



**Kalamazoo County Land Bank Fast Track Authority  
Board of Directors Meeting Minutes—February 9<sup>th</sup> 2023  
Riverview Launch**

Members Present: Thomas Whitener, Shawntel Lindsey, Rebekah Kik, Carl Roberts, Qianna Decker (arrived 8:54).

Members Absent: Pat Clark, Elizabeth Schlott

County Liaison Present: Tami Ray

Staff Present: Sidney Ellis, Anna Roeder

Community Members Present: Brian Krol (Seber Tans), Doug McLaughlin (Kalamazoo River Watershed Council), Therese Searles (Envirologic), Joe Avid (WP USA), Chad Robinson (WP USA), Scott Keesling (Georgia Pacific)

The February 9<sup>th</sup> Meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Whitener at 8:34 am.

Approval of December Minutes:

Roberts made the motion to approve the December 2022 minutes.

Kik seconded the motion.

All were in favor and the December 2022 minutes were approved.

Additions: N/A

Citizen's Time: N/A

Commission Liaison Comments:

Kalamazoo County Commission liaison Tami Ray shared that applications for the housing millage funds are open through the county.

Chair's Remarks:

Whitener shared updates. The Tustin project moved forward, and the Land Bank closed on the properties on January 31<sup>st</sup>, 2023. Whitener attended the MACT (Michigan Association of County Treasurers) Conference which was hosted at the Radisson in Kalamazoo. Senate Bill 7, a funding package, passed. It includes \$2.5 million dollars allocated for each of the ten largest land banks in the state of Michigan, including KCLB. The Land Bank is partnering with the City of Kalamazoo to utilize Blight Elimination grant funds for the demolition of former bingo hall off Stockbridge which will be redeveloped as affordable housing. MALB- is attempting to design a change to the legislation to provide a statutory funding mechanism for more sustainable funding for Land Banks across the state. Discussion ensued.

## Executive Director Report:

Ellis shared updates. Eastside Square construction project is beginning to move forward. A meeting is scheduled for February 13<sup>th</sup>, 2023, with architectural and construction plans for 20 Mills reconstruction. The Land Bank purchased 57 properties from Tustin with donated funds from the Stryker Johnston Foundation. The Land Bank has contracted with Intrepid to manage the rental properties starting February 1<sup>st</sup>, 2023. Board members expressed concerns and asked questions about details of the transaction. Discussion ensued regarding requesting further grant funding. Kik and Whitener suggested this being a discussion item at the upcoming executive committee meeting. There was also discussion of agency policies and procedures for applying for and accepting grants and board interest in them being reviewed and possibly updated. Ellis presented the 2023 Budget. The Blight Elimination grant application was submitted for \$200,000 for partnership with the City of Kalamazoo on demolition of a former bingo hall off Stockbridge which will be redeveloped into affordable housing. The Land Bank will be developing a job description for a property manager position for helping with Tustin properties and general property maintenance.

## Regular Agenda

- Doug McLaughlin (Kalamazoo River Watershed Council) introduced himself and the KRWC. He shared a pamphlet, and it is their 30<sup>th</sup> year in existence as an organization. He explained background about what our local watershed is and how it feeds into the local rivers which then feed into Lake Michigan. KRWC is seeking to make more connections within communities impacted by the watershed (i.e. neighborhood associations). His goal is to spread information more widely to communities about safety advisories regarding fish and water contamination.
- Chad Robinson presented from WSP USA Environmental and Infrastructure about their proposed use of KCLB Riverview property.

WSP USA is looking for access to a staging area is for a large scale cleanup of the Kalamazoo River. Robinson provided background on the project and where it is anticipating moving forward. He also provided background on what a remedial support area entails and on potential sites. They are proposing the use of Riverview Launch property in addition to Graphic Packaging property on the other side of the river. They would like to begin tree removal by the end of March 2023. Much of the work would happen in warmer months of 2023 and into Spring of 2024. This process would end with restoration of the area leaving the property "better than it was found."

- Whitener opened the floor for questions and conversation around this. Discussion ensued. Board members raised questions over funding and logistics of broader project. There is concern for respecting the original master plan of the Riverview Launch site. There is interest in the board referencing the master plan and possibly including the Nature Center in the conversation about a due care plan as they helped with the original site plan. Lindsey relayed concerns of neighborhood residents, particularly youth about living in proximity to the contamination. Discussion ensued around sharing this information more broadly within the community, especially those closest to the most impacted areas. Georgia Pacific representative expressed that use of this space reduces hazards and cuts down on the time of the overall project. They are looking for an answer as soon as possible.
  - Whitener proposed working to come up with a plan that includes appropriate education and messaging for community members, more concrete restoration plan for the site, and communication of compensation.

Kik proposes a motion that the Executive Committee (meeting March 2<sup>nd</sup>) works to complete a final agreement with considerations of education and community messaging, with restoration plan.

- Kik moves to direct the executive committee to review the draft access agreement with WSP USA and propose a restoration plan to be brought back to the board for approval. Decker seconded the motion. All were in favor and the motion carried.
- 2023 Budget
  - Whitener requested a motion to approve the 2023 Budget.
    - Krol expressed that there will need to be amendments made from the Greeleaf Trust donation and additional state funding once it comes through.
    - Decker made the motion to approve the 2023 budget, Lindsey seconded. All were in favor and the 2023 budget was approved.
- Approval for Intrepid team to be added to the new account for tenant occupied properties purchased and to be added to account established for deposits from tenants
  - Ellis provided background. A new account will need to be opened with Intrepid as an administrator for receiving rents and deposits on newly acquired rental properties.
  - Discussion ensued. Further research needs to happen to determine if we will need to go through an RFP process for securing property management services.
  - Decker made a motion for Executive Director to review our bidding and purchasing policies and process, and review with the board our contract with Intrepid to determine if we need to go through an RFP process. Seconded by Roberts, all were in favor and the motion passed.
  - Decker makes the motion to authorize the chair to open a new account for the property management operational funds Intrepid. Kik seconded the motion. All were in favor and the motion was carried.
  - Decker made a motion to approve Intrepid team to be added to the Operational, Deposits and Prairie Gardens accounts at PNC. Roberts seconded. All were in favor and the motion passed.

Discussion ensued regarding requesting further grant funding. Kik and Whitener suggested this being a discussion item at the upcoming executive committee meeting.

Director Ellis gave background for applying for a loan of \$932,522 from LISC towards the Eastside Square project with an expectation to recoup with the sale of the condos. Decker requested to see the details of the agreement before moving forward. Whitener suggested holding off on approval until the agreement is in writing. Discussion ensued about board meeting calendar moving forward. Kik brought up that in the past the first meeting of the year typically includes adopting a meeting schedule and electing officers and suggested doing this during a special meeting in March. Whitener suggested the possibility of a motion being made for calling a special board meeting for March 2023.

- Roberts made the motion to schedule a special meeting in March, Decker seconded the motion.

Discussion ensued. Kik suggested the following topics be covered in the March special meeting.

- Set 2023 Monthly Meeting Calendar
- Appoint Board officers and confirm committee assignments
- Discuss Riverview Launch Property Access Agreement proposed by WP USA
- Discuss Ongoing Projects (including Eastside Square and Tustin Properties)

Decker requested that we have conflict of interest forms updated and taking an in-depth look at by-laws and policies and procedures. Discussion ensued. Thursday, March 16<sup>th</sup> at 8:30 on the table as a possibility for special board meeting.

- All were in favor and the motion was carried and the board will plan to meet in March.

Decker expressed an interest in coming back to producing the podcast and more community outreach, and asked about 2023 strategic plan. Discussion ensued about how the process went previously, and about how we might begin the process for the next 5 years.

Real Estate Committee Update-

Updates have been contained previously in the meeting. Discussion ensued.

DEI Committee Update: (Diversity Equity and Inclusion)

Roberts shared summary of updates. The 2022 Year end sale demographic metrics were provided. The committee is working on confirming that there is also a Vibrant representative involved. Roberts will be communicating with Adrian Vazquez to confirm that he would like to continue committee membership. There will be a new DEI plan being put in place.

Board Member Comments:

Covered previously – N/A

Move to adjourn:

Decker made motion to adjourn, Roberts seconded.

All were in favor and the meeting was adjourned at 10:54 am.

Next Meeting:

Special Meeting in March- date and time TBD (to be confirmed).