve Bliss, second by Meek. Approved.
4. Approval of Minutes, 09/26/2012 Meeting: Meek motion to approve. Second by Bliss. Approved.
5. Public Comment: Lisa Golder, City of Kentwood added comment on behalf of Board member Sharon Brinks to get local input on sale of KCLBA properties. Allen commented he had already implemented Board member Brinks suggestions in the City of Kentwood.

Allen recognized KCLBA advisory council members Lee Nelson Weber, Tom Paarlburg & Lisa Golder in attendance at the KCLBA Board meeting.

6. Advisory Council Report – 3 Year Strategic Plan Update- Allen announced the approval of funding of \$15,000 to the KCLBA by the Dyer Ives Foundation for the Strategic Plan development and an RFP will be sent out. Allen noted the strategic plan will be Board driven. He also noted discussion by the advisory council regarding adding additional appointees to the council. They suggested approaching the KCLBA Board just for consideration adding an appointee from the City of Grand Rapids, Commercial Alliance of Realtors and/or other entities that have approached the KCLBA to have representation on the advisory council. The advisory council discussed the Board expanding the number of appointees to the council from its current limit of 16. Allen stated the advisory council had not had the opportunity to discuss a Communication Strategy.
7. Executive Director Report –Allen explained he, Board Chair Ken Parrish & LouAnn Bryant, the administrative assistant had met with Mike Rybicki from Goodlander & Rybicki accounting firm in the past month to add Budget vs. Actual Costs reports to Quick Books and had been working on revising the following reports:
 - a. Financials

- i. Restated Balance Sheet going back to year end- Chair Parrish noted the new format shows the summary of inventory assets, however the detail report is available at any time.
 - ii. Restated P&L going back to year end
 - iii. September Financials- Allen stated the Financials will be updated on the website
 - iv. Budget vs Actual Year to Date
- b. Production Schedule- Allen commented the projects were on time and under budget adding \$90,000 was spent on renovations to the 3 Mile property making it one of the best buildings on the street in Walker. There had been significant damage to the drain system by the former owner.
 - i. Received and accepted an offer for 1007 E Fulton.
 - ii. We have received a LOT of interest in 3106 3 Mile.
- c. Board Action Required:
 - i. The KCLBA Advisory Council has recommended that Emily Siebert, ED of the Grand Rapids Home Builders Association to replace Janay Brower on the KCLBA Advisory Council. Motion by Meek, second by Bliss. Motion passed. Allen noted Siebert had attended the Oct. 2012 advisory council meeting, had reviewed the KCLBA contractor data sheet and suggested some changes.
 - ii. Allen requested a motion to accept 95 N Main Cedar Springs, MI from the City of Cedar Springs for the purpose of doing environmental clean-up, redevelopment, and resale of this property. David deVelder gave a power point presentation on the Cedar Springs proposed project to remove the existing building and the possible building of a library where the former structure stood. Jeff Edwards, SME explained the recommendation for the KCLBA involvement based on access to clean up funds. The KCLBA would use Blight grant funds to cover 100% of the cleanup. Cedar Springs has Brownfield funds in place. Meek recommended making all of the add on costs for clean up known to the potential buyers at the time of sale. Meek made a motion to accept the Cedar Springs property for the purpose of clean up and redevelopment. Second by Bliss. Motion passed.
 - iii. From the KCLBA Relocation Sub-committee (Rosalynn Bliss & George Meeks): This committee recommends that the KCLBA move from its current location to Suite 500 in the Waters Building and that Board Chair Ken Parrish be authorized to sign the 3 year lease. Allen stated the realtor negotiated a free month of rent so the office can be moved by December 1, 2012 with the 3 year lease beginning Jan 1, 2013. Motion by Bliss, second by Meek. Motion passed.
- d. Michigan Blight Elimination Program: Allen informed the Board that he had met with staff from Kentwood, Wyoming, and Grand Rapids. Each local unit is pleased the KCLBA is taking the lead on this grant and is working with us to identify properties for the proposal. He said the KCLBA is working with

community development and economic development departments in each municipality. The KCLBA is receiving projects from the local non profits and a committee will meet to determine the amount of dollars to request in the grant.

8. Open discussion- Chair Parrish informed the Board of board member Brinks schedule to return to her office in two weeks. He recommended the Board approve Meek as the second board member approved to sign the Founder's loan documents. Motion by Bliss, second by Meek. The Board approved the change to remove Brinks as the second authorized signatory and be replaced by Meek.

Parrish announced there had been a lawsuit filed against him, the KCLBA and the Kent County Treasurer but no one has been served to date. He said the KCLBA and others named in the suit will defend themselves vigorously and thoroughly and the Board should refrain from comment.

Parrish announced the leaving of George Meek from the KCLBA Board at the end of 30 days. He lost his election in the primary in his district and will not be eligible to remain on the Board.

9. Adjournment at 3:50 p.m.

Next Meeting

November 28, 2012, 3:00 p.m.

Training Room, 2nd floor

Kent County Administration Building