

Kalamazoo County Land Fast Track Authority
Board of Directors Meeting Minutes - Thursday, April 13, 2023 AT 8:30 AM
Riverview Launch

Members Present: Thomas Whitener, Rebekah Kik, Carl Roberts, Pat Clark, Shawntel Lindsey (arrived 9:13)

Members Absent: Qianna Decker, Elizabeth Schlott

County Liaison Present: Tami Rey

Staff Present: Sidney Ellis, I'yanna Wilson

Community Members Present:

The April 13 Meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Whitener at 8:42 a.m.

Approval of March Minutes:

Clark made the motion to approve the March 16th minutes.

Roberts seconded the motion.

All were in favor and the March minutes were approved.

Additions:

Whitener moved the legal counsel updates until after the DEI Committee update for a closed meeting.

Citizen's Time: N/A

Commission Liaison Comments:

Kalamazoo County Commission liaison Tami Ray shared the board voted to extend the contract agreement with the Land Bank until the end of this year. Housing milage fund are open through the county until May 24th and 2.5 million was added to the funds available.

Chair's Remarks:

Whitener shared updates. The treasure's officer has had a low number (49) of foreclosures this year. Less than 10% of the properties that were up for foreclosure at the beginning of the year were foreclosed upon.

Executive Director Report:

Sidney Ellis shared updates. The RFP is being worked on for a real estate agent for the Eastside Square and hope to have set by the next week. Astera Credit Union will be attending the upcoming Affirmative Marketing Meeting to discuss training for new homeowners and working with low-income buyers. The Kalamazoo project that was proposed to be done at Riverview Launch has been canceled. Attorney Foster provided clarification on the project and the reasoning behind the cancellation and the issues with access to the property. The MOU from LISC is under review. In the process of adding more information to make it more robust. Once it is more robust more updates will be provided. Ellis will inquire further on staffing for the process and the capacity of as staffer as Kik wanted clarification.

Resumes are being reviewed for the Property and Project Coordinator position closes on Friday, April 14th and the Administrative Assistant closes on Friday, April 24th. Applications are coming in via email and the interview process will behind once application deadline approaches. There will be a committee consisted of Whitener, Roberts, and Clark to assist with the interview and hiring process.

Attorney Foster providing background on the Gospel Mission. The Gospel Mission hired an environmental consultant due to a leaking underground storage tank. They are looking to clean up contamination and they need access to Land Bank property 1516 Maple ST. We are working with the Gospel Mission to figure out funding as there will be further searching within the property. It is not clear if it is a third parties' issue or a gospel mission issue.

Legal Counsel Time

- Contracts signed over the last six months

Attorney Foster provided updated on purchase agreements and the contracts that have been signed. The Pavilion Township Development Agreement, Tustin Purchase Agreement, closing agreement with KNHS related to property sales on the fall. There was a third amendment to an option agreement with MT Zion as they were applying for low-income housing tax credit and extended the option to 2024. Gwen Hooker option agreement was drafted and the decision during the board meeting will be built into that agreement. 20 mills has a work authorization agreement that assist with the rebuild of 20 mills.

- Performance Improvement Plan

Roberts made a motion to move to closed session.
Clark seconded that motion to move to closed session.

All were in favor to go into closed session.

Kik approved the amended performance improvement.
Clark seconded that motion.

Roberts opposed the motion. Motion carried.

Edison Neighborhood Tenant Update

Ellis provided background for the event. The Meet & Greet is on April 27th from 5- 7 p.m. and there is a 2,000 budget at Edison Neighborhood Association. 1,500 is from LISC and 500 from Warner Norcross & Judd. Discussion ensued concerning board member attendance. Board members can attend as it is a social event. Tenants' checks are coming to the Land Bank, and they are working with the tenant to ensure there is an understanding where to send the checks. Currently, no specific leasing or tenant issues.

Regular Agenda

- Gwen Hooker Option

Ellis and Attorney Foster provided background on the option agreement and the history. It has been asked for an option agreement to end December 2024. Option agreement expired January 2023. The board discussed the proposed plan for the city to place a water main in that area may not happen until 2024 and at this time she would not be able to place home on the property until after the water main is in place. With that being said it would be good for her to go into another option agreement.

Roberts made a motion for the extension option agreement for 500 every six months until December 2024.
Clark seconded that motion.

All were in favor and the motion carried.

- Margaret Miller continued use of 1205 Summit Ave

Ellis explained that Miller has adopted the lot over and has signed a new lease each year and wishes to sign a new one and begin gardening for 2023. There hasn't been any complaints or issues with the garden. There is an understanding that if there's someone who would like to buy to property then they will have ownership of the property.

Clark made a motion for continued use for 1205 Summit Ave by Margaret Miller

Kik seconded that motion.

No discussion

All were in favor and the motion carried.

Commissioner Rey noted that the property 1205 Summit is listed as a property under the KNHS property purchase.

Clark made a motion to reverse the initial decision at 9:55 a.m. due to the KNHS property purchase. Also, to present the alternate plan for Miller to find a property for the garden within the database of her preference. Discussion ensued. If Miller finds an alternative property, Ellis doesn't need board approval for Miller to use the property.

Kik seconded that motion.

All were in favor and the motion carried.

- Mowing contracts

Ellis provided background with the contract with Thomas White and Valley Vision Construction. There haven't been any issues concerning property maintenance. If there is an increase request Ellis will bring it back to the board, but at this moment there hasn't been a request.

Attorney Foster provided background on the services the contractors provide. Some of services include mowing, snow and ice removal.

Clark motion to extend the contract for one year with Thomas White and Valley Vision for snow, ice, and mowing.

Kik seconded the motion.

Discussion ensued regarding contract, status of the work being done, and if there is potential increase if pursued.

All were in favor and the motion carried.

- Set date for Annual meeting.

Whitener and Attorney Foster provided background for the importance of the annual meeting. What is the annual meeting for and the purpose. Within the annual meeting strategic planning will take place. The strategic plan was last updated in 2021.

Kik made a motion to set the date for the annual meeting for 2023.

Clark seconded that motion.

Discussion ensued. After discussion, it was determined the annual meeting will be set for Thursday, May 11th from 8:30 a.m. to noon. Kik along with the executive committee will come up with a format and outline for that meeting.

All were in favor and motion carried.

- Meet and greet with Edison Neighborhood Tenants

Event will occur on April 27th from 5 to 7 p.m. and the board is encouraged to attend. Lindsey asked for clarification on the agenda for the event. Ellis clarified the event will be an introduction and no business will be conducted. Attorney Rachel Foster suggested some coordination with fielding questions between LISC and Ellis.

- Templates for Committee reports

Ellis created a sample report for the meet and greet event that will be occurring on Smart Sheet. Clark asked for clarification on the general use. Roberts clarified the use would be for project management tool. Ellis compared the Microsoft 360 software to the software used. The Microsoft 360 subscription doesn't include the software and it would be an additional \$10 per month. The premium version of Smart Sheet allows for more individuals to access and edit with the software as needed.

Roberts made a motion to purchase the premium version of the Smart Sheet software.
Kik seconded that motion.

All were in favor and motion carried.

- KNHS request to purchase 13 properties.

Ellis provided background for the properties. List of properties were provided in the Executive Directors report. KNHS is 501c3 therefore they would be sold at \$500 each.

Kik made a motion for the request of the purchase of 13 properties.
Roberts seconded that motion.

All were in favor and the motion carried.

Commissioner Rey pointed out one of the properties is 1215 Summit Ave. Discussion ensued concerning the agreement and alternative options for Miller and following through with the purchase of the property.

Alternative option discussed and motion to reverse previous motion on usage for 1215 Summit Ave. *See Margaret Miller Motion for additional information.

- Vote on change in budget to increase Communication line item with funds from Subscriptions.

Whitener gave background on Issue Media group and what they have done in the past. They are focused on solution journalism and highlights individuals working in the area of the housing crisis.

Kik made a motion to increase the communication line. Item with funds from Subscriptions for Issue Media Group.
Roberts seconded that motion.

Discussion ensued. Kik inquired on the contract duration as it is the middle of April. Ellis provided background and the rate is prorated for the year.

Kik amended the motion to approve the contract with Issue Media Group as the funds don't need to be moved.
Roberts seconded that motion.

All were in favor and motion carried.

- Approval of State Land Bank Blight Elimination Grant agreement after reviewed and approved by legal counsel

Attorney Foster provided background for the MOU and property. The MOU was approved by the board and legal counsel is reviewing *the grant agreement. It is likely that that grant agreement will be wrapped up prior to the next board meeting.* Once terms of the grant agreement are accepted by Attorney Foster it is approved to be signed.

Clark made a motion to approve signing the State Land Bank Blight Elimination Grant agreement after reviewed and approved by legal counsel.
Roberts seconded that motion.

Kik abstained from voting. All were in favor and the motion carried.

- Eastside Square for Consumer Energy

Whitener provided slight background as it is within the board package.

Clark made the motion to include \$350 easement fee with Consumers Energy. Ellis can sign the agreement.
Kik seconded that motion.

Ellis asked for clarification for change orders. If there were any change orders, then it would need to be brought to the board. Discussion ensued about change orders for construction.

All were in favor and the motion carried.

Real Estate Committee Update

Attorney Foster provided background for the upcoming meeting on Monday, April 17th. The meeting will have presentation on Brownfield and Neighbor Enterprise Zone and the potential application of it. When the committee meets, they need to refresh if there was a chair picked, but if not, they will need to be a chair picked.

DEI Committee Update

Draft DEI Plan and Proposals

DEI committee met on April 6th and looked at the DEI plan of the Land Bank. There were two guidelines that were found that the Land Bank is not in compliance with. First, that the Land Bank would be working with TRHT at the Kalamazoo Foundation. TRHT has been contacted and will interact with them as appropriate. Second, be apart of the affirmative marketing campaign. Now that we are in contact with TRHT and participating with the Affirmative Marketing Campaign, we are now in compliance with the DEI plan of the Land Bank. The DEI plan is now updated to say last updated April 6th, 2023.

Updated DEI committee members list: Thomas Whitener, Carl Roberts, Sidney Ellis, Shawntel Lindsey, and Adrian Vazquez.

DEI would like to update the core value of equity. Would like to change the equity statement due to it not speaking to current goal and is not proactive.

Current Statement: The Land Bank acknowledges systemic racism as a context to its work. Commits to forwarding an inclusive and equitable future.

Proposed Statement: The Land Bank acknowledges systemic racism as a context for its work. We are intentionally identifying disparate impact and disproportionality in all areas of our work, while maintaining anti-racist practices and delivering equity.

Roberts made a motion to change the core value to the proposed statement.

Clark seconded that motion.

All were in favor and the motion carried.

Proposal:

Roberts provided background on In-house training that could be used by staff, county board, and vibrant board. It is proposed that the Land Bank will purchase 20 DEI modules from Kalamazoo County or its vendor at the county's cost. The county will be purchasing 900 modules set and their cost is 26,000. If the Land Bank purchases 20 modules it would be \$520. It will be distributed to staff and board. It will be asked that individuals train with one 10 minute module each week. Time will be put on the agenda for board meetings to discuss the DEI efforts and modules.

Roberts made a motion to accept the proposal for the DEI training plan.

Clark seconded that motion.

All were in favor and the motion carried.

Board Member Comments: N/A

Adjournment: Next Meeting- Thursday, May 11th, 2023

Roberts moved to adjourn the meeting.

Clark seconded that motion.