



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

The February 8th meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Vice Chair Pat Clark at 8:33 a.m.

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

Members Absent: Shawntel Lindsey, Riley Lukomski

County Liaison Present: John Taylor

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

Community Members: Qianna Decker, Chelsie Hubbarth, Mary Balkema, Zac Bauer, Willa Ditaranto

Approval of January Meeting Minutes:

Kik made a motion to approve the January meeting minutes
Rey Seconded the motion

Additions to the Agenda:

Request to move legal counsel time to the start of reports and presentations.
Request to add approval closed session minutes

Citizens Time:

Mary Balkema introduced Willia to the board.

Commissioner Liaison Comments:

John Taylor expressed his willingness to help where he can. Also, expressed his pleasure to be the county liaison.

Reports and Presentations

Financial Report :

Krol provided insight on the financial report for December containing Eastside Square, Homeward Promise, and more. A debt will be recorded until the Eastside Square condos are sold. Discussion ensued on vacant parcels and Eastside Square properties. Building A and C have not been built and will need a plan for the vacant parcel. Discussion on the vacant land for Eastside Square and next steps for the project will be discussed at the Real Estate Committee meeting.

Homeward Promise Update:

Intrepid was not present to give the board a report, but presented delinquency and maintenance reports. Mann provided insight on finding tenants for the Homeward Promise homes. Land Bank staff, legal, and board chair met concerning the rental properties and will meet with Intrepid. The Homeward Promise subcommittee will meet to look at the vacant properties to create a timeline. Rey requested to be added to the sub committee.

Eastside Square:

Commercial Buildout Cost was provided to the board for review. Glas Associates provided an estimate and Whitener provided insight on the buildout. Foster indicated some legal changes to condominium documents will be needed if the commercial space is split. Discussion ensued regarding the framework for the buildout and the commercial space being occupied by one or two tenants.

The board directed the Real Estate Committee to work on the development of an entrepreneurial program and reaching out to community partners to assist once there is a tenant. Foster will get quotes to reflect double occupancy.

Kik made a motion to direct the real estate committee to work on the entrepreneurial program for the Eastside Square commercial space.

Seconded by Roberts

Motion carried unanimously.

Legal Counsel:

Foster is looking for assistance for the new stages of Eastside Square. Looking for some input from the Board. Would like to overview documents, Purchase Agreement and the Disclosure Statement at the Real Estate Committee.

Brauer reviewed the IPUSA agreement. IPUSA requested the payment go directly to the Land Bank. The agreement presented allows those funds to go to the Land Bank. The agreement presented does not allow IPUSA to ask Brownfield Authority not to delay capture and that the funds cannot assign tax increment. The presented agreement has been overviewed by IPUSA and the Brownfield Authority.

Rey made a motion to approve the assignment of reimbursement directly to the Land Bank Authority.

Roberts seconded the motion

Motion carried unanimously

Chair's Remarks

Whitener gave remarks on the year to come and expectations for this year. Whitener detailed the opportunities the Land Bank has coming. Expectation is to work toward bettering communication, community partnerships, and engagement. Whitener expresses pride in the steps that the Land Bank has been able to take and is hopeful for the opportunities to come.

Executive Director Report

Ellis provided insight on the day-to-day operations of the Land Bank. There is a grant opportunity for Continuum of Care. Ellis provided an overview on the Issue Media group. There will be a Housing Meet & Greet March 28th at Riverview Launch.

Discussion ensued on the Issue Media, Homeward Promise grant opportunities, vouchers for Homeward Promise, and more. Conversations will continue on future tenants for Homeward Promise at the Real Estate Committee. Kik requested Issue Media Group to provide metrics for stories they put out for the Land Bank to help measure the success.

Regular Agenda

Qianna Decker present YWCA initiative

Decker provided insight on the housing initiative with the YWCA and the clientele she works with. Decker works with foreign nationals and assists them to get into housing. Decker has a three year grant. Decker's goal is to be able to assist the Land Bank fill the Homeward Promise vacant properties and some individuals are looking toward homeownership. With the YWCA program, she meets with them regularly to ensure their needs are being met, how to be a good neighbor, and handle issues they may come across.

The board provided insight on the YWCA initiative. There needs to be work done within these rental properties and the project could be an avenue for Homeward Promise.

Investing Land Bank Funds

Whitener provided insight on the Land Bank investment policy and Michigan CLASS. Whitener will be working with Krol on investing Land Bank funds.

Mt. Zion Fifth Option Agreement.

Ellis provided insight on the option agreement with Mt. Zion. Discussion ensued on extending the agreement and a potential fee.

Rey made a motion to extend the option agreement for Mt. Zion and charge \$250 for a new agreement.

Clark seconded the motion.

Motion carried unanimously.

Calendar for board meetings in 2024

Discussion ensued on the calendar schedule. There was a consensus that the Land Bank has a lot in the works and meeting each month is necessary. The board will be moving forward with the second Thursday for 2024.

Pat Clark made a motion for a board meeting for the second Thursday of each month.

Rey seconded the motion.

Motion carried unanimously.

Discussion ensued on training for staff for civic clerk.

Real Estate Committee - N/A

DEI Committee Update: N/A

Approval Closed Session

Clark made a motion to approve the minutes

Kik seconded the motion

Motion carried unanimously.

Board Member Comments

Clark made comments that she believes the Land Bank has the proper team in place. Clark made remarks concerning the board packet. It is requested to provide page numbers and organizational methods to assist with reviewing during the meeting. Discussion ensued regarding civic clerk.

Adjournment: Next Meeting- March 14th, 2024

Rey made a motion to adjourn the meeting.

Clark seconded the motion

Motion carried unanimously and the meeting adjourned at 10:15 a.m.

DRAFT