

Kent County Land Bank Authority  
Board Meeting  
June 22, 2010

Attending: Members Bliss, Brinks, Meek, Parrish and Ponstein  
Also attending: Amy Hovey, Center for Community Progress; Courtney Knox,  
Center for Community Progress; Tyler Nickerson, Coalition to End Homelessness;  
Denise Terpstra,, Kent County Treasurer's office.

Chair Parrish called the meeting to order at 3:00 p.m. and gave a brief overview of the evolution of the KCLBA to this point. Each board member then introduced him/herself.

The meeting was then turned over to Amy Hovey and Courtney Knox, who led the board through a discussion of what the board's priorities were for the organization, and how best to accomplish those priorities. Following are the notes from this discussion:

**MISSION STATEMENT**

**Need:**

- Abandoned gas stations
- Prevent sprawl
- Vacant residential properties
- Reduce the shift from homeownership to rental
- Affordable quality housing
- Abandon commercial industrial properties (clean-up, rehabbed)
- Transit needs / complete street

**Actions:**

- Demolition
- Filter to ensure quality land transfers
- Accountability of nonprofits/ profit developers
- Environmental clean-up and remediation
- Side lot program
- Acquire and sell property
- Maintain property

**Values:**

- Partner / collaborate WITH LOAN UNITS
- Target redevelopment
- Best and highest use
- Transparency
- Preserve neighborhood quality and neighborhood
- Supportive of existing land use plans
- Consistent and equitable process
- Property tax base

*Transparency*  
*KPT*  
*Compliance w/ code*  
*and in default*

## GOALS

- Preserve character of Kent County
- Build Land Bank Systems
- Reduce number of tax foreclosed properties
- Educate community of land bank
- Analysis and evaluate properties for land bank involvement
- revitalize properties, neighborhoods, and communities
- Target to utilize the land bank around the county
- Evaluation of end use
- Rehab, Renovate and properties
- Fiscal responsibility
- Foster relationship WITH PLANNING departments, EDC, etc.
- Consider assumption with NSP2
- Leverage other state, federal funds
- Educate board and staff on land bank
- Secure foundation funding

Following this lively discussion, it was agreed that Amy and Courtney would present to the board options for a mission statement, proposed policies and goals.

The meeting was adjourned at 6:50 p.m.

Submitted for approval by Ken Parrish, Chair.

**Kent County Land Bank Authority  
Board Meeting Minutes  
September 2, 2010**

Attending: Members Bliss, Brinks, Parrish and Ponstein; Meek excused  
Also Attending: Amy Hovey, Center for Community Progress; Courtney Knox, Center for Community Progress; Tyler Nickerson, Coalition to End Homelessness; Helen Lehman, New Development Corp.; Jeremy DeRoo, Lighthouse Communities; Kym Spring, Foreclosure Response; Lisa Golder, City of Kentwood; Carol Hennessy, Kent County Commissioner; Denise Terpstra, Kent County Treasurer's office; Sharyl Dietrich, Kent County Treasurer's office

Chair Parrish called the meeting to order at 3:00. Roll call done. Agenda and minutes of June 22 meeting approved. No public comment made.

Amy Hovey and Courtney Knox submitted three suggested Mission Statements. With a couple of minor changes, the board approved Mission Statement #1, which is as follows:

*The mission of the Kent County Land Bank Authority is to partner with community stakeholders to acquire and dispose of vacant and abandoned property in a manner which returns the property to a productive, sustainable use in order to prevent urban sprawl and preserve neighborhood character.*

Hovey and Knox presented the draft of the Priorities and Policies of the Land Bank that were created at the last meeting. Several changes suggested. Changes will be made and ready for approval at the next Board Meeting.

Future Board Meetings will be held the 4<sup>th</sup> Wednesday of the month. The next meeting will be October 27 at 3:00 pm. Will need to address the November and December meetings due to holidays.

By next meeting:

- Ken will know what properties will be going to the Land Bank. He is already getting inquiries about properties.
- Ken will begin working on a budget.

Meeting adjourned at 5:00 pm.

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**  
**October 27, 2010**

Board Members Present: Sharon Brinks, George Meek,  
Ken Parrish, Stan Ponstein  
Rosalyann Bliss - excused

Other Attendees: Sharyl Dietrich, Denise Terpstra, and Steve Orchard, Kent County  
Treasurers Office  
David DeVelder, Habitat for Humanity  
Tyler Nickerson, Coalition to End Homelessness  
Janay Brower, Coalition to End Homelessness  
Kym Spring, Foreclosure Response  
Jim Talen, Kent County  
Kara Wood, City of GR  
Suzanne Schultz, City of GR  
Connie M. Bohatch, City of GR  
Ruth Kelly, City of GR  
Frank Lynn, Disability Advocates of Kent County  
Patrick Gaffney, City of Wyoming-Planning & Community Development  
Scott Atchison

Chair Parrish called meeting to order at 3:07. Roll call done. Agenda and minutes of September 2 meeting approved. No public comment made.

Mission Statement approved as noted in September 2 meeting.

Meeks suggests legal counsel review the Bylaws. Motion for approval of Bylaws tabled until legal review.

Parrish has received some public comments regarding the Priorities and Policies. Some comments have value. Brinks suggested soliciting comments from stake holders and the public before approval. Motion made and approved to table approval of Priorities and Policies while more comments come in and are addressed.

David DeVelder from Habitat for Humanity  
Priorities and Policies, page 5, #2 Priorities Concerning the Disposition of Properties

- Include government subsidized property

Priorities and Policies, page 7, #4 Side Lot Disposition Program

- Suggested that if side lot is buildable to hold as long as possible.

Priorities and Policies, page 8, #4 Side Lot Disposition Program

- Pricing too low

Brinks requests that David submit in writing his suggestions.

Suzanne Schultz – Planning Director, has offered to be a resource to KCLBA.

Janay Brower - Coalition to End Homelessness

Priorities and Policies, page 5, #2 Priorities Concerning the Disposition of Properties

- Would like to see priority made to affordable housing for the homeless. Brinks asked for data on “high pocket” areas of homelessness.

Appointment of officers tabled until the Bylaws and Priorities and Policies are approved.

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**  
**October 27, 2010**

Communications Training – Brinks, Ponstein, Bliss, Parrish to attend

Adjournment at 3:50.

Next Meeting

November 24, 2010, 3:00 pm

Training Room, 2<sup>nd</sup> Floor

Kent County Administration Bldg

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**  
**November 24, 2010**

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

Other Attendees: Sharyl Dietrich, Denise Terpstra, Steve Orchard-County Treasurers Office  
Tyler Nickerson, Coalition to End Homelessness;  
Kym Spring, Foreclosure Response;  
Suzanne Schulz, City of GR Planning Director

Call to Order at 3:04. Roll call done. Agenda and minutes of October 27 meeting approved, with the correction to George Meek's name.

Public Comment – none.

Bylaws – reviewed by Kent County legal counsel and approved as amended.

Priorities and Policies – many comments received and reviewed. Suzanne Schulz will revise Section 2. Ken Parrish will revise paragraph 3 of Section 6.

Appointment of officers:

Chairman:	Ken Parrish
Vice Chair	none at present time
Secretary	Sharon Brinks
Treasurer	George Meek

The meeting scheduled for December 22 is canceled due to the holiday.

Adjournment at 5:25 pm.

**Next Meeting**

January 26, 2011, 3:00 pm  
Training Room, 2<sup>nd</sup> Floor  
Kent County Administration Bldg

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**  
**January 26, 2011**

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

Other Attendees: Sharyl Dietrich, Steve Orchard, Kent County Treasurers Office  
Tyler Nickerson, Coalition to End Homelessness;  
Ivor Thomas, Habitat for Humanity of Kent County  
Jesse Alender, Habitat for Humanity of Kent County  
Kara Wood, City of Grand Rapids  
Rebecca Rynbrandt, City of Wyoming  
Kym Spring, Foreclosure Response;  
Jonathan Bradford, ICCF  
Jim Talen, Kent County Board of Commissioners  
Lisa Golder, City of Kentwood;

Call to Order at 3:10. Roll call done – George Meek absent. Agenda and minutes of November 24 meeting approved.

Public Comment – Kym Spring is getting more “buzz” from the community regarding the Land Bank. Inquired as to when the “Community Advisory Committee” will be established.

Priorities and Policies – Suzanne Schultz submitted her suggested revisions to Section 2 and new verbiage was approved. Parrish submitted revisions to Section 6 and new verbiage was approved. Board approved completed Priorities and Policies.

**Open Discussion:**

Bliss suggested work shop for education on Land Banks. Committee for coordinating this workshop will be Bliss, Brinks, and Kym Spring.

Ponstein will begin researching forms, applications, contracts, etc that the Land Bank will need for future use.

Parrish will provide list of “targets” for conversations on money – will want solicitation for staff and funding separately. Will contact Michigan Land Bank. Will check into the County Website to include Land Bank section.

Adjournment at 4:00 pm.

**Next Meeting**

February 23, 2011 @ 3:00  
Training Room, 2<sup>nd</sup> Floor  
Kent County Administration Bldg

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Date: February 23, 2011

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

Other Attendees: Sharyl Dietrich, Kent County Treasurers Office  
Tyler Nickerson, Coalition to End Homelessness;  
Kym Spring, Foreclosure Response;  
Jim Talen, Kent County Commissioner;  
Kara Wood, City of Grand Rapids  
Laurie Craft, Grand Rapids Foundation

Call to Order at 3:00. Roll call done, all board members present. Agenda and minutes of January 26 meeting approved.

Public Comment – none.

Education Committee Report – Bliss, Brinks and Kym Spring. Suggested to hold three education sessions during the regular board meetings, beginning in March. The education sessions will be known as the “KCLB Forum”. The first forum will be geared towards the larger stakeholders. Eric Schertzing from Ingham County will be the guest speaker. This meeting will be moved from the training room at the County Building to the Dominican Center on Fulton Street. Bliss will contact John at the city for recording of this forum.

The second session of the KCLB Forum will at the April board meeting and will be geared toward the Grand Valley Metro Council. The final session will be held during the May board meeting and will be geared toward city and township leaders.

Finance Report – Parrish. Initial proposal for solicitation dollars is started. Will pursue start-up grant dollars.

Forms and other resources – Ponstein. Submitted applications from various government units in Michigan, Cleveland and Cuyonga. Ponstein will send out samples to board members for further discussion.

Adjournment at 4:00 pm

Next Meeting  
March 23, 2011 @ 3:30  
Dominican Center



**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Date: April 27, 2011

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

Other Attendees: Sharyl Dietrich, Denise Terpstra, Steve Orchard, Rose Heys,  
Kent County Treasurers Office  
Tyler Nickerson, Coalition to End Homelessness;  
Kym Spring, Foreclosure Response;  
Laurie Craft, Grand Rapids Foundation;  
Al Calderon, Alan Kitson, Lee Kitson, Lisa Wenk, Rob Gordon

Call to Order at 3:00 pm. Roll call – all board members present. Approval of agenda and minutes from the February 23 meeting.

**Public Comment:**

Kym Spring – still meeting with Mary Balkema from Kalamazoo County on Land Banks at an informal breakfast, Friday, April 29.

**Education Committee Report:**

Brinks and Bliss – Friday, April 27 forum has been cancelled due to lack of interest. Will not pursue for May with municipal staff at this time.

Meek commented that he thought the March forum was great. Eric Schlertzing did an excellent job. Parrish has received several general comments, all positive.

**Finance Report:**

Will open a checking account with Huntington. Huntington was felt to be the logical choice due to being the bank of record for Kent County. Agreed upon that one signer on checks is sufficient, which will be Parrish and/or Meek by virtue of office held.

Huntington Bank has pledged \$5,000 towards the Kent County Land Bank.

Parrish has also submitted a grant request to the Grand Rapids Community Foundation for \$80,000. He has committed to the acquisition and/or renovation of at least 10 properties by April 2012. Parrish and Ponstein will meet with the foundation next week.

Once funding is secured, Parrish would like to begin filling position of executive director. A job description is needed. Ponstein and Bliss will begin putting this together. Once this position is filled, this person will be physically located in the County Treasurer's Office of the Administration Building.

**Forms and Resources:**

Ponstein submitted several application forms from various working land banks. Feels they are pretty basic. Noted that verbiage on forms will change as the land bank evolves.

**Open Discussion:**

Bliss inquired as to the 2011 foreclosures and possibilities of Land Bank acquisition. Parrish to have a list of potential properties by next meeting.

Meeks suggested approaching smaller towns and communities to secure funding.

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Parrish informed of a land bank conference June 5-7 in Detroit, which Brinks and he are planning to attend. He asks that anyone wishing to attend let him know by May 5 so the early registration pricing can be obtained.

Accesskent – Parrish to hopefully have running by May board meeting.

Meek suggested approaching smaller towns and communities for possible additional funding.

Advisory Committee – what would we want the council to look like? Will have discussion at next meeting. Tyler Nickerson has offered to be on board of this committee.

Adjournment – at 4:00

Next Meeting  
May 25, 2011  
Training Room, 2<sup>nd</sup> Floor  
Kent County Administration Bldg

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Date: May 25, 2011

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

Other Attendees: Sharyl Dietrich, Denise Rose Heys, Kent County Treasurers Office  
Dan Shanahan, Huntington Bank  
Alan Kitson, Lee Kitson Builders  
Kara Wood, City of Grand Rapids  
Joe Pung City of Kentwood  
Barb VanDuren, City of Wyoming  
Rebecca Rynbrandt, City of Wyoming  
Connie Bohatch, City of Grand Rapids  
Suzanne Schulta,  
Karen Leppen, Area Agency on Aging  
Erin Banchoff, City of Grand Rapids  
Rosalyn B

Call to order at 3:00 pm. Roll call done and all board members present. Agenda approved. Minutes of April 27 meeting approved, with changes made to strike a duplicate sentence on page one.

**Public Comment:**

Alan Kitson of Lee Kitson Builders made comment that he would like to see KCLBA collaborate closely with City of Grand Rapids with properties that are held by the land bank.

**Funding:**

Parrish will find out on June 13 about funding from the Grand Rapids Community Foundation. He will be submitting a request to the Frye Foundation. Possible funding from Dyer Ives also.

**Job Description:**

Ponstein and Bliss have compiled several job descriptions for the executive director from various counties. Distributed a draft to board members and suggests leaving somewhat "broad" as position and Land Bank evolves. Also suggested that it include that this position will head the advisory council.

**Advisory Council:**

Purpose of advisory council is to be a resource to the executive director and board members; and to provide on-going feedback and submit concerns. Will get council solidified within the next couple months.

Bliss suggested public officials and community members on the council, with 12-15 members, large enough to be diverse throughout Kent County.

Meek feels 5-9 persons would be better, as too large a committee is more difficult to get results. Meek also commented that the council has no ability to make decisions or spend money.

Ponstein commented that one of the council's objectives is to give executive director more "guidance".

Since Parrish has received several names of interested parties, he will share this list with the board. The board will then make suggestions to Parrish and he will appoint 5 interested candidates, who will in turn choose the remaining candidates to be on the council.

It was determined that the council have regularly scheduled meetings, not limited to, but a minimum of 4 meetings per year, and at least 1 per quarter.

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

**Property Acquisition:**

Foreclosure auction is on August 17, @ 12:00, at the DeVos Place. There will be approximately 229 properties auctioned, approximately 150 of them being residential, of which 85 are vacant. Parrish will ask the Kent County Board of Commissioners to use their right of refusal to acquire properties at their July meetings.

Discussion as to whether an advisory group should be formed on property acquisition. The board will communicate with local units for suggestions on what they would like to see possibly placed in the land bank.

Motion made to authorize Parrish to provide the board with a list of 10-20 properties that we could consider acquiring; assuming funds become available. Motion approved - 4 yes, 1 nay.

Motion made to have maps prepared and submit to community partners for their perspective ideas, with heavy emphasis placed on potential funding. Motion approved - 4 yes, 1 nay.

Motion made that if funding becomes available; to authorize Parrish to post the executive director position. Motion approved.

June 22 board meeting cancelled.

Adjournment at 4:45.

**Next Meeting**

July 27 @ 3:00 pm

Training Room, 2<sup>nd</sup> Floor

Kent County Administration Bldg

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Date: July 27, 2011

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

Other Attendees: Sharyl Dietrich, Steve Orchard, Denise Terpstra, Kent County Treasurers Office  
Tyler Nickerson, Coalition to End Homelessness;  
Kym Spring, Foreclosure Response;  
Laurie Craft, Grand Rapids Foundation;  
Helen Lehman, New Development Corp.;  
Lisa Golder, City of Kentwood;  
Darel Ross, Linc  
Ed Krieger, Ayers Basement Systems  
Eric Jordan, City of Grand Rapids  
Scott Ellison, Chemical Bank  
Terri Sanchez, GR HUD  
Dean Anderson, Select Bank  
Alan Kitson, Lee Kitson Builders  
Al Calderon

Call to Order at 3:00 pm

Roll Call - all board members present

Approval of Agenda

Approval of Minutes from May 25, 2011

Public Comment – none.

Acceptance of GRCF grant:

Motion to accept grant proposals as listed in handout. Motion approved.

Executive Director:

Position will be an “at will” employee. Discussion on various compensations. Paid time off – Parrish distributed to board members the guidelines that Kent County uses and suggested KCLBA follow. Pay rate and benefits will be left as final negotiations for hiring, depending on applicants need for benefits.

Sharon will submit verbage for application. Will note that applications are open to the public and actual interviews are open to the public as well. Parrish to get position advertised. Will have ad placed in the Grand Rapids Press, The Times, El Vocero, and MISHDA (an email will be sent listing this job opportunity). Due date for all resumes is the end of the day on August 15, 2011.

Advisory Council Task Force:

Five people have responded and waiting for response on one more individual. Tyler Nickerson will chair the group. Group will recommend what the advisory council will be responsible for. Noted that this task force can not make decisions. Nickerson will give verbal report at August 24 meeting.

Property Acquisition:

Parrish distributed list of 12 properties with potential for the land bank. Two properties noted that he highly suggested KCLBA purchase. Also noted a “stretch” of properties that could be of interest to KCLBA. Parrish asked for volunteers with knowledge in construction, re-hab, renovation, etc., to look at properties with him. Volunteers are Al Kitson, Ed Krieger and Helen Lehman. Final acquisition decision must be made by 12:00pm on August 17. A special board meeting is scheduled for this decision on Thursday, August 11 at 3:00 in the Training Room.

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Brinks suggested that at the next meeting there is discussion about vendors to use for KCLBA properties for maintenance, etc. Recommendation made for using community service workers where applicable. Otherwise use vendors that the applicable government unit uses to maintain services. Parrish will check with Purchasing on other vendors used for such services. Discussion for next meeting.

**Open Discussion:**

The KCLBA website is up and running – see [www.kentcountylandbank.com](http://www.kentcountylandbank.com). Looking for feedback.

Anyone wishing for a CD with land bank update can contact Tyler Nickerson for a copy.

Brinks suggested next meeting to have discussion on the budget.

Will still have monthly board meeting on August 24. Resumes will all be received by this time.

Adjournment at 4:15.

**Next Meeting**

August 11, 2011 at 3:00 p.m. for Property Acquisition Final Decision  
Commission Chambers, 3<sup>rd</sup> Floor  
Kent County Administration Bldg

**Monthly Board Meeting**

August 24, 2011 at 3:00  
Training Room, 2<sup>nd</sup> Floor  
Kent County Administration Bldg

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Date: August 11, 2011

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

Other Attendees: Denise Terpstra, Kent County Treasurers Office  
Tyler Nickerson, Coalition to End Homelessness;  
Kym Spring, Foreclosure Response;  
Alan Kitson, Lee Kitson Builders  
David DeVelder  
Peter Homeyer

Call to Order at 3:00 pm

Roll Call - all board members present

Approval of Agenda:

Motion by Brinks, supported by Meek, to approve the agenda as submitted. Motion carried.

Public Comment:

David DeVelder commented regarding the condition of several of the homes on the prospective properties list.  
Tyler Nickerson commented that he and Kym had also checked on the houses on the list.

Property Acquisition:

Parrish reported that a team of "inspectors" visited 10 of the properties on the list, including Helen Lehman (New Development Corp.), Ivor Thomas (Habitat for Humanity), Adam Vanderlaan (LINC), Al Kitson (Lee Kitson Builders), Ed Krieger (Ayers Basement Systems) and himself. The team came back with the recommendation to acquire the following four properties with renovation in mind:

855 GIBSON PL SE	GR
1239 HALL ST SE	GR
1819 STAFFORD SW	GR
2151 STAFFORD SW	GR

In addition, as was discussed at the prior meeting, Parrish recommended that the following two parcels be acquired and resold:

1460 SOUTH SAXONY	GR
1260 17 MILE RD	TYRONE

After several minutes of discussion, Meek moved, supported by Bliss, that KCLBA acquire the six properties as recommended. Motion carried.

Meek then moved, supported by Ponstein, that KCLBA investigate whether there are any code violations that we should be aware of on the properties. Motion carried. Bliss offered to contact City of Grand Rapids regarding the properties located there.

Brinks moved, supported by Meek, that KCLBA be authorized to use Kent County's preferred vendor to acquire property insurance on the first four properties on the list. Motion carried.

Open Discussion: none.

Next Meeting

August 24, 2011 at 3:00

Training Room, 2<sup>nd</sup> Floor

Kent County Administration Bldg

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Date: August 24, 2011

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

Other Attendees: Sharyl Dietrich, Denise Terpstra, Kent County Treasurers Office  
Tyler Nickerson, Coalition to End Homelessness;  
Kym Spring, Foreclosure Response;  
Mari Beth Jelks, City of Grand Rapids;  
Al Calderon;  
Bill Genovich, Vets Title;  
Greg Fones, Vets Title;  
Dolly Caitlin;  
Cherie Giles;  
Peter Homeyer;  
Scott Ellison, Chemical Bank  
Virginia Million, City of Grand Rapids;  
Ruth Kelly, City of Grand Rapids;  
Dean Anderson, Select Bank  
Helen Lehman, New Development Corp.;

Call to Order @ 3:00 pm.

Roll Call – all board members present.

**Approval of Agenda**

Parrish added two more line items to agenda, Conflict of Interest and Logo. Motion by Parrish, supported by Bliss to approve agenda as submitted with additions. Motion carried.

**Approval of Minutes from July 27 and August 11 minutes**

Motion by Bliss, supported by Ponstein to approve minutes, motion carried.

**Public Comment**

Dolly Catlin introduced herself to the Board. She has applied for the Executive Director position.

**Executive Director Position**

Parrish received approximately 90 resumes for position.

Mari Beth Jelks, Human Resources Director for City of Grand Rapids, was asked to address Board on the interview process for an executive position. She submitted a proposed recruitment process for selection of candidates. She will also provide to the board samples of a waiver for background check, I-9 Immigration form and possible supplemental questions. She suggests a sub-committee to be formed to pick applicants for interview process, which would include 2 board members plus 1 non-board member with knowledge of land banks. Bliss and Ponstein have volunteered.

Parrish has distributed applications to board members and asks for their selection of 5 candidates by Monday, August 29. After initial selections have been made, Parrish will contact individuals and forward paperwork for completion of interview. The final interviews will be held at the next board meeting on September 28.

**Advisory Task Force**

Members include Tyler Nickerson-Chair, Helen Lehman, Dan Shanahan, Rebecca Rynbrandt, Guy Bazzani and George Meek. First meeting held and verbal report given. Final report will be given at October board meeting.

**Property Acquisition**

KCLBA was approved to purchase the six properties proposed by Parrish at the July and August special board meetings. Two of these properties were sold at the auction and proceeds were approximately \$121,000.



**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Habitat for Humanity has requested KCLBA acquire three properties that were not sold at the auction. Motion by Bliss, supported by Ponstein, for KCLBA to purchase these properties. Yes vote - Bliss, Parrish, Ponstein; and no vote - Brinks and Meek. Motion carried.

Brinks suggests further discussion on process of acquiring properties for non-profits in the future.

**Budget**

Fiscal year will be the calendar year. Parrish submitted budget for May 2011 through April 2012.

**Conflict of Interest**

Conflict of interest and code of ethics statements were distributed to board members. Both items are in the by-laws and require signatures at inception of the board and annually thereafter.

**Logo**

Bliss submitted final 2 drafts of KCLBA logo. Board made final selection. Bliss to have draft letterhead, envelopes, business cards, etc. created.

Open discussion – none

Adjournment @ 4:30

**Next Meeting**

September 28, 2011 @ 3:00 pm

Training Room, 2<sup>nd</sup> Floor

Kent County Administration Bldg

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Date: September 28, 2011

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

Other Attendees: Sharyl Dietrich, Denise Terpstra, Steve Orchard, Kent County Treasurers Office  
Tyler Nickerson, Coalition to End Homelessness;  
Laurie Craft, Grand Rapids Foundation;  
Helen Lehman, New Development Corp.;  
Lisa Golder, City of Kentwood;  
Kara Wood, City of Grand Rapids  
Alan Kitson, Lee Kitson Builders Inc  
Dan Shanahan, Huntington Bank  
Erin Banchoff, City of Grand Rapids Community Development  
Karen Leppell, Area Agency on Aging

Call to Order @ 3:00 pm

Roll Call – all board members present.

Approval of Agenda – motion by Bliss support by Ponstein to approve minutes, motion carried.

Approval of Minutes – Meeks noted correction to be made on August 24 minutes. Page two, paragraph four, the word “conception” should be changed to “inception”. Noted and changes made. Motion by Meeks, support by Bliss to approve minutes with correction.

Public Comment – none.

Advisory Council Task Force – two meetings have been held. Tyler will have report finalized by next week and ready for approval at the October board meeting. Tyler requests time on next month’s board meeting agenda.

Executive Director Interviews – top 2 candidates interviewed were:

David Allen - Part Owner/President of Self Inflation Systems Inc

Paul VandenBosch – Assistant City Manager of South Haven

Open discussion – board members discussed each candidate’s strengths and weaknesses. Motion by Ponstein, supported by Bliss to hire David as new Executive Director for Kent County Land Bank Authority – yes votes Parrish, Ponstein, Bliss, Brinks; no vote Meek.

Board decided if position is declined by David, Parrish to offer position to Paul. Board will call a special meeting if a problem arises.

Adjournment @ 5:03pm

Next Meeting  
October 26, 2011  
Training Room, 2<sup>nd</sup> Floor  
Kent County Administration Bldg

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Date: October 26, 2011

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

Other Attendees: Dave Allen, Executive Director  
Sharyl Dietrich, Denise Terpstra, Rose Heys, Kent County Treasurers Office  
Tyler Nickerson, Coalition to End Homelessness;  
Laurie Craft, Grand Rapids Foundation;  
Helen Lehman, New Development Corp.;  
Lisa Golder, City of Kentwood;  
Kara Wood, City of Grand Rapids  
Erin Banchoff, City of Grand Rapids Community Development  
Scott Ellison, Chemical Bank  
Denise Love, GRAR  
Terry Sanchez, HUD

Call to Order at 3:00 pm.

Roll Call-all board members present.

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

Approval of Minutes from September 26 – Meek noted misspelling of his name. Motion by Meek, support by Ponstein to approve meeting minutes with correction.

Public Comment – Terry Sanchez from HUD offered assistance to KCLBA.

Advisory Council Task Force – Tyler gave committee report. Suggesting:

- o 12-18 members on new committee
- o Meeting starting in January and be held monthly or bi-monthly

Give recommendations of who should be on committee to Tyler or Dave. List to be created and ready for approval by next board meeting. Motion to file committee report was made by Brinks, supported by Meek.

Executive Director report given. KCLBA was given opportunity to acquire insurance for properties through Kent County Risk Management plans. This policy will cost \$266.00 per month and has a \$5 million general liability and a \$1.2 million in property insurance. Will also have budget ready for approval at November's board meeting.

Policy Review – Investment policy – by virtue of office, the investment officer is the board chair. Procurement and employment policies – review and will vote to approve at next month's meeting.

November board meeting is moved to November 30 due to Thanksgiving holiday. December board meeting is cancelled. Motion by Brinks, support by Bliss to approve changes to November and December board meeting schedules.

Motion by Brinks, support by Bliss to adjourn meeting at 4:00.

Next Meeting  
November 30, 2011  
Training Room, 2<sup>nd</sup> Floor  
Kent County Administration Bldg

**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.

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

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, 2<sup>nd</sup> Floor  
Kent County Administration Bldg

**KENT COUNTY LAND BANK AUTHORITY  
Board Meeting Minutes**

1/2012

Date: January 25, 2011

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

Other Attendees: Dave Allen, KCLBA  
Sharyl Dietrich, Denise Terpstra, Rose Heys, Kent County Treasurers Office  
Al Jano, Kent County Facilities Management  
Tyler Nickerson, Coalition to End Homelessness  
Laurie Craft, Grand Rapids Foundation  
Helen Lehman, New Development Corp.  
Lisa Golder, City of Kentwood  
Alan Kitson, Lee Kitson Builders Inc  
Rebecca Rynbrandt, City of Wyoming  
Jeff Edwards, SME, Inc  
David DeVelter, Real Estate Development Services  
Jerry Ziegler, [jziegler@iccf.org](mailto:jziegler@iccf.org)  
Ruth Kelly, [rkelly@grcity.us](mailto:rkelly@grcity.us)  
Sireece Martin, [smartin@iccf.org](mailto:smartin@iccf.org)  
Angie Hamlett, [ahamlett@iccf.org](mailto:ahamlett@iccf.org)  
Annica VanderLinde, [avanderlinde@iccf.org](mailto:avanderlinde@iccf.org)  
Chris Romero, [cromero@iccf.org](mailto:cromero@iccf.org)  
Scott Baumgartner, [sbaumgartner@iccf.org](mailto:sbaumgartner@iccf.org)  
Aliza Flores Jordan, [ajordan@iccf.org](mailto:ajordan@iccf.org)  
Jesse Alender, [jalender@habitatkent.org](mailto:jalender@habitatkent.org)  
Ivor Thomas, [ithomas@habitatkent.org](mailto:ithomas@habitatkent.org)  
Cherie Giles, [cheriegiles@sbcglobal.net](mailto:cheriegiles@sbcglobal.net)  
Michele Carlson, [mmcarlson58@gmail.com](mailto:mmcarlson58@gmail.com)  
Janay Brower, [jbrower@usc.salvationarmy.org](mailto:jbrower@usc.salvationarmy.org)  
Scott Ellison, Chemical Bank  
Terri Sanchez, HUD GR  
Dean Anderson, Select Bank

Call to order at 3:00 pm.

Roll call - George Meek excused.

Approval of agenda - motion made by Bliss, second by Ponstein, motion carried.

Approval of minutes from last meeting - motion made by Brinks to approve minutes as corrected, second by Bliss, motion carried.

Advisory Council Recommendations – list provided. Council will meet every other month, with first meeting in February. Committee will vote president, vice president and secretary. Council is not subject to open meetings act, but will post meeting meetings on website for transparency. Term limits for council members will be two years, with exact details to be worked out in near future. Motion by Bliss, second by Ponstein, to approve the council recommendations, motion carried.

Public comment – none.

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Executive Director Report

- a. Financial Report – provided monthly. Brinks requests all detail be included in monthly reports, along with monthly disbursement report. Bliss requests monthly line items along side of YTD line items, and include actual vs. budget.
- b. Sparta Foundry – contract with Sarnia Company in Canada. Deposit of \$50,000 in escrow with complete demolition and site opened within 12 months. Environmental cleanup will be done via DEQ and federal Brownfield support.
- c. Hall Street property has been sold. The sales of the Stafford Street properties will be finalized in February. The Gibson Street property – unsure of future with this property.
- d. LOC with Huntington Bank – line of credit will be \$100,000. Does not require a full faith agreement with the County. Will be a revolving line of credit for construction, etc, and cannot be used for operating expense. Due to absence of Board Treasurer, this discussion will be tabled to next board meeting.
- e. Bank Donations – banks may be willing to donate properties to KCLBA if they have a taxable value of \$30,000 or less.
- f. 82 Ionia, Administrative Assistant – Allen requests the KCLBA offices be moved to 82 Ionia due to space and additional staffing needs. Motions by Bliss, second by Ponstein to approve move and hiring of administrative assistant. Estimated additional operating expenses are \$516 per month, which is below proposed 2012 budget allowance.
- g. Foreclosure presentation done.
- h. Board Action Needed – Proposed Amendment to Priorities and Policies approved on January 26, 2011 – Eliminate Section 1 bullet point 3. Discussion tabled to next meeting and will vote on in March.

Other discussions:

Procurement policy-motion made by Ponstein, second by Bliss, to authorize Executive Director and Board Chair to sign the development agreement drafted by the KCLBA's legal counsel on the Sparta Foundry Site. Report in 30 days, plus changes to Policy and Procedures for procurement and address changes.

A revised 2012 budget will tentatively be submitted in March.

Adjournment at 4:35 pm.

Next Meeting

February 22, 2012 at 3:00 pm

Training Room, 2<sup>nd</sup> Floor

Kent County Administration Bldg

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Date: February 22, 2012

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

Board Members Absent: Rosalynn Bliss (With Notice)

Other Attendees: David Allen, LouAnn Bryant, KCLBA  
Sharyl Dietrich, Rose Heys, Denise Terpstra, Kent County  
Treasurers Office  
Tyler Nickerson, Disability Advocates of Kent County  
Erin Banchoff, City of Grand Rapids  
Laurie Craft, Grand Rapids Community Foundation  
Greg Conway, Founders Bank  
Alan Kitson, Lee Kitson Builders, Inc.  
Ivor Thomas, Habitat for Humanity of Kent County

Call to Order @ 3:00 pm

Roll Call – Rosalynn Bliss (excused)

Approval of Agenda - motion made by Ponstein, second by Brinks to approve agenda. Motion carried.

Approval of Minutes - motion made by Ponstein, second by Brinks to approve minutes of January 25, 2012 Board Meeting. Motion carried.

Public Comment – Ivor Thomas, Habitat for Humanity of Kent County, completes approximately 24 homes per year and their goal is to stay in touch with the KCLBA.

Advisory Council Update – Advisory Council members in attendance, Greg Conway & Tyler Nickerson, were introduced to the Board. The Advisory Council held its first meeting on February 15<sup>th</sup>. David Allen led the Council in a training titled “Land Banks 101,” which overviewed the roles of Land Banks in general and specifically laid out the work done so far along with immediate plans for the KCLBA. Pursuant to the KCLBA Board requirement the Advisory Council approved Lee Weber, Dyer Ives Foundation as Chair and Greg Conway, Founder’s Bank as Vice Chair. The Advisory Committee meets every other month and has chosen the third Wednesday of the month as its regular meeting time. The reason for this meeting date is that it is prior to each KCLBA Board Meeting accommodating for any potential board action recommended. At its next meeting the Advisory Council will begin developing a process for the development of a Strategic Plan for the KCLBA.

Executive Director Report-

- a. Financials- Check Detail Report was added to Financial Report to further outline KCLBA expenditures. Motion by Meek, second by Ponstein, to approve set up of a \$2,000 “Petty Cash” fund for land bank needs. The Petty Cash Fund will be reconciled each month by Board Treasurer Parrish. Motion carried.



**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

- b. Sparta Foundry- Shared wall with Federal Mogul is being removed today. Appraisal from Genzink Appraisal was higher (\$185,000) than anticipated (\$65,000). Dave received email from Dave Monet, DEQ indicating they have obtained funds to assist with remediation. Over the coming months the DEQ will do further site assessment to ensure that they have enough in the fund to fully cover the required work.
- c. LOC with Huntington Bank-Discussion regarding the terms of the LOC; Funds will be drawn down via submittal of signed contracts, partial or full unconditional lien waivers, approval for draw requests will be made by either by Meek or Parish. This is a Revolving Line of Credit to be used for the development of the Stafford and Gibson properties currently owned by the KCLBA. Motion by Brinks, second by Ponstein to approve the Land Bank LOC with Huntington Bank. Motion carried.
- d. GRCF \$400,000 PRI- Grant application has been submitted to the GRCF. Funds to be used in the upcoming Tax Auction to purchase, develop, and resell properties.
- e. Board Action Needed – Proposed Amendment to Priorities and Policies approved on January 26, 2011 – Eliminate Section 1 bullet point 3. Elimination of this policy would allow the KCLBA to acquire occupied properties. Allen gave the following examples of why this policy will not work:
  - There are several properties in the upcoming tax foreclosure list that are occupied by folks in their mid to late 90's that are admittedly at the end of their life, and have no family interested or willing to help with the property. It does not make sense to give these individuals extensions that simply delay the inevitable while increasing the tax burden. It makes better sense to have the KCLBA purchase the properties prior to auction and manage the property until the occupant passes on.
  - There are several properties in the current tax foreclosure list that are owned by investors that have no intention of redeeming the properties from foreclosure. The KCLBA should consider purchasing these properties to ensure that the tenants are not put out.
  - The KCLBA has been approached by banks to help with the disposition of foreclosed occupied multi-unit rental properties. The scenario currently being proposed is that the KCLBA identify developers interested in the properties and facilitate a purchase and redevelopment of the property in order to ensure that large number of tenants could avoid eviction/homelessness as a result of property owner foreclosure.
  - The KCLBA was approached by Tracie Coffman from HRS to consider purchasing a homeowners' mortgage from Chase Bank for \$10K. The home is worth approximately \$45K. In doing this, the KCLBA would issue the homeowner a new mortgage at lower rate than homeowner is currently paying and that is based on the current value of the home. This would ensure that the family is able to stay in their home and serve as a revenue stream for the KCLBA.
  - Allen made the strong caveat that it is not his intention to own occupied properties for a long period of time.
  - Meeks mentioned that in this role the KCLBA would act as a conduit for occupied properties to ensure that families are able to stay in their homes.

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

- Allen pointed out that all occupied properties would be overseen by a management company contracted by the KCLBA.

Parrish suggested Option (1) strike bullet point 3 or Option (2) allow purchase of occupied properties with Board approval, providing general rules & exceptions. The Board agreed to leave the policy as stated at this time with KCLBA presenting individual cases to the Board for final decision.

Open Discussion- Parrish announced 2 upcoming conferences:

- Annual Land Bank Conference, Oct. 14, 15, 16, 2012. Kalamazoo, MI, Radisson Hotel
- Vacant Properties Conference, June, 20 – 22, 2012 will be held in New Orleans, LA.

Adjournment at 3:45 pm.

Next Meeting  
March 28, 2012 @ 3:00 p.m.  
Training Room, 2<sup>nd</sup> Floor  
Kent County Administration Bldg

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

Date: March 28, 2012

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

Other Attendees: David Allen, LouAnn Bryant, KCLBA  
David Czurak, Grand Rapids Business Journal  
Dean Anderson, Select Bank  
Helen Lehman, New Development Corp.  
Carlos Sanchez, West MI Hispanic Chamber of Commerce  
Greg Conway, Founders Bank  
Alan Kitson, Lee Kitson Builders, Inc.  
Denise Love, RW Daniels Realty  
Jonathan Bradford, ICCF  
See Sign in Sheet for additional attendees

Call to Order @ 3:00 pm

Roll Call

Approval of Agenda - motion made by Brinks, second by Bliss to approve agenda. Motion carried.

Approval of Minutes - motion made by Brinks to approve corrected minutes with the addition of "Board Chair" added to page 3, reference Parrish, second by Ponstein to approve corrected minutes of February 22, 2012 Board Meeting Motion carried.

Public Comment –no public comment

Advisory Council Update – Council did not meet in March, no report  
Executive Director Report-

A. Financials- no comments or questions by Board

B. Property Update:

- i. 1819 & 2151 Stafford – Bids have been received and are being reviewed. Contracts for these two projects should be awarded by the end of this week.
- ii. 855 Gibson – We received a \$5,000 offer on this property. It was rejected as we would have walked away with nothing after all the fees, etc. At this point we are looking at securing additional properties contiguous to our property in order to facilitate a more impactful development on this street, either for housing or possibly a pocket park.
- iii. 1000 Lafayette – This property was received via donation from an individual that purchased it from tax sale last year. The LB received it free and clear. The home is not salvageable for redevelopment from too many years of a leaking roof. We will be working with Habitat on this property the plan is demolition, and redevelopment by Habitat.
- iv. 239 Sycamore – The property was received via donation from a Canadian individual that purchased the property from HUD several years ago sight

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

unseen. The home is not salvageable for rehab. However, there is a brand new furnace, hot water heater, fiberglass tub/shower unit, and toilet that the Land Bank will use in the redevelopment at Stafford. This is an incredibly strategic property, which is why the KCLBA accepted the donation. Combined with an empty lot owned by ICCF and a property that will be foreclosed for taxes on April 2, it provides for an excellent redevelopment opportunity that will be offered to developers. Advisory Council member, Steve Ruis consulted on this project.

- v. 1129 Cass – This duplex was donated free and clear to the KCLBA by Wells Fargo. It requires about \$30,000 in updating and minor renovations. Construction specifications for this property have been written. It will be placed out to bid the first week of April. The KCLBA is working with City Wide Services, a property management company. The plan is to fully lease it up and then offer it for sale to rental property investors.
- vi. 623 Naylor – This duplex was donated free and clear to the KCLBA by Wells Fargo Bank. We are working with a consortium from the Roosevelt Park Neighborhood on this property as well as the “Youth Build” program which is a partnership with the Department of Labor and Bethany Youth Services. The property will be redeveloped by Youth Build and sold to an entity that is working to provide housing to teens coming out of Foster Care. DA Blodget has been meeting with the KCLBA on a similar initiative. Developing housing opportunities for teens once they reach 19 and can no longer be in the Foster Care system is a growing need in Kent County. The work on this property is an extremely important demonstration project to determine the viability and sustainability of what a partnership between the KCLBA and Youth Build can do to help meet this need.

C. Sparta Foundry – Power Point presentation – Demolition photos

D. Strategic Plan – Allen is working with local foundations to fund the hiring of a firm to help the KCLBA with the development of a three year Strategic Plan.

E. Board Action Requested:

- 753 Emperor – Formal request that the County deed this property to the Land Bank on behalf of West Town Jubilee Housing for renovation and resale. Motion made to approve by Meek second by Bliss. Motion carried.
- Acquisition of occupied property located at 307 Dickinson. Tracey Coffman, Home Repair Services presented detailed Summary Report of plan to purchase the property by the KCLBA and lease/purchase of property to the current occupant. Board Chair Parrish commented the plan fits the vision of the KCLBA to maintain property values. Motion by Meek to proceed the purchase of 307 Dickinson not to exceed \$20,000. Support by Bliss. Motion carried 4-1 with Brinks voting “No”
- Approval of Board Resolution from Huntington Bank to establish the LOC. Board approved in February, 2012 meeting, reaffirmed at March 28 meeting. The 2012 Line of Credit Note was presented for the signature of Board Secretary Brinks. Motion by Meek to approve, support by Ponstein. Motion carried.
- Approval of proposed revised budget for 2012- Motion to approve the revised 2012 Budget as presented made by Bliss, support by Ponstein. Motion carried.

**KENT COUNTY LAND BANK AUTHORITY**  
**Board Meeting Minutes**

- Approval to accept the \$400,000 PRI from the GRCF. It is a 5 year loan with a 3% interest rate. Interest only payments will be made quarterly. Recapitalization of this loan will come from the re-sale of develop homes and the sale of seasoned mortgages issued. Motion to approve made by Bliss. Support by Meek. Motion carried.

Open Discussion

- Allen announced the KCLBA was nominated for the LINC Annual Spirit Awards in the “Community Innovator” category.
- Grand Rapids Business Journal interviewed Allen for the “Inside Track” column. Will appear in the April 9<sup>th</sup> issue.
- Annual Land Bank Conference, Oct. 14, 15, 16, 2012. Kalamazoo, MI, Radisson Hotel
- Vacant Properties Conference, June, 20 – 22, 2012 will be held in New Orleans, LA.
- After discussion Board agreed to cancel the July 2012 meeting.

Adjournment at 4:10 pm.

Next Meeting  
May 23, 2012 @ 3:00 p.m.  
Training Room, 2<sup>nd</sup> Floor  
Kent County Administration Bldg

Kent County Land Bank Authority  
Board Meeting Minutes  
April 25, 2012

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

Other Attendees: David Allen, LouAnn Bryant, KCLBA  
David Czurak, Grand Rapids Business Journal  
Dean Anderson, Select Bank  
Helen Lehman, New Development Corp.  
Laurie Craft, Grand Rapids Community Foundation  
Alan Kitson, Lee Kitson Builders, Inc.  
Erin Banchoff, City of Grand Rapids  
Lee Nelson Weber, Dyer Ives Foundation

1. Call to Order @ 3:00 p.m.
2. Roll Call- Rosalynn Bliss excused.
3. Approval of Agenda- motion by Ponstein with addition of 2011 Audit, second by Meek, motion carried.
4. Approval of Minutes, 03/28/2012 Meeting-motion made by Meek to approve minutes of the last meeting, second by Ponstein, motion carried.
5. Public Comment- none
6. Advisory Council Report- presented by Lee Nelson Weber, Advisory Council Chair
  - a. Strategic Plan Timeline- has been pushed back until the RFP process has been completed.
  - b. RFP Process-. Subcommittees were formed for each RFP category. See subcommittees listed below. Subcommittees are using the Kent County RFP template as a guide and will spend a lot of time on the "scoring matrix." Advisory Council subcommittees will advise Board on selection of foreclosed properties to request County transfer to the Land Bank. Once RFP's are complete, the RFP process will be done through the KCLBA.org website, awards will be posted on the website. Board secretary Brinks recommended no one be allowed to bid on RFP's if the respondent has any existing outstanding invoices, fines, fees, levees, or other encumbrances with the Federal, State, or Local units of government.
    - Residential and Commercial Real Estate Services- Real Estate Agent will act on behalf of the Land Bank and may be chosen based upon their geographic locale or expertise. Subcommittee appointees:
      - Steve Ruis
      - Tom Paarlburg
      - Darel Ross

- Chad Barton
  - Mark Miller
  - Rick Chapla
  - Accounting Services- Based upon recommendations by Advisory Council Vice Chair Gregory Conway, Founder's Bank, the Land Bank will develop an RFP for accounting services to hire a firm with expertise in government accounting, possibly coordinating audits with the County 's. Allen suggested adding a banker to the subcommittee. Subcommittee appointees:
    - Lisa Golder
    - Carlos Sanchez
    - Rebecca Rynbrandt
  - Legal Services-the subcommittee will focus on contract & real estate law.
    - Jack Hoffman
    - Lee Webber
    - Carlos Sanchez
- c. Home Saver Program Evaluation and Design-process will be guided by staff. Subcommittee will meet weekly through June. Advisory committee vice-chair Greg Conway & advisory committee member Renee Williams would like to add more bankers to the subcommittee. Dean Anderson, Select Bank was suggested as possible addition to subcommittee.
- Chad Barton
  - Greg Conway
  - Ken Parrish
  - Dan Shanahan
  - Renee Williams
  - Darel Ross
  - Sue Ortiz
  - Tracie Coffman
- d. 2012 Tax Foreclosure List – Property Selection Process – Power point presentation will be made by Land Bank staff for each property on the foreclosure list. KCLBA Board will receive minutes of final property selection meeting.
- Bryan Harrison
  - Helen Lehman
  - Lisa Golder
  - Steve Ruis
  - Rebecca Rynbrandt
  - Tyler Nickerson
  - Janay Brower

7. Executive Director Report (No "Board Action" requested at this meeting)

- a. Financials- Check Detail includes "Memo" itemizing expenditures.
- b. Stafford Properties-undergoing renovation.

- c. Gibson Plan of Action-low value property, needs \$35,000-\$40,000 in renovations. Get materials cost then contact Youth Build, Habitat for Humanity, Church or other agency to take on as a project property. Kent Skills Center was suggested as an option.
- d. Tax Foreclosure/Property Development Work in Collaboration with Local Units:
  - Grandville – Gas Station
  - Grand Rapids – Gas Station & Believe in Music
  - Walker – 3 Mile Warehouse & Sunset Hills-met with business owner & occupant at 3 Mile. Met with co-housing group regarding Sunset Hills.
  - Algoma Township – Division & Cedar Rock  
Cedar Rock has infrastructure in place, 3 lots foreclosed
  - Oakfield Township – Wabasis Point & Harvard Township  
Township Supervisor said a lot of money has been put into development of Wabasis
  - Spencer Township – Meddler/Lincoln Pines Development

8. Open discussion-  
Allen stated an inordinate amount of properties on foreclosure list are occupied. Need a strategy to deal with that and avoid homeless. Land Bank staff will visit all 197 investor owned properties to confirm if occupied.

Chair Parrish noted the County was conducting the annual audit. The Land Bank started financial activity in 2011 and therefore required by law to have an audit. Since the Land Bank is an authority of the County appointed by County Commissioners, the Land Bank 2011 annual audit (1) could be included as part of the County comprehensive audit at a cost of \$1500.00, or (2) an independent audit at a cost of \$4,000.00 using the County's accounting firm or (3) put it out for bid. Parrish recommended for the 2011 audit, go with Rehmann as part of the County's comprehensive audit.

Motion made by Brinks to use the County's accounting firm for the 2011 audit.  
Second by Meek. Motion carried.

9. Adjournment @ 4:00 p.m.

Next Meeting

May 30, 2012, 3:00 p.m.

Training Room, 2<sup>nd</sup> floor

Kent County Administration Building



**Kent County Land Bank Authority**  
**Board Meeting Minutes**  
**May 30, 2012**

1. KCLBA Board Chair Ken Parrish called the meeting to order at 3:00 p.m.
2. Roll Call- Rosalynn Bliss excused
3. Approval of Agenda- agenda approved with addition of Ag Preservation Trip and Sparta Foundry Update. Motion by Meek, 2<sup>nd</sup> by Ponstein. Motion passed.
4. Approval of Minutes, 04/25/2012 Meeting. Motion by Meek, 2<sup>nd</sup> by Ponstein. Motion passed.
5. Public Comment- none
6. Advisory Council Report Advisory Council did not meet formally in April. RFP subcommittee updates are as follows – Board Action Required:
  - a. RFP's for Commercial and Residential Real Estate, Accounting, and Legal Services are due by 5 PM Friday May 25. The Sub-committees for these RFP's will review sometime in the next two weeks.
  - b. The Tax Foreclosure Sub-Committee met May 17<sup>th</sup> from 8:30 AM-1 PM to review and “vet” a long list of properties proposed by the KCLBA staff for re-development. After much debate, investigation, and discussion the committee passed on two of the properties (1602 Meddler & 5730 Belding) and requests the following board action:
  - c. The Tax Foreclosure Sub-Committee has submitted the attached list of tax foreclosed properties to the KCLBA Board of Directors asking that the Board formally request that these properties be pulled from the tax foreclosure auction and sold to the Kent County Land Bank
    - i. It should be noted that the enclosed list includes properties that have been requested by City of Grand Rapids Approved Non-profit Housing Developers. The KCLBA has taken over this process from the City of Grand Rapids Economic Development Department. Each approved Non-Profit Housing Developer received the attached contract to complete and submit for approval. All of the non-profits on the list completed this process.

Board Chair Parrish made a motion to request the transfer of the following properties acquired by the Treasurer of Kent County through tax foreclosure procedures (see attached list) excluding 1717 Plainfield, 710 Lafayette, 1602 Meddler and 5730 Belding from the Kent County Board of Commissioners in accordance with 1893 P.A. 206, as amended by 1999 P.A. 123, MCL 211.1 et. Seq.,

to the Kent County Land Bank Authority, properties which specifically support the mission of the Kent County Land Bank Authority. 2<sup>nd</sup> by Meek. Motion passed.

7. Executive Director Report –

a. Financials- no discussion

b. In the past month the KCLBA has received the following donated properties:

- i. 101 Straight SW – Working with West Town Jubilee Housing
- ii. 3040 Effie Place – Will demolish this structure and work with Habitat on the lot
- iii. 621 Delaware – Working with a ministry that does housing for a prisoner re-entry program
- iv. 1946 Collins SE – We will renovate and sell
- v. 1305 Prospect SE – Working with Madison Square Church to renovate this home and sell to a family their church is supporting.

c. Work on the two Stafford Properties and 1129 Cass will be completed within the next 3 weeks.

8. Open discussion-

David Allen presented a brick to Board Chair Parrish from the demolition of the Sparta Foundry smokestack.

David Allen reported on his trip to Lancaster Pennsylvania with the Ag Preservation advisory group. County Commissioner Hirsch and County staff Mary Swanson & Matt Wolford also attended. A planning meeting has been scheduled on May 31, 2012 at Allen's home. Each trip attendee will bring 3 workable solutions to the meeting. The Land Bank will host the meeting.

9. Adjournment- 4:15 p.m.

Next Meeting

June 27, 2012, 3:00 p.m.

Training Room, 2<sup>nd</sup> floor

Kent County Administration Building

**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

- v. 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.

The committee scored each RFP and formally requests that the KCLBA Board awards our Commercial Real Estate Services Contract to: NAI Wisinski and Northstar. Motion to approve Meek, second by Bliss. Motion carried.

- b. 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, Adu Realty, Childress and Associates, City Wide Real Estate Services, Home Run Realty, and Remax Sunquest.
  - 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.

Motion made by Meek, second by Ponstein to approve residential real estate recommendations made by the subcommittee with the correction to remove "Commercial" from #v. Motion carried.

## 7. Executive Director Report –

- a. Financials – Allen reported the services of Goodlander, Sweet, & Rybicki (GSR) have been retained to oversee our books on a month to month basis. Rehmann Group was retained to handle our annual audit. GSR is currently working with LouAnn, Ken, and The Rehmann 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. David Allen announced an open position on the Advisory Council. Janay Brower has left the Coalition to End Homelessness and has formally stepped down from

Associates, City Wide Real Estate Services, Home Run Realty, and Remax Sunquest.

- 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.
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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, 2<sup>nd</sup> floor

Kent County Administration Building