



**Meeting Minutes**  
**Kalamazoo County Land Bank Fast Track Authority**  
**Board of Directors Meeting Minutes – August 10th**  
**Riverview Launch**

**The Thursday, August 10th meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Chair Thomas Whitener at 8:31 a.m.**

Members Present: Thomas Whitener, Pat Clark, Rebekah Kik, Carl Roberts

Members Absent: Qianna Decker, Shawntel Lindsey, Tami Rey

County Liaison Present: N/A

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

Community Members: Holly Sweis (Intrepid), Zac Bauer (LISC), Joe Acostinelli (MGA)

Approval of July Meeting Minutes:

**Roberts made a motion to approve the July meeting minutes.  
Seconded by Kik.**

**The motion carried.**

Additions to the Agenda:

Update from IPUSA added to the end of the regular agenda.

Citizens Time: N/A

Commissioner Liaison Comments: N/A

Reports and Presentations

Financial Report : Krol provided an update on the financials through June. There was a three month projection submitted and Krol gave a potential overview for the next three months. Krol reviewed the general fund and the gains, losses, and total to actual. Krol projected there will need to be budget amendments done later in the third quarter.

Homeward Promise Update: Sweiss provided an update concerning maintenance and tenants. There will be a meeting held to gain an understanding of what maintenance falls under Intrepid and what falls under the Land Bank. There are several seven day notices that have been sent out and due to the large balance action may need to be taken.

Sweiss described in some cases there is little to no communication from the tenant concerning the outstanding balance. Tenants may be eligible for the eviction diversion funds and these funds don't become available until eviction is filed.

Ellis and Whitener provided updates on the vacant Homeward Promise properties. Mann has been evaluating the properties and a presentation on those properties will become available next board meeting.

Foster updated the board on the status of the properties becoming tax exempt. The properties are set to be tax exempt.

Discussion ensued on eviction and ways to assist tenants that have large existing balances. It was suggested to provide resources to the tenants when the process is filed. Sweiss provided insight on resources within the area, status of the funds, and how to gain access to the eviction diversion funds. Eviction diversion program is available for renters every two years. Bauer provided input on behalf of LISC and ideas surrounding assisting the tenants. Sweiss will loop in Bauer and Whitener while reaching out to the proper channels such as Mary Balkema to gain an understanding and build ideas surrounding these matters.

Eastside Square: Ellis provided an update for Eastside Square. Progress of Eastside Square is going well and there were some issues obtaining the electrical gear which caused a delay with drywall. Updates on Eastside Square have been posted on the Facebook page. Roberts inquired on the tour of Eastside Square and the date/time will be sent out.

Legal Counsel: Foster provided updates on the LISC loan letter and the next steps that will happen. Foster provided insight on The City of Kalamazoo agreement for the Eastside Square project. The requirements are being worked through and the timeline is to have it complete by the end of August for it to be placed on the Board of Commissioners meeting agenda. Foster provided insight on what the funding will do and what it covers of Eastside Square. The agreement is a condition of the loan from LISC. LISC will have to review the agreement to move forward.

**Roberts made a motion to move forward with the City of Kalamazoo agreement pending changes and negotiation from legal counsel. After changes allow Director Ellis to sign the agreement and to move forward. Clark seconded the motion.**

**Vote: Three Yays, Zero Nays, and 1 Abstention**

**The motion carried.**

Foster provided insight on a lawsuit for a quiet title action from Hamilton Law and the details of the parcel. The right of first refusal for the parcel occurred in 2010. Whitener provided background and explained the process for the Right of First Refusal. Ellis and Whitener will meet with the attorney to cover this matter.

Chair's Remarks: Whitener provided insight on future attendance for the board meetings. Decker will be taking over duties of the Chair while Whitener is out. Whitener overviewed the state of some of the vacant Homeward Promise properties that he visited. There are properties that need work, some need demolition and some are in good condition. The county tax auction took place on August 1st. All but four properties were sold. One property will be going to the second auction and the remaining properties have the potential of going to the second auction. Some organizations utilized the Right of First Refusal through the Land Bank to take properties for a public purpose.

Executive Director Report: Ellis provided the board with updates on projects and grants. Construction drawings for 20 mills are in progress. Ellis is awaiting information on the Consumer Energy grant. There have been issues with the barn at the back of RVL. There was extensive damage down and we were in the process of receiving bids for repairs. Ellis will look into cameras for the area.

## Regular Agenda

Discussion with Donald Shoemaker on Pavilion/Comstock Townships Project (via ZOOM): Shoemaker gave the board an overview of the project and the company. There are two industrial properties that they have. The plan is to build 2.6 million sq ft. of industrial buildings on the sites combined. It will be about 200 million dollars. Shoemaker believes there's a potential to break ground on the project in the Spring. The site needs sewer improvement amongst other barrier entries. They connected with Ellis and Whitener to access brownfield funds.

Clark inquired about the sewer and road improvement for the project. This site does not have sewer. Foster inquired concerning the timeline for the project. Next steps would be to meet and have discussions of expectations, needs and logistics. Representative states the goal is to have the approvals by December and create a deal structure that works for everyone. Whitener suggested the executive committee and legal counsel work to come up with an initial proposal for approval of the real estate committee to bring to the next board meeting. Executive Committee members will look at their schedule to set up a meeting to work through the proposal.

Building Blocks Kalamazoo - 931 Osborne Contract Renewal: Ellis provided background on the parcel and the agreement of the grandfathering of the adopt-a-lot.

Discussion ensued concerning the property and the term of the contract. Looking for a year-to-year contract and the contract is missing a provision of the selling of the property.

**Clark made a motion to approve the contract for Building Block Kalamazoo subject to a provision being added that allows the property to be sold and the lease to be assigned to the buyer.**  
**Roberts seconded the motion.**

**The motion carried.**

Greenhouse Contract Renewal: Ellis provided background information on the existing contract. Foster provided insight on the lease and the lease was signed in 2022. They have the right to renew the lease for five additional one year terms. Foster suggests that Ellis send a letter to confirm they are exercising their first renewal period and confirm the cost of rental.

Approval of Commercial and Residential Real Estate Agents: These are the agents that scored the highest during the RFP process.

**Clark made a motion to approve the commercial and residential real estate agents as listed in the board packet and authorize Ellis to sign.**  
**Kik second the motion.**

Discussion ensued concerning who qualifies, the selling of the commercial spacing, and selling period. Residential space will have to wait until the condominium association is complete.

**The motion carried.**

Update for IPUSA: Acostinelli provided an update to the board on the progress of the project. Closed on construction financing for the project with 1st Source Bank. The project is ahead of schedule as phase 1 is about 90% completed and awaiting on equipment to finalize the closing of the building. Ladnsca[pe and paving is scheduled to be completed in October. A seven year lease has been signed and the lessee will be occupying 624,000 sq ft. The brownfield plan will be shorter and the Land Bank reimbursement will be shorter because of the type of lessee that will be occupying the building.

Real Estate Committee Update: Whitener provided an update on the previous Real Estate Committee meeting. The LISC loan was discussed as well as the design of the condominium association for Eastside Square. Quotes for the surveyor and Wightman & Associates were selected. The process has been started. Homeward Promise MOU was reviewed.

Committee is looking at revising the time of the meeting to accommodate members to attend. Members are coordinating to find a time. Next meeting is August 15th.

DEI Committee Update: Ellis and Roberts will be navigating the process to receive the training modules. The modules will come from the Land Bank and not from the company. Once the modules are received, five modules will need to be completed by the end of August. At the next meeting, the five modules will be discussed. Roberts will be contacting the Vibrant board to determine a training schedule.

Small developers and new homeowners information should be sent to Roberts. Kik sent over an event and the event will be posted to Facebook. Discussion ensued surrounding the Land Bank holding another Small Developer training similar to the one previous hosted via zoom. Kik recommends to contact Chelsie Downs-Hubbarth to develop ideas

Board Member Comments - N/A

Adjournment: Clark made a motion to adjourn the meeting at 10:13 a.m.

Seconded by Kik.

The motion to adjourn carried.

**Next Meeting- Thursday, September 14, 2023**