Omaha Municipal Land Bank Board

MINUTES
Wednesday, January 21, 2015

Administrative and Training Meeting:
9:00 AM, Conference Room – 2nd Floor
Greater Omaha Chamber
1301 Harney Street

Meeting Minutes: This document states the minutes before the Omaha Municipal Land Bank Board at their Administrative and training meeting held on Wednesday, January 21, 2015.

Certification of Publication: Omaha Municipal Land Bank Board Administrator certifies publication of this agenda in the Daily Record, the official newspaper of the City of Omaha on January 13, 2015.

Members Present:
Tom McLeay, Chairman
Jamie Berglund, Vice Chair
Spencer Danner
Ken Johnson
Randy Lenhoff
Scott Semrad
Cathy Lang (absent in afternoon)
Julie Stavneak
John Heine
James Thele, Director, Omaha Planning Department

Members Not Present:
Mike Riedmann
Julia Plucker
Diane Battiato (absent in morning)

Staff Present:
Alan Thelen, City Law Department
Jennifer Taylor, City Law Department
Debbie Hightower, Recording Secretary
PUBLIC MEETING:

Tom McLeay, Chair, called the meeting to order at 9:00am, introduced the voting and non-voting board members, as well as the City staff. He stated that copies of the agenda are available and the meeting is subject to the Open Meetings Act. McLeay informed the public that a notice of the meeting was published. Roll call was taken with 10 board members present (Mike Riedmann, Julia Plucker and Diane Battiato were absent).

Cathy Lang stated that a copy of the by-laws was submitted to the board members at the last meeting. Motion by Cathy Lang to approve the by-laws. Randy Lenhoff seconded the motion.

AYES: Berglund, Johnson, Danner, Lenhoff, Semrad, Lang, McLeay
MOTION CARRIED: 7-0

McLeay asked Lang to provide a copy of the approved by-laws to the secretary to be distributed to the board members. Lang further stated that some policies have been drafted by the City Attorney’s office and will be shared with the board for review before approval at the next board meeting.

Jamie Berglund stated that the Executive Director’s job description was sent to approximately 500 individuals locally and around the country. The job also been posted on a nationwide job search site and so far a few applications have been received. She further stated that the deadline is February 10, 2015 for acceptance of applications. Scott Semrad added that the search committee reserves the right to engage a search firm if enough qualified applications is not received.

Spencer Danner updated the board with regard to a bank account. Danner submitted a synopsis of the available checking accounts and interest and fees.

Motion by Spencer Danner to open an Omaha Municipal Land Bank account and to be an authorized signer. Cathy Lang seconded the motion.

In response to Berglund, Danner stated that the checking account could be open within a week once the authorization has been made by the board.

AYES: Berglund, Johnson, Danner, Lenhoff, Semrad, Lang, McLeay
MOTION CARRIED: 7-0

McLeay stated that the type and institution of the bank account will be at Danner’s discretion.

There was a discussion with regard to adding another board member as an authorized signer on the bank account. Lang suggested that two board members sign on every banking transaction.

Motion by Ken Johnson to add another board member as a signer for banking purposes up to a limit of $5,000.00. Danner amended the motion to add McLeay as a signer on the bank account for any amount and a signer of any other documentation. Johnson agreed.
In response to Lenhoff, McLeay confirmed that there would need to be two signatures on every check, an officer and any other board member. In response to Danner, Berglund recommended that there be two signatures for any amount $1,000.00 or above.

Lenhoff amended the motion to authorize the board to have three signers (Danner, McLeay, Berglund) and any amount $1,000.00 or more will require two signatures. Cathy Lang seconded the motion.

AYES: Berglund, Johnson, Danner, Lenhoff, Semrad, Lang, McLeay
MOTION CARRIED: 7-0

Motion by Berglund to authorize any approved signers to sign contracts on behalf of the board so the contract can be executed with Center for Community Progress and future organizations up until an Executive Director is selected. Randy Lenhoff seconded the motion.

James Thele stated concerns regarding an execution of a contract with the grant funds from the City of Omaha. Jennifer Taylor added that a large contract may need board approval before it is signed. McLeay pointed out that the discussion of a contract issue was not on the agenda. Alan Thelen recommended adding the contract discussion to the February agenda.

Berglund withdrew her motion.

An all-day training session was conducted by Sara Toering and Tarik Abdelazim, Center for Community Progress.

It was the consensus of the Board to adjourn the meeting at 3:45pm.

Debbie Hightower, Planning Department
Recording Secretary