

**Kent County Land Bank Authority**  
**Board Meeting Minutes**  
**January 15, 2015, 8:00 a.m.**  
**KCLBA Office**  
**347 S. Division Ave**

1. Call to Order- Meeting was called to order by Board Chair Kenneth Parrish at 8:00 a.m.
2. Roll Call-Board Members Parrish, Ponstein, Kaminiski and Maas present. Bliss absent. Board Chair Parrish welcomed new Board Member Steve Maas, Mayor of the City of Grandville.
3. Approval of Agenda-Motion by Ponstein to approve the agenda, support by Maas. Motion carried.
4. Approval of Minutes, 11/20/2014 Meeting- Motion by Ponstein to approve the minutes as written, support by Maas. Motion carried.
5. Public Comment-David Allen, Executive Director of the KCLBA introduced Venessa Remo, representative for Habitat for Humanity of Kent County who was present at the meeting.
6. Advisory Council –Did not meet. David Allen informed the KCLBA Board members he is working on a new schedule to meet with the advisory council so there will be better attendance. The advisory council will also be appointing a new chair(s) and replace members who will be stepping down. Allen stated the advisory council will be reviewing the 2012-2015 Strategic Plan and consider changes with the KCLBA playing a new role.
7. Board Member Terms- Allen began by informing the Board of his meeting with new Board member Steve Maas. Allen noted the new 2 year terms of members Maas & Ponstein and added the terms of members Kaminski and Bliss will expire in December 2015.
8. Executive Director Report – The following report was presented by David Allen, Executive Director, KCLBA.
  - a. Vince Lambert, KCLBA staff accountant presented the November & December financial reports to the Board. Lambert reported at the end of November 99% of the budget had been spent. The December Profit & Loss Budget versus Actual report shows expenditures of 103% of budget. Lambert explained there was a legal bill paid in December that was paid. Allen explained the KCLBA had an agreement with the City of Grand Rapids to pay 50% of the City’s legal bill for the lawsuit or \$6000.00 which raised legal expenses for the month, but the overall expenses were under budget.
    - i. November Balance Sheet
    - ii. December Balance Sheet
    - iii. November P&L
    - iv. December P&L
    - v. November Budget Versus Actual
    - vi. December Budget Versus Actual
    - vii. 2014 Audit-Lambert announced the audit was scheduled for March 6, 2015.

Board Chair Parrish discussed the results of the appeal stating the KCLBA did prevail however the plaintiffs have until January 29<sup>th</sup> to appeal to the Supreme Court. If they do not appeal, Parrish stated the lawsuit would be done. Allen added the Center for Community Progress’ legal department will be drafting an opinion and sending it out to all land banks. Motion by Kaminski to approve the financials, support by Ponstein. Motion carried.

- b. Production Report-Allen informed the Board the KCLBA's request for additional funds from MSHDA had been denied. He explained the \$20 million was being extended to existing groups and the remaining funds would go to groups that did not initially get allocations. He added the KCLBA has enough funding remaining for 2015. Allen stated he would meet with Habitat for Humanity to see what funding is left and evaluate what is best for the City. Allen added the KCLBA is doing a stellar job in Grand Rapids demolitions.
  - i. Sales-Allen stated there are 4 unsold units remaining however offers on each was so low & renovations plans so weak that the KCLBA is looking at doing the renovations. He added the Fair Housing Center may provide funding. He reported the KCLBA still has all of the 2014 Tax Foreclosed commercial properties. He stated the property on Leonard is under option, the KCLBA has refused offers on the 28<sup>th</sup> Street property because of plans for future use (liquor store). He reported there are 2 very interested parties. Allen discussed plans for the property on Alpine that was going to be demolished stating there is a developer who is interested in saving the building so it will be rehabbed and back on the tax rolls next year. There is one contaminated commercial property that may result in a small loss for the KCLBA.
  - ii. Vacant Lots- Allen informed the Board members there is a robust interest in vacant lots. He stated the available vacant lots are listed on the KCLBA website and the office receives calls from people interested in more information on purchasing one of the vacant lots. He added the KCLBA is transferring the unbuildable lots to neighbors.
  - iii. Demolition Grant-see above
- Allen announced he would be presenting the 2014 Report to the City of Grand Rapids Board of Commissioners on January 27, 2015. He distributed handouts to the Board members to review. He stated he has been working with the City Inspections department & Code Enforcement to gather statistics on the KCLBA results versus the auction results. He stated the KCLBA produced better outcomes with 83% less blight.
- c. Update on Cafeteria Benefits Package-Allen reported each KCLBA staff member had met with the representative to discuss insurance needs. Two staff remained on the current insurance plan which is no longer employer paid and two staff members chose other plans. Allen stated the staff are now managing their own benefits packages.

- 9. Open Discussion-Board Chair Parrish asked KCLBA Board members if the current meeting time was convenient or if there is a better time to meet. The Board members will discuss at the next meeting.
- 10. Adjournment-Board Chair Parrish adjourned the meeting at 8:30 a.m.

Next Meeting

February 19, 2015 8 AM  
KCLBA Office 347 S Division