



**Kalamazoo County Land Bank Fast Track Authority  
Board of Directors Meeting Minutes—August 13<sup>th</sup>, 2020  
Electronic Zoom Meeting**

The August 13<sup>th</sup>, 2020 Kalamazoo County Land Bank Authority Board of Directors meeting was called to order by Balkema at 8:32 AM Via Zoom. Link:

<https://us02web.zoom.us/j/86822931508?pwd=aXFsTHVEcmIPL0NvdIUzVVBicHBVdz09>

Members Present: Mary Balkema, Brian Hudson, Carl Roberts, Holly Crump, Qianna Decker, Terry Dorgan, Rebekah Kik

Members Absent: N/A

County Liaison Present: N/A

Staff Present: Kelly Clarke, Michelle Tombro Tracy, Reality Rojas, Tammy Lahman, l'Yanna Wilson

Community Members Present: Paul Matz, Rachael Grover, Jeff Hawkins, Blake Croker

Approval of June Minutes: Hudson made the motion. Dorgan seconded the motion. Approval of June Minutes passed unanimously.

Approval of July Minutes: Balkema had corrections for the July Minutes. Grammatic change to the last sentence in Chair's Remarks to "provided brief background information." With changes applied Dorgan made the motion to approve, Hudson seconded, all were in favor and the July 2020 minutes were approved.

Additions to the Agenda: New Severance Policy

Chair's Remarks – Balkema explained, the Kalamazoo Land Bank decided to pass on acquisition of 3101 Barney due to a change circumstance. Balkema clarified the housing millage budget is 6.375 Million not the previously stated 5.4 Million.

Executive Director Report – Clarke gave details on the mid-year update on 2020 Goals. The Kalamazoo Land Bank is on track to meet 2020 goals. The executive director and the communication and grants manager have been actively applying for additional grant funds. 1.1 Million dollars have been raised with a goal of 1.8 million regarding the East Side Square project. The Kalamazoo Land Bank has been working with Buddy Hannah, Pat Taylor, Gerald King, and Conrad Kaufman to include local art and poetry in the East Side plaza. If the housing millage passes, the money raised can be supplemented.

Clarke informed the board of the 1311 Portage St is in the process of being listed. The sale of 1301 Portage did not proceed due to hardships caused by COVID-19. 1301 Portage is back on the market. KPEP completed the renovation of 934 Southworth which is scheduled to be for sale soon.

The Kalamazoo Land Bank staff has participated in free trainings offered by U of M, and TRHT, an initiative by Kalamazoo Community Foundation. The communication and grants manager received training on digital software that is used to create the annual report.

The financial manager is working on a budget for the next board meeting. The Kalamazoo Land Bank has also received a 3-year commitment from the Gilmore Foundation and the Stryker Johnston Foundation, this commitment represents stability with project planning.

Clarke informed the board that the Asst. Director and Operations Coordinator have been reviewing the Kalamazoo Land Bank inventory and increasing the level of information on the properties. Letters informing homeowners of their eligibility to purchase Side Lots have been sent out. Covid-19 created an interruption for the Land Bank, but we were able to effectively move to a remote solution to continue workflow. The phone rings directly to the Operations Coordinator to assist people as effectively as possible and give callers the ability to reach a live person as they would prior to remote work.

Clarke mentioned having the personal goal of working to increase equity. The Executive Committee discussed equity as a core value of the agency. Clarke would like to work with both the Kalamazoo Land Bank Board and the Vibrant Board to create a plan to stay focused on the core values.

#### Regular Agenda

- Presentation of the Annual Audit – Paul Matz presented the board with the annual audit. There were no issues identified, there was a clean audit this year. Matz walked the board through the audit report. Matz explained the revenue, statement of financial position, cash flows, and specifically mentioned footnote 11 on the report which was newly added regarding COVID-19. Matz explained the audit process went well.  
Dorgan made the motion to accept the annual audit findings.  
Hudson seconded the motion.  
All were favor of acceptance of annual audit findings.
- Approve Core Values, including addition of amended Equity value pursuant to the June board meeting discussion. Clarke explained the potential for land banks to integrate equity and use a more inclusive approach, providing opportunities for education on equity and creating detailed plans to effectively apply equity as a Core Value.  
Roberts made the motion to approve Core Values.  
Hudson seconded the motion.  
All were in favor of the Core Values.
- Funds to Accept – Lahman explained that Vibrant applied for and received a \$10,000 grant Old National Bank. This grant would help support the East Side Square project.  
Dorgan made the motion to accept the funds.  
Hudson seconded the motion.  
All were in favor of accepting the funds.

- New Severance Policy – The Land Bank has modeled a severance policy on the County's severance policy.  
Roberts made the motion.  
Dorgan seconded the motion.  
All were in favor of the new severance policy.

Real Estate Committee Update: No update this month\_summer recess in July

Vibrant Update: Affirmative Marketing Campaign update on July kick off meeting (I'yanna Wilson, KCLBA Communications Intern) – Wilson was introduced to the board and explained her goals and what she hopes to achieve during her internship. Clarke explained to the board there will be no annual report this year due to covid-19. Affirmative Marketing Campaign is being co-chaired by Patrese Griffin and Juliet Altman, a campaign doing robust work around affirmative marking and reaching out to people of color, providing information to the community about what resources are available to them such as credit repair. The idea of the campaign is to open doors that are helpful and reduce racial disparity in homeownership. Wilson notified the board about her work with the Affirmative Marketing Campaign to reach out to the community about credit repair and education regarding home ownership. They meet once a month. There is a meeting next week and it is open to whoever is interested in attending.

For Information: Monthly Financial Report – Tammy will be sending out the latest June Financial report.

Board Member Comments: N/A

Adjournment Motion: Meeting adjourned at 9:14 AM