



Meeting Minutes

Kalamazoo County Land Bank Fast Track Authority
Board of Directors Meeting Minutes – September 11th, 2025
Riverview Launch

The Thursday, September 11th, 2025 meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Board Chair Thomas Whitener at 9:30 a.m.

Members Present: Thomas Whitener, Antonio Mitchell, Barb Ogrin, Sharon Ferraro, John Taylor, Riley Luksomski

Members Absent: Pat Clark

County Liaison: N/A

Staff Present: Zac Bauer, Derek Mann, Iyanna Wilson, Tracy Whaley, Brad Arbuckle

Community Members:

Approval of July Minutes

Taylor made a motion to approve the July meeting minutes.
Ferraro seconded the motion

Motion carried unanimously.

Additions to the Agenda

Director Bauer requested to add the reinstatement of the Real Estate Committee.

Mitchell made a motion to add the reinstatement of the Real Estate Committee and approve the agenda.
Ogrin seconded the motion.

Motion carried unanimously.

Citizens Time

Jordan-Woods provided comments on outside developers building housing that doesn't fit the neighborhood. Jordan-Woods expressed the desire for the KCLBA Board of Directors to reevaluate selling parcels to developers outside of the Kalamazoo community as they build housing that doesn't benefit the community.

Commissioner Liaison Comments: Jen Strebs or John Taylor

Commissioner Taylor provided insight on policy updates for Brownfield Public Act 90. This policy allows larger scale TIF districts for single-family homes. Additionally, the board of the county created a budget for the upcoming year.

Reports and Presentations

Center for Community Progress: Strategic Planning

O’Keefe from Center for Community Progress provided an update on the Strategic Planning process. The Center for Community Progress team has been working with staff and community partners to gain an understanding of the Kalamazoo County Land Bank through interviews, surveys, and a site visit. O’Keefe workshopped with the board on mission, vision, and values. Discussion ensued on changes to the mission of the Kalamazoo County Land Bank. O’Keefe provided the board with draft mission statements and will provide more information to the KCLBA team and board at a later date.

Homeward Promise: Consumers Energy

Wilson & Whaley provided an overview of the Helping Neighbors Program with Consumers Energy. Staff will be working with Consumers Energy to work toward energy efficiency within the Homeward Promise homes and the rebate program.

Demolition Report:

Mann provided a demolition update within the Homeward Promise portfolio. The staff conducted an RFP process and Pitsch Companies was selected. The demolition team was able to successfully demolish seven parcels within the City of Kalamazoo: 1310 Odgen Ave., 1039 Sherwood, 920 Dewey, 1134 Race St., 1008 Clarence, 1014 Clarence, and 1004 Clarence.

Financial Report:

Krol provided the board insight on the financial statement for the KCLBA.

Taylor inquired on the timeframe for operating with cash-in-hand. Krol informed the board that there was a payment received for the IPUSA project which increased the cash-in-hand.

Ogrin inquired on the line item on vacant homes. The item item is referring to the Homeward Promise portfolio.

Krol provided the board insight on the budget amendment. The previous budget was created with the anticipation of selling all of the Eastside Square condos. The accounting team created the adjusted budget based on projections of grant revenue and proposed Land Bank activity.

Mitchel inquired about the LISC Construction loan. Director Bauer explained that the loan matures in November. The KCLBA has been in contact with multiple partners such as the Kalamazoo Community Foundation and the Kalamazoo County Brownfield Authority.

Taylor inquired on creating a TIF district for the Homeward Promise portfolio. Director Bauer informed the board that they are not ready for sale. The TIF would allow the Land Bank to get back some funds that it would need for items such as gap assistance.

**Taylor made a motion to approve the proposed budget amendment.
Luksomski seconded the motion.**

No discussion.

Motion carried unanimously.

Eastside Square

Director Bauer provided insight on Eastside Square. A second condo is under contract and awaiting FHA approval. Peterson has been in conversation with prospective tenants for the commercial space.

Legal Counsel

a. Legal Work Projections

Foster provided the board insight into the project work for the remainder of the year. Legal Team is working on the KCLBA Brownfield Plan, Blight Elimination, and CHODO.

b. Duckett Drive

Hannapel provided insight on the Duckett Dr. development. The Land Bank closed on Duckett Dr. in August. Phase 1 and Phase 2 has been conducted and will be contracting with Fishbeck for BEA and environmental assessment.

The parcel is located in the City of Kalamazoo Nature Features Overlay District. The team will be working with the Nature Features Overlay District board to gain an understanding of development potential and regulations.

c. Martin Properties

Hannapel informed the board on the Martin St. properties. The board approved the option agreement in a previous board meeting. The transaction is moving forward and will close in October.

d. Eastside Square Condo

Foster informed the board on the condo under contract and awaiting FHA approval. They buyer's AMI is between 60-70%. To move forward, the board will need to approve the sale of the condo unit according to the terms of the Purchase Agreement. Additionally, allow Director Director Bauer or Chair Whitener to take action to complete the sale.

**Taylor made a motion to approve the sale of the Eastside Square condo unit 4 to the buyer according to the terms of the signed Purchase Agreement, or other terms as necessary that are negotiated and mutually agreed upon by the parties to the Purchase Agreement.
Luskowski seconded the motion.**

Mitchell requested to add the condo unit number within the motion. Motion was amended to include the unit number.

Motion carried unanimously.

Taylor made a motion to authorize Zac Director Bauer and/or Thomas Whitener to negotiate, sign, and deliver all documentation necessary to effectuate the sale of the Eastside Square condo unit on behalf of

the Land Bank, including but not limited to assignments, closing documents, deeds, waivers, amendments, and other agreements, instruments, and documents in connection with the sale, and to take any and all other actions in connection with the sale that may seem advisable.

Ogrin seconded the motion.

Motion carried unanimously.

e. Blight Elimination

The legal team has been assisting the Blight Elimination Grant designated for the City of Kalamazoo and for Kalamazoo County. For the City of Kalamazoo Blight Elimination, the team has completed all of the necessary documents and is waiting for the City of Kalamazoo meeting on September 15th. For Kalamazoo County, the work has been completed. The team is awaiting signatures for additional documents to complete out the grant. The staff will submit to the information for the State Land Bank.

f. Brownfield Scattered Site Plan

Director Bauer and team are working on the Brownfield Scattered Site Plan. The team has conducted meetings with municipalities for concurrent resolutions. Staff and legal team are working together to address any concerns that have been raised concerning the concurrent resolutions.

Chair's Remarks

Whitener provided insight on work that the Land Bank is doing. Whitener expressed gratitude to the staff and the board for their hard work.

Executive Director Report

Director Bauer provided insight on activity since the last board meeting. Staff has had discussion with SecondWave Media and will be working with the editorial team.

Since the last meeting the team was preparing for the Kalamazoo County Brownfield Authority meeting and meeting with the municipalities concerning concurrent resolutions. The team will present another draft to the City of Kalamazoo and City of Portage for concurrent resolution.

Regular Agenda

A. Kalamazoo Community Foundation Loan

Director Bauer provided some insight on the Kalamazoo Community Foundation Loan. This loan would allow delays to be limited with funding cycles. This would allow the team to get work done quickly and efficiently. This loan is interest only for the first three years over the 20 year period.

Ferraro made a motion to approve the Kalamazoo Community Foundation Loan

Mitchell seconded the motion

Motion carried unanimously.

B. Rental Reduction Policy

The Rental Reduction Policy was introduced based on hardships that some residents have experienced. The purpose of this policy is to assist residents that experience employment loss or significant health crisis. This policy has been reviewed by the policy committee and they request to know the cost of eviction.

**Mitchell made a motion to approve the rental reduction policy
Ferraro seconded the motion.**

Motion carried unanimously.

C. Princeton Ave Development

Director Bauer provided insight on Princeton Ave. The Kalamazoo County Land Bank identified two parcels on Princeton Ave. for three new builds. The team presented a SME proposal for Princeton Ave.

Ferraro made a motion to approve the SME proposal.
Ogrin seconded the motion

Motion carried.

3 Yes
0 No
Abstention - 1 (Mitchell)

D. 214 W Maple Memo

Director Bauer provided insight on the 214 W Maple. 214 W Maple received rental rehab grant funds from LISC. Another foundation was discovered underneath the home. The team is working to identify a home to transfer the deed restriction.

E. Pure Architects Agreements

Director Bauer informed the board on the team's work with Pure Architects. The team has been working with Pure Architects to standardize our work within the Homeward Promise homes. 1608 James and 1704 James proposals have been completed. There will be four homes that will be included in an RFP and another three homes will be in the next round.

**Mitchell made a motion to approve the sub agreement for 1608 James.
Ogrin seconded the motion**

Motion carried unanimously

**Mitchell made a motion to approve the sub agreement for 1704 James
Ferraro seconded the motion**

Motion carried unanimously

F. Riverview Launch Lease: Kalamazoo River Watershed Council

Director Bauer provided insight on the Kalamazoo River Watershed Council (KRWC). KRWC has been a long standing tenant of Riverview Launch. Bauer is looking to renew their lease.

Ferraro made a motion to approve the non-residential co-working agreement for the Kalamazoo River Watershed Council.

Mitchell seconded the motion

Motion carried unanimously.

G. MSHDA: MI Neighborhood Grant – Public Hearing

Director Bauer provided insight on the MI Neighborhood Grant. The homes that would be eligible within the grant would be outside of the City of Kalamazoo and City of Portage that are in need of critical repairs. There was no discussion or questions from the board or members of the public.

Committee Reports:

Finance Committee - N/A

Policy Committee - N/A

Real Estate Committee

Director Bauer will be circulating an invitation for the Real Estate Committee.

Closed Session

Board Member Comment

Ferraro informed the board of her interest in working with KVCC on a training program for working in existing housing.

Adjournment: Next Meeting – November 13th, 2025, at 9:30 a.m.

Ferraro made a motion to adjourn the meeting.

Ogrin seconded the motion.

Motion carried unanimously

Meeting Adjourned at 11:25 a.m.