



Meeting Minutes
Kalamazoo County Land Bank Fast Track Authority
Board of Directors Meeting Minutes – August 8th, 2024
Riverview Launch

The Thursday, August 8th meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by board chair Thomas Whitener at 8:32 a.m.

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

Members Absent: Pat Clark

County Liaison Present: N/A

Staff Present: I'yanna Wilson and Derek Mann

Community Members: Theresa Searles, David Boysen, Zac Bauer, Willa DiTaranto, Rachel Foster, Brian Krol, Kurt Brauer

Approval of July Meeting Minutes:

**Downs-Hubbarth made a motion to approve the July meeting minutes.
Lukomski seconded the motion.**

Motion carried unanimously

Additions to the Agenda:

There were no additions to the agenda.

**Lukomski made a motion to approve the agenda as presented.
Roberts seconded the motion.**

Motion carried unanimously.

Citizens Time: N/A

Commissioner Liaison Comments: N/A

Reports and Presentations

Financial Report :

Krol from Seber Tans provided an update on the June financial report. Over the course of the month, there were vendors that have provided information stating they were not paid from Intrepid through Homeward Promise. Krol indicated there may need to be a reissue for the month of June for Homeward Promise. They will be actively working on this report.

Krol answered the question from the last board meeting in regards to fixed assets. The capital assets are Homeward Promise and The Riverview Launch building.

Krol said there may be a budget amendment necessary within the next couple of months.

Property Management:

Wilson provided the Property Management report. Wilson reported that Whaley has been connecting with residents and handling maintenance issues. Since the last meeting, she has been able to collect over \$9,000 in arrears from residents.

Downs-Hubbarth inquired about the property management. Whaley will continue to work on getting property management software running.

Homeward Promise Update:

Mann provided the update for homeward promise. The Land Bank is looking to expand the rental rehab fund project. Three homes will be occupied and the other three will be unoccupied. The RFP for the Dewey street properties is in progress. The deadline is August 14th for RFPs for 908 & 913 Dewey.

Bauer from LISC provided insight on the rental rehab fund.

Whitener, Whaley, and Mann took the opportunity to talk to Homeward Promise residents. Land Bank staff will continue to work and connect with Homeward Promise residents.

Sales and Facilities:

Wilson provided a sales and facilities update. There are sales pending and on the calendar for closing.

The Land Bank staff is working on the Riverview Launch site. Naylor has been contracted to do maintenance and Wilson will be getting a timeline for maintenance. There has been a decrease in the amount of trash around the building. Additionally, the overhangs at Open Roads have been taken down until there is a decision on next steps. The staff is actively working on electrical, patio, and timeline for other overhangs at Riverview Launch. There have been two leaks and staff is working on those.

Eastside Square:

Whitener provided an update on the Eastside Square. The accelerator application is complete and included in the board packet. Lockett-Jones Realty has posted the condos on the MLS and there is an open house coming up. They have been keeping interested parties in the loop as time processes.

Legal Counsel:

Foster informed the board that the closed session from the previous board meeting will need to be placed on the next agenda.

Brauer provided an update on Project Stride. Michigan has been chosen for Project Stride. Next steps are to execute a development agreement. Brauer will be setting up a meeting with Whitener and Foster to talk about the timeline of the project.

Brauer is working on the Brownfield Scattered Sites. There has been some excitement generated around the Brownfield. The legal team is working on the value of the properties, cost associated with properties, and the projected tax increment. Next steps would be to start discussions with other jurisdictions.

The legal team is working on a policy for future development projects. Brauer anticipates presenting this policy to the next board meeting.

Chair's Remarks

Whitener provided remarks regarding the press coverage for Eastside Square. The job posting for a new Executive Director. The hiring committee will be reviewing the applications once the posting closes. The finalist will be interviewed at the next board meeting.

Whitener provided remarks regarding the staff and the hard work that they have accomplished.

Regular Agenda

Kalamazoo River Watershed Council Lease Renewal

Whitener provided insight on the Kalamazoo River Watershed Council. The lease will be expiring soon.

Lukomski made a motion to renew the Kalamazoo River Watershed Council Lease and for the Board Chair to sign.

Roberts seconded the motion.

Motion carried unanimously.

Farmers Bloom Lease Renewal

Whitener provided insight on the greenhouse space. The board inquired about the use of the greenhouse. Board requested to initiate a conversation with them concerning lease renewal and if they are using the space.

Building Blocks Kalamazoo Adopt-a-lot Renewal

Whitener and Wilson provided insight on the renewal of this contract.

Ferraro made a motion to renew the adopt-a-lot for Building Blocks Kalamazoo Down-Hubbarth seconded the motion.

Motion carried unanimously.

1139 Division Adopt-a-lot Renewal

Wilson provided insight on this adopt-a-lot. It was presented if it would be possible for the parties to purchase the property. Wilson will look into this prior.

Ferraro made a motion to defer the 1139 Division Adopt-a-Lot renewal until the next meeting.

Lukomski seconded the motion.

Motion carried unanimously.

Property Maintenance Technician

Mann provided insight on the Property Maintenance Technician position. Discussion ensued on the compensation for the position. It was recommended to make this position hourly due to the on-call nature.

Rey made a motion to approve the hiring of a Property Maintenance Technician.

Roberts seconded the motion.

Motion carried unanimously.

East Main Accelerator Program

Whitener provided insight on the East Main Accelerator Program. The board overview the application and scoring matrix provided from Peterson and the Real Estate Committee.

**Lukomski made a motion approve the East Main Accelerator Program
Seconded by Downs-Hubbarth.**

Motion carried unanimously.

Property Trespassing & Tow Contract

Whitener provided insight on the ongoing issues that were brought to the City of Kalamazoo. Chief Boyson provided some information and the parties that have happened on the Northside. They have been towing cars and this has assisted with the problem however, the parties have adjusted their tactics. People are parking their cars in vacant lots and walking to the gatherings. Chief Boyson is looking for the Land Bank to join the City of Kalamazoo's effort to have no

trespassing signs and McDonald's Towing has agreed to tow any cars that are trespassing on Land Bank property.

Discussion ensued concerning public safety response to these calls. Rey requested to ensure the interactions and response remains respectful and mindful.

**Roberts made a motion to join the City of Kalamazoo's effort for illegal gatherings, trespassing and contract with McDonald's Towing.
Rey seconded the motion.**

Motion carried unanimously.

LISC Voucher Grant

Mann and Whitener provided insight on the voucher grant. The Land Bank would like to expand the grant funding from LISC to cover three occupied homes and three unoccupied homes.

**Downs-Hubbarth made a motion to approve the expansion of the LISC voucher grant.
Ferraro seconded the motion.**

Motion carried unanimously.

Consumers Energy Foundation

Mann provided insight on Consumers Energy Foundation Grant. Mann submitted a Letter of Intent. If approved, the Kalamazoo County Land Bank could be provided the opportunity to apply for the grant.

**Ferraro made a motion to approve apply for the \$250,000 Consumer Energy Foundation Prosperity Award
Rey seconded the motion**

Motion carried unanimously.

Personnel Policy

Whitener provided insight on the personnel policy. The Personal Time Off policy was changed to no longer rollover for the next year. The board expressed they would like to gain an understanding on why this change was made. It was expressed that if this is changed, this should be a one time change to accommodate staff.

Foster will facilitate a meeting with Harris from WNJ and Whitener to gain some insight and more information. Whitener will bring updates to the next board meeting.

Real Estate Committee Update

Whitener provided an update for the Real estate committee.

DEI Committee Update

Roberts provided insight on the DEI committee update and overviewed the modules. Discussion ensued on the DEI module: Microaggressions.

The DEI committee is looking to change the DEI statement to be more encompassing of protected classes and identities.

Ferraro made a motion to change the DEI statement to:

“The Land Bank acknowledges systemic inequities as a context for its work. We are intentionally identifying and addressing disparate impacts and disproportionality in all areas of our work, while maintaining anti-racist practices and promoting equity across all protected classes, including race, ethnicity, gender, age, disability, sexual orientation, and socioeconomic status.”

Downs-Hubbarth second the motion.

Motion carried unanimously

Board Member Comments

Downs-Hubbarth provided insight on Open Roads’ capital campaign to move out of Riverview Launch. She wants to be proactive with them. Additionally, the City of Kalamazoo Brownfield Authority is interested in a potential partnership with EPropertyPlus to sell some of their properties.

Adjournment: Next Meeting- September 12, 2024

Lukomski made a motion to adjourn the meeting.

Ferraro seconded the motion to adjourn.

Meeting adjourned.