



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

The Thursday, April 11th meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Riley Lukomski, Treasurer, at 8:32 a.m.

Members Present: Carl Roberts, Riley Lukomski, Sharon Ferraro, Chelsie Downs-Hubbarth, and Tami Rey

Members Absent: Pat Clark & Thomas Whitener

County Liaison Present: N/A

Staff Present: Sidney Ellis, I'yanna Wilson and Derek Mann

Community Members: Jared Lutz, Brian Krol, Rachel Foster, Zac Bauer, Kurt Brauer, Kevin Cunningham

Approval of March Meeting Minutes:

Roberts made a motion to approve the March meeting minutes.

Downs-Hubbarth seconded the motion.

Motion carried unanimously.

Additions to the Agenda:

Citizens Time: N/A

Commissioner Liaison Comments: N/A

Reports and Presentations

Financial Report

Krol presented the February report to the board. The audit is underway and should be completed soon. An allowance was recorded in the accounts receivable for Homeward Promise for the homes that have significant arrears.

Homeward Promise Update

Bauer presented the board with a Homeward Promise presentation for grants and upcoming meetings. The United Way Continuum of Care grant was denied for the Land Bank. Bauer will be applying for MI Neighborhood Grant with MSHDA. The submission will focus on rehab and new units in partnership with the City of Kalamazoo, Kalamazoo County, LISC, and the Land Bank. Round two of the MSHDA grant will be occurring in October. Mann provided an overview for the Blight Elimination submission and RFP for the Homeward Promise Site Assessment. There was a selection committee to review the RFP submission. Two firms have been picked and formal interviews conducted on Monday, April 15th.

Bauer indicated there was a meeting with the City of Muskegon concerning their Housing TIFF and later the Brownfield Authority concerning capturing a Housing TIFF for Homeward Promise.

Discussion ensued on a Housing TIFF. Brauer provided the board with information on how the TIFF would be captured and eligible activities.

Cunningham provided the board Intrepid report for Homeward Promise.

Rey requested Intrepid to provide a complete report from the Handy Home Solution to detail what was the solution. Rey inquired about the outstanding balances. Cunningham indicated that they are working with tenants on their balances. Some tenants have applied for assistance on their arrears. 656 Lake was supposed to issue partial payment, but did not. The real estate committee will be discussing vacant property balances.

Ellis provided insight on parting ways with Intrepid for Homeward Promise. Foster will be drafting documents to dissolve the contract. The Land Bank requested 30 days to end the contract and 30 days for transition. There will be an in-house property manager hired. Ellis indicated that there will need to be a budget amendment for the new hire. Krol indicated that the management fee and the office payroll will be eliminated when adding this role.

Eastside Square

The real estate committee is developing rates for individual condos. The commercial realtor is working on a plan for an incubator space for startups.

Legal Counsel time

Brauer provided the board on Project Stride. There was a counter offer to the letter of intent that was sent. Discussion ensued on potential avenues to move forward. Brauer indicated that the Land Bank has time to respond to the counter offer. Lukomski proposed that there be a policy created for future development proposals that are competitive and noncompetitive.

Chair's Remarks - N/A

Executive Director Report

Ellis informed the board that the staff will be at the Building Michigan Communities Conference in May. The meet and greet took place last month. Many connections were made and the event was well received.

Regular Agenda

Rootead would like to utilize the 20 Mills property for a couple of community convenings this summer to correlate their capital campaign and put up a sign with their logo to make the community aware of what will be coming. Foster indicated she will look into drafting a release of liability and Rootead should have liability insurance for this.

Strategic Planning Meeting

The board indicated they would like to have the strategic planning meeting during a week day. Ellis will be connecting with the moderator for the strategic plan and will send out dates to the board.

Employee Handbook

Ellis provided the suggested revisions and questions from the employment lawyer to the board. Last year, the board requested the policies be reviewed and change as needed. The board will review the revisions and will revisit for next meeting. Downs-Hubbarth suggested following Kalamazoo County policy. Conversation was tabled for next board meeting. Downs-Hubbarth suggested reaching out to Beth of Michigan Transformation Collective to look at our personnel policies.

Real Estate Committee Update

Ellis provided an update for the Real Estate Committee. The real estate committee has determined the pricing for the condos \$140,000 for 60 AMI, \$143,000 for 80 AMI, and \$145,000 for 120 AMI. The committee will continue to work on the condo budget. Beth McCann will be attending the next meeting to discuss downpayment assistance. Foster indicated that there will be a master deed amendment and will be in contact with LISC and the City of Kalamazoo.

Rey inquired concerning the assignment of AMI with square footage. Foster will be sending Rey information concerning the AMI with square footage assignment.

DEI Committee Update

Roberts presented the DEI committee overview. The goals for the DEI committee have been updated because Michigan Transformation Collective formerly known as TRHT will be heading in a different direction. Whitener will be stepping down from the committee and Downs-Hubbarth and Lukomski will be added to the committee. Foster will be added to the DEI module for the Land Bank.

Discussion ensued on the DEI Modules Working with Different Generations.

Board Member Comments

Downs-Hubbarth inquired about the MOU for Homeward Promise. Foster will ask for an update for an MOU.

Adjournment: Next Meeting- Thursday, May 9, 2024

Rey made a motion to adjourn the meeting.

Ferraro seconded the motion.

Motion carried unanimously.