

**Kent County Land Bank Authority
Board Meeting Minutes
Kent County Administration Building
2nd Floor Training Room
February 27, 2013**

1. Call to Order- Board Chair Parrish called the meeting to order at 3:00 p.m.
2. Roll Call- Chair Parrish called roll. All members present except board member Stanley Ponstein.
3. Approval of Agenda-Motion by Brinks, Second by Bliss. Motion to approve agenda passed.
4. Approval of Minutes, 1/30/2013 Meeting- Motion by Brinks, Second by Bliss- Motion to approve Jan. 30, 2013 meeting minutes passed.
5. Public Comment- no public comment
6. Advisory Council Report – None. KCLBA Executive Director Allen informed the Board there had been no meeting of the Advisory Council in February and the next regularly scheduled meeting would be held in March, 2013.
7. Executive Director Report –The following reports were presented by David Allen, KCLBA Executive Director:
 - a. Financials- Allen informed the Board there was no Budget vs Actual report this month since the new 2013 Budget had not been put in place during the month of January, 2013. It will be available for the March, 2013 meeting.
 - i. January Balance Sheet-no discussion
 - ii. January P&L- Chair Parrish asked why the Computer & Peripherals category was a negative balance. KCLBA administrative assistant LouAnn Bryant informed the Board there had been a rebate received from Freedom Net for equipment which placed the 2013 amount in a negative balance.
Board member Nevins Weiss asked if the legal issues were done. E.D. Allen discussed results of the case against the KCLBA and further action filed to appeal the judge’s decision to dismiss the lawsuit. Allen also requested a closed session meeting immediately following the next Board meeting in March. Motion was made by Weiss Nevins, second by Bliss. Motion to hold closed session meeting of the KCLBA Board immediately following the March 27, 2013 KCLBA Board meeting passed.
 - iii. January Check Detail- no discussion
 - iv. Budget vs Actual will begin in February pursuant to the approved 2013 Budget-see discussion above
 - b. Audit Update-David Allen briefed the Board on the preliminary outcome of the 2012 audit stating Rehmann staff had spent the past week in the office at KCLBA conducting the 2012 audit and were pleased with the internal systems in place however they were concerned with the accounting firm who is working with the KCLBA. He explained some of the journal entries that had been made by the accounting firm had not entered properly.

Board member Brinks asked if the 2012 audit results would be posted on the KCLBA website when completed. Allen said the results would be posted.

KCLBA Executive Director Allen added comments - the buyer of the KCLBA property on 1007 E Fulton had posted photos of the new façade to his Facebook site. Allen circulated a photo of the new look to board members. Construction will begin on March 4.

Allen announced he had arranged a meeting to coordinate a press conference to make an announcement in Sparta regarding the Sparta Foundry. He has met with the group involved with the Sparta Foundry site project for the past 2 days while they were in town and had attended several meetings. After meetings with Sparta Village Supervisor Martin Super, the press conference has been postponed until April.

c. Board Action Required:

- i. Approval to take ownership of 1515 Madison- Allen presented the board with supporting documents as requested by the Board to "validate" the request for approval to acquire the property. KCLBA will acquire for \$1.00. Commercial Bank will attach a \$200,000 lien against the property, KCLBA will then resell the property for \$225,000. KCLBA will make a small profit for facilitating the transactions. Board member Bliss added the "City" is very supportive as the property has been a blight on the neighborhood. The future plan is a good use for the building. Board Parrish asked for a motion to approve as presented. Weiss Nevins motion to approve. Second by Bliss. Motion passed.

8. Open discussion- Allen asserted there was a lot of work to do on the Strategic Plan. He stated so far he was happy with the work that has been done and reminded the Board of the upcoming Board Retreat scheduled for March 8 from 8 am – 4 pm noting the location has been changed to Home Repair Services, South Division Ave.

Board Member Bliss updated the board members of the KCLBA staff salary review subcommittee. She has met with Marianne Jelks, HR Director for the City of Grand Rapids who has contacted various Michigan Land Banks to compare salaries. Bliss hopes to have final recommendations by the end of March.

E.D. Allen reminded the Board of the open house being hosted by New Development Corp. at 1717 Richmond NW on Friday March 8 following the Board Retreat. This is one of the properties acquired by the KCLBA for the non profit prior to the 2012 auction and has been developed by the non profit.

9. Adjournment- meeting was adjourned at 3:15 p.m.

Meeting minutes submitted by LouAnn Bryant, administrative assistant, KCLBA

Next Meeting

March 27, 2013, 3:00 p.m.

Training Room, 2nd floor

Kent County Administration Building