



**Meeting Minutes**  
**Kalamazoo County Land Bank Fast Track Authority**  
**Board of Directors Meeting Minutes – Thursday, December 14th**  
**Riverview Launch**

**The Thursday, December 14th meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Rebekah Kik at 8:30 a.m.**

**Members Present:** Carl Roberts, Riley Lukomski, Rebekah Kik, Tami Rey

**Members Absent:** Thomas Whitener, Shawntel Lindsey, Pat Clark

**County Liaison Present:** N/A

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

**Community Members:**

**Approval of October & November Meeting Minutes:**

**Rey made a motion to approve the October and November meeting minutes.  
Roberts seconded the motion.**

Motion carried unanimously.

**Additions to the Agenda:** N/A

**Citizens Time:**

A representative from IP/USA presented an update. IPUSA has secured a phase 2 tenant, and the project is ahead of schedule. It is projected to have the building up by August 2024.

**Commissioner Liaison Comments:** N/A

**Reports and Presentations**

**Financial Report :**

Krol provided the board an overview of the financial report and 2024 budget. The financial report reflects fully reported funds besides the insurance proceeds. There were some budget amendments for 2023 presented as there were some variances on expenses. It reflects depreciation on Homeward Promise and Riverview Launch. Krol suggests there be a deep dive into the insurance policy.

**Rey made a motion to approve the 2024 budget with the budget amendments for 2023.**

**Roberts seconded the motion.**

**Motion carried unanimously.**

Homeward Promise Update:

Mann provided an update on Homeward Promise. A tenant has moved out of one of the properties and there is a roof repair in progress on another property. Mann along with general contractors have been touring properties for work that will need to be done to be sold. Mann will have estimates by the next board meeting for the homes within three categories.

Eastside Square:

Ellis provided an update on Eastside Square. Final Inspections have been completed and plastic flooring will be installed. Once completed, the Land Bank will receive the Certificate of Occupancy.

Foster provided an update for the condo association. The purchase agreement will have to be drafted. Foster will have documents for Ellis within the week.

Legal Counsel:

Foster provided an update on 20 Mills. Ellis has signed the finalized documents and the check will be sent on Friday.

LISC and Foster have been discussing the MOU. Foster is awaiting an updated MOU from LISC. There was a revised budget presented. They will need a rental overview to gain an understanding of how the rentals are performing. Foster proposed a board presentation and walkthrough of one of the properties. This could serve as an educational piece to gain an understanding of timeline and direction for the project.

LISC submitted for a Stryker Johnson Grant for Homeward Promise. Grant was approved for 4.5 million over three years for the Homeward Promise project.

Brauer provided an update for IPUSA and Pavilion/Comstock projects. IPUSA proposed a revision to the agreement for the maximum payout. It was asked to pay directly to the Land Bank or give the Land Bank an early payout. Brauer is awaiting response for the Brownfield Authority legal counsel concerning the matter.

A letter of intent was presented for the Pavilion/Comstock. They have not responded and expected to get back with Brauer in January.

Foster and Brauer presented the idea of landbank properties being entered into a Brownfield. Brauer provided insight on community land trust and Brownfield. Discussion ensued regarding putting landbank properties into a Brownfield and retaining a first right of refusal. Kik will work with Ellis and the executive committee to coordinate a community land trust presentation and scheduling. Brauer will reach out to the County of Kalamazoo and City of Kalamazoo concerning putting together a Brownfield plan.

Foster overviewed landbank policies and has reviewed the employment policy. Foster has connected Ellis with an employment attorney to discuss policies. Once there is a final product from those meetings, it will be brought to the board.

Chair's Remarks: N/A

#### Executive Director Report

provided an update for the day-to-day operations of the Land Bank. There have been two property sales since that last board meeting. The third round of Blight Elimination has been sent out to government organizations only due to restrictions and the capacity of the Land Bank.

#### Regular Agenda

##### **Strategic Planning**

Ellis provided background for strategic planning for Homeward Promise and Land Bank. Discussion ensued and it was decided to table the strategic planning for Homeward Promise until more information from presentations is gathered. For Land Bank strategic planning, Ellis will be sending a poll for dates and times.

##### **Juneteenth and President's Day for Land Bank employees**

Ellis provided background information for the addition to these to the Land Bank calendar.

**Roberts made a motion to add Juneteenth and President's Day to the Land Bank personnel policy.**

**Lukomski seconded the motion.**

**Motion carried unanimously.**

##### **LightHouse Insurance**

Ellis provided background on the Land Bank personnel policy and what is required by LightHouse insurance.

**Rey made a motion to approve the personnel policy day of hire to 30 days.**

**Lukomski seconded the motion.**

**Motion carried unanimously.**

Real Estate Committee Update

Ellis provided background on the previous Real Estate Committee meeting.

**Rey made a motion for the commercial rental rate to be set at \$16-18 per square foot.  
Roberts seconded the motion**

**Motion carried unanimously.**

DEI Committee Update

Roberts provided an overview on the DEI metrics and the modules from the previous month. Discussion ensued on the DEI topics.

Board Member Comments

Rey announced the county is opening the portal for mileage funds on December 15th.

Adjournment: Next Meeting- Thursday, January 11th. The Board of Directors on Thursday, December 15th adjourned at 9:42 a.m.