



**Meeting Minutes**  
**Kalamazoo County Land Bank Fast Track Authority**  
**Board of Directors Meeting Minutes – June 13th, 2024**  
**Riverview Launch**

**The Thursday, June 13th meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by board chair Thomas Whitener at 8:34 a.m.**

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

Members Absent: Pat Clark

County Liaison Present: John Taylor

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

Community Members:

Approval of May Meeting Minutes:

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

**Motion carried unanimously.**

Additions to the Agenda:

Ellis requested to add the audit to the financial report. Whitener requested the closed session be tabled for another time.

**Rey made a motion to approve the agenda as amended.  
Ferraro seconded the motion.**

**Motion carried unanimously.**

Citizens Time: N/A

### Commissioner Liaison Comments:

Taylor provided comments on the application fee for Project Stride. The county is looking at ways for the project to occur in Kalamazoo. Taylor will continue conducting conversations with the county for this one-time assistance for the project.

### Reports and Presentations

#### Financial Report :

Jefferson from Sebertans provided insight on the financial report for April and the audit. There were no notes of deficiencies or non compliance. The board did not have any discussion or comments on the audit. Ellis will sign and return the report to be finalized.

#### Homeward Promise Update:

Mann provided an overview on Homeward Promise. Seven Generation has been conducting scans of the homes and they have provided reports on some of them. Some of the homes need more rehabilitation than anticipated. The team will be going back to the drawing board for the next round of funding for the MI Neighborhood Grant. Three homes will be rehabilitated using rental rehab funds and those homes have to remain voucher eligible for five years. There are several properties that are ready for sale.

Taylor inquired on the terms and timeline of the Homeward Promise homes. The real estate committee will be continuing to work on this project and there will be transitions from rental to purchasing should the tenant want to do so.

An RFP for two home rehabs will be sent out soon. The MSHDA MI Neighborhood Grant application will no longer be applied for this round, but will look to apply for the next round. Due to the evaluation of several homes, the Homeward Promise team will be evaluating the next steps for the Clarence street properties.

#### Eastside Square:

Ellis provided the board insight on the status of Eastside Square. Water meters have been installed for each unit. Lockett-Jones Realty has staged one of the condo spaces. Additionally, the Ribbon-Cutting will be held June 25th.

Foster provided updates on the recommendation on the affordability restriction for the units. There has been a master deed amendment. This amendment will not assign the restriction to the unit. Foster is working on the purchase agreement. Foster overviewed the budget for the condominium association. The assignment for the commercial space has been increased to reduce the payment for the buyers.

#### Legal Counsel:

Foster provided updates on an agreement with the county. The county will be building homes on them. We will be taking care of the maintenance and the county will be taking responsibility for

building the homes. They will continue to work on this and this is contingent on receiving funding.

There is an upcoming meeting with the Brownfield Authority to discuss the Scattered Sites.

There is an upcoming meeting with the Brownfield Authority to discuss the Scattered Sites. Discussion ensued on TIF capture. Homeward Promise and scattered sites properties will be placed into the plan. The projected capture is over two million dollars.

Brauer provided an update on Project Stride. The Brownfield capture is estimated to be 2.5 million for the developer. Brauer is looking for insight from the board on if they would like to move forward with a financial commitment from the county.

Roberts made a motion to authorize the Chair or Executive Director of the Land Bank to negotiate and execute a development agreement with the Project Stride Developer, that:

- a. Is subject to the County committing to appropriate an amount of not less than \$421,000 no later than September 30, 2024;
- b. Approves executing an appropriate memorandum of understanding or similar agreement with the County, in order to assign the County's interest in any tax increments relating to the payment of the Land Bank's development fee as an eligible activity under Act 381 if requested by the County; and
- c. Is subject to the Land Bank executing a development agreement with the Kalamazoo County Brownfield Redevelopment Authority to secure the tax increment revenues for reimbursement of the Land Bank's development fee; and
- d. Is subject to the Developer agreeing to pay the Land Bank's out-of-pocket costs in full, including legal, accounting and other professional fees, including but not limited to negotiating, executing and implementing the agreements set forth herein.

**Downs-Hubbarth seconded the motion.**

**5 Yays, 0 Nays, and 1 Abstention**

**Motion carried.**

#### Chair's Remarks

Whitener provided remarks concerning Land Bank projects. Whitener believes the land bank is moving in the right direction to fulfill our mission. Whitener passed the meeting over to Lukomski to conduct the remainder of the meeting.

#### Executive Director Report

Ellis provided updates on the day-to-day operations. The new hire will be starting June 17th. Also, the Ribbon Cutting will be held June 25th.

#### Regular Agenda

Property Application

Wilson provided the board insight on 1511 N Westnedge application. This came from the Real Estate Committee. The neighbor has an interest in the property and would like to clear the property of any blight.

**Downs-Hubbarth made a motion to approve the sale of 1511 N Westnedge.  
Roberts seconded the motion.**

**Motion carried unanimously.**

Operations Grant request Kalamazoo Community Foundation

Ellis provided insight on the operations grant request. The Land Bank has obtained this grant for 25,000 annually.

**Downs-Hubbarth made a motion for the grant request through the Kalamazoo Community Foundation.**

**Ferraro seconded the motion.**

**Motion carried unanimously.**

LISC Grant for assessor

Ellis provided the board insight on the LISC grant for \$90,000. These funds would be to pay 7th Gen, who is assessing the homes.

**Ferraro made a motion to submit the application for the LISC grant.**

**Downs-Hubbarth seconded the motion.**

**Motion carried unanimously.**

#### Real Estate Committee Update

Downs-Hubbarth provided an update on the Real Estate Committee. The East Main Accelerator program is being developed by Peterson. The committee will be reviewing the application and scoring matrix. Foster provided insight on parking for Eastside Square. Ellis will connect with OCBA to have discussion concerning parking and keep Rachel in the loop.

Discussion ensued regarding policies for side lot application. The committee will review these policies for any changes.

#### DEI Committee Update

Wilson provided an update for sales metrics. There have been nine property sales for the year. 2023 and 2024 metrics reflect that most sales have gone to organizations. Discussion ensued regarding how to obtain metrics from organizations to meet our DEI plan. Roberts will connect with Ellis to determine the point of contact for the organizations that we have sold to. They will look if we should add sharing demographics to our application.

Downs-Hubbarth and Roberts provided insight on the DEI modules. Discussion ensued on how to approach board engagement with the DEI modules. Foster presented the idea of working meetings and a board member is in charge of presenting the module to the board. Discussion ensued on how the board would like to move forward with engaging with the modules. Lukowski will be taking the lead for the next module discussion.

It was proposed the DEI committee create a DEI calendar for members to keep track. Alvin Gray is no longer with the county. The committee will connect with the new hire for the position to gain insight on the proper contact. Whaley and Foster will need to be added to the online training.

#### Board Member Comments

Downs-Hubbarth inquired about having a time limit for each item or a consent agenda. This will be presented to Whitener and the executive committee to see if this can be implemented.

Adjournment: Next Meeting- July 11th, 2024

Ferraro made a motion to adjourn the meeting at 10:20 a.m.  
Roberts seconded the motion to adjourn.

Meeting adjourned.