



**Rochester Land Bank Corporation**

**Special Board Meeting Agenda**

**City Hall – Rm. #223-B**

**January 10, 2014**

**10:00am – 11:30am**

- |                     |   |
|---------------------|---|
| <b>10:00:</b>       | <b>Call to Order</b>  |
| <b>10:00-10:05:</b> | <b>Approval of 12/19/13 Minutes</b>   |
| <b>10:05-10:20:</b> | <b>Discussion of Board Composition/Election of Board President</b>                                |
| <b>10:20-11:00:</b> | <b>Discussion of Contract for OAG Grant</b>   |
| <b>11:00-11:30:</b> | <b>Discussion of Grant Agreement and Board Vote on Resolution for Bevier Building Transaction</b> |



**Rochester Land Bank Corporation**

**Board Meeting Agenda**

**City Hall – Rm. #223-B**

**January 16, 2014**

**3:00pm – 4:00pm**

- 3:00: Call to Order**
- 3:00-3:05: Approval of 1/10/14 Minutes**
- 3:05-3:20: Presentation of Explanatory Statement of Bevier Building Transaction**
- 3:20-3:25: Board Vote on the Bevier Building Resolution**
- 3:25-3:35: Discussion of Shared Services Agreement between the City and the Land Bank**
- 3:35-3:50: Board Vote on Corporation Policies**
- **Code of Ethics**
  - **Conflict of Interest**
  - **Non-discrimination Policy**
  - **Personnel Policy**
  - **Personal Property Disposition Policy**
- 3:50-3:55: Creation of Committee to prepare for Land Bank Annual Report to Municipality**
- 3:55-4:00 Election of Board Officers**



**Rochester Land Bank Corporation**

**Board Meeting Agenda**

**City Hall – Rm. #223-B**

**February 20, 2014**

**3:00pm – 4:00pm**

- 3:00: Call to Order**
- 3:00-3:05: Approval of 1/16/14 Minutes**
- 3:05-3:45: Due Diligence Requirements for Community Revitalization Grant Agreement**
- Internal Control Policy**
  - Certificate of Incumbency**
  - Resolution No. 11 authorizing acceptance of OAG Grant Agreement**
  - Resolution No. 9 authorizing Shared Services Agreement with City**
  - Resolution No. 10 authorizing Service Agreement with RHDFC**
  - Resolution No. 7 to adopt Ethics Policy**
  - Resolution No. 6 to adopt Non-Discrimination Policy**
  - Resolution No. 8 to adopt Procurement Policy**
  - Resolution No. 5 to adopt Personnel Policy**
- 3:45-3:55: Report Back from Annual Report to City Council**
- 3:55-4:00: Update on Bevier Building Transaction**



**Rochester Land Bank Corporation**

**Board Meeting Agenda**

**City Hall – Rm. #223-B**

**March 20, 2014**

**3:00pm – 4:00pm**

- 3:00: Call to Order**
- 3:00-3:05: Approval of 2/20/14 Minutes**
- 3:05-3:15: Resolution No. 13 to execute Credit Bid Agreement with City**
- 3:15-3:25: Resolution No. 14 to execute Professional Services Agreement with City**
- 3:25-3:35: Resolution No. 15 to approve Trump Bid for properties acquired using CRI grant**
- **Who will bid on behalf of Land Bank?**
- 3:35-3:45: Resolution No. 16 to approve Occupant Relocation Policy**
- 3:45-4:00: Discussion and update of Land Bank Board Action Plan**
- **Budget Report for Public Authority Board**
  - **Not-for-Profit/Government Affiliate Tax Status**
  - **Review of Annual Meeting compliance**



**Rochester Land Bank Corporation**

**Board Meeting Agenda**

**City Hall – Rm. #223-B**

**April 17, 2014**

**3:00pm – 4:00pm**

- 3:00: Call to Order**
- 3:00-3:05: Approval of 3/20/14 Minutes**
- 3:05-3:20: Resolution No. 17 of 2014 to approve the Land Bank Budget & Financial Plan**
- 3:20-3:35: Resolution No. 18 of 2014 to amend the Policy Governing the Disposition of Real Property and to repeal Resolution No. 1 of 2014 adopting the Property Disposition Guidelines in Sections 2896 & 2897 of NYS Public Authority Law**
- 3:35-3:50: Resolution No. 19 to adopt the Policy Governing the Disposition of Personal Property**
- 3:50-4:00: Resolution No. 20 to submit "Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code"**



**Rochester Land Bank Corporation**

**Board Meeting Agenda**

**City Hall – Rm. #223-B**

**May 15, 2014**

**3:00pm – 4:00pm**

- 3:00: Call to Order**
- 3:00-3:05: Approval of 4/17/14 Minutes**
- 3:05-3:10: Resolution No. 21 of 2014 to transfer properties purchased at the City Tax Foreclosure Auction to the City**
- 3:10-3:20: Resolution No. 22 of 2014 to transfer properties purchased at the City Tax Foreclosure Auction to the RHDFC**
- 3:20-3:30: Resolution No. 23 of 2014 to accept a donation of 2 properties from American Tax Funding Services**
- 3:30-3:40: Update on Bevier Building transaction**
- 3:40-3:50: Update on progress of CRI Grant Program**
- 3:50-4:00: Land Bank Board Action Plan for FY Q4**



**Rochester Land Bank Corporation**

**Board Meeting Agenda**

**City Hall – Rm. #223-B**

**June 19, 2014**

**3:00pm – 4:00pm**

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| <b>3:00:</b>      | <b>Call to Order</b>   |
| <b>3:00-3:05:</b> | <b>Approval of 5/15/14 Minutes</b>   |
| <b>3:05-3:15:</b> | <b>Discussion of preparation of Land Bank 2013/14 financial statements</b> |
| <b>3:15-3:25:</b> | <b>Update on Bevier Building transaction</b>                               |
| <b>3:25-3:35:</b> | <b>Update on progress of CRI Grant Program</b>                             |
| <b>3:35-3:50:</b> | <b>Update of Land Bank Board Action Plan</b>                               |
| <b>3:50-4:00:</b> | <b>Other Business</b>  |



**Rochester Land Bank Corporation**

**Board Meeting Agenda**

**City Hall – Rm. #223-B**

**July 17, 2014**

**3:00pm – 4:00pm**

- 3:00: Call to Order**
- 3:00-3:05: Approval of 6/19/14 Minutes**
- 3:05-3:10: Discussion & Distribution of Board of Director's Evaluation**
- 3:10-3:25: Discussion of Annual Report**
- 3:25-3:35: Status of Acquisition efforts for CRI Grant**
- **Discussion of proposed resolution regarding acquisition of six properties from the City for use in the CRI Grant Program**
- 3:35-3:40: Resolution No. 24 of 2014 to Amend Resolution No. 23 of 2014 authorizing acceptance of Properties Donated by ATFS**
- 3:40-3:45: Resolution No. 25 of 2014 to Authorize Conveyance of Properties Donated by ATFS to RHDFC**
- 3:45-3:50: Resolution No. 26 of 2014 to Authorize Acquisition of 21 Straub St for use in the CRI Grant Program**
- 3:50-3:55: Update on progress of CRI Grant Program**
- 3:55-4:00: Update of Land Bank Board Action Plan**





**Rochester Land Bank Corporation**

**Board Meeting Agenda**

**City Hall – Rm. #208-A**

**August 21, 2014**

**1:00pm – 2:00pm**

- 1:00:** Call to Order
- 1:00-1:05:** Approval of 7/17/14 Minutes
- 1:05-1:10:** Resolution No. 28 of 2014 to transfer 6 properties purchased from the City to the RHDFC for use in the CRI Grant Program
- 1:10-1:15:** Resolution No. 29 of 2014 to transfer 21 Straub St to the RHDFC for use in the CRI Grant Program
- 1:15-1:20:** Resolution No. 30 of 2014 to submit an application to the OAG for the second round of CRI Program funding
- Update on Progress of current CRI Grant Program
- 1:20-1:30:** Resolution No. 31 of 2014 to amend Bylaws
- To include annual board review of bylaws and policies
  - To include modification recommended by Legal Counsel to assist with Form 1023 application
  -
- 1:30-1:35:** Resolution No. 32 to transfer 62 Chamberlain St to RGRTA
- 1:35-1:40:** Discussion and approval of Performance Measures Report
- 1:40-1:50:** Discussion of any necessary changes to currently adopted Land Bank policies
- 1:50-1:55:** Establish Order of Business for Annual Meeting  
*(including, but not limited to)*
- Approval of Audited Financial Statements
  - Approval of Procurement Report
  - Approval of Investment Report
  - Approval of Annual Report
  - Election of Board Officers
- 1:55-2:00:** Treasurer's Report & Discussion of Audit



**Rochester Land Bank Corporation**

**Annual Meeting Agenda**

**City Hall – Rm. #223-B**

**September 18, 2014**

**3:00pm – 4:00pm**

- 3:00: Call to Order**
- 3:00-3:05: Approval of 8/21/14 Minutes**
- 3:05-3:10: Resolution No. 32 of 2014 to accept donation of properties from Wells Fargo**
- 3:10-3:15: Resolution No. 33 of 2014 to re-approve the adopted policies of the Rochester Land Bank Corp.**
- 3:15-3:25: Presentation and Approval of Audited Financial Statements**
- 3:25-3:35: Presentation and Approval of Annual Report and constituent reports contained within it:**
- **Investment Report**
  - **Procurement Report**
  - **Mission Statement & Performance Measures Report**
  - **Operations & Accomplishments Report**
  - **Board Member Self-Evaluation Report**
- 3:35-3:40: Election of Officers**
- 3:40-3:50: Organize Committees**
- **Audit Committee**
  - **Finance Committee**
  - **Governance Committee**
- 3:50-4:00: Description of Application to Community Revitalization Initiative Funding – Round 2**



**Rochester Land Bank Corporation**

**Board Meeting Agenda**

**City Hall – Rm. #223-B**

**October 16, 2014**

**3:00pm – 4:00pm**

- 3:00: Call to Order**
- 3:00-3:05: Approval of 9/18/14 Minutes**
- 3:05-3:15: Technical Amendments to Investment Policy and Procurement Policy**
- 3:15-3:25: Reorganization of Committees**
- 3:25-3:35: CRI Grant Progress and Treasurer's Report**
- 3:35-3:45: Land Bank Board 2014-2015 Ongoing Action Plan**
- 3:45-3:50: Discussion of New York State Land Bank Association**
- 3:50-4:00: Executive Session**



**Rochester Land Bank Corporation**

**Board Meeting Agenda**

**City Hall – Rm. #223-B**

**November 20, 2014**

**3:00pm – 4:00pm**

- 3:00: Call to Order**
- 3:00-3:05: Approval of 10/16/14 Minutes**
- 3:05-3:10: Resolution to accept donation of vacant lot at 78 Glendale Pk**
- 3:10-3:15: Resolution to amend Investment Policy and Procurement Policy**
- 3:15-3:25: Organization of Committees & Risk Mitigation Working Group**
- 3:25-3:35: CRI Grant Progress and Treasurer's Report**
- 3:35-3:45: Land Bank Board 2014-2015 Ongoing Action Plan**
- 3:45-4:00: Report back from New York State Land Bank Association Summit**



**Rochester Land Bank Corporation**

**Board Meeting Agenda**

**City Hall – Rm. #223-B**

**December 18, 2014**

**3:00pm – 4:00pm**

- 3:00:** Call to Order
- 3:00-3:05:** Approval of 11/20/14 Minutes
- 3:05-3:10:** Resolution No. 35 of 2014 to accept donation of 204 Flint Street, 129 Mason St, 600 Thurston Road & 37 Woodward Street
- 3:10-3:20:** Resolution No. 36 of 2014 to amend the Shared Services Agreement with the City and to contract with the City for demolition activities under the Strategic Blight Removal Program
- 3:20-3:25:** Due Diligence for CRI Round 2 Funding - Certificate of Incumbency
- 3:25-3:30:** Resolution No. 37 of 2014 to amend Procurement Policy
- 3:30-3:40:** Resolution No. 38 of 2014 to join the New York State Land Bank Association
- 3:40-3:50:** CRI Grant Progress and Treasurer's Report
- Resolution No. 39 of 2014 to accept additional CRI grant funding
- 3:50-4:00:** Land Bank Board 2014-2015 Ongoing Action Plan