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**Meeting Minutes**

Kalamazoo County Land Bank Fast Track Authority  
Board of Directors Meeting Minutes – January 8th, 2025  
Riverview Launch

**The Thursday, January 8th, 2025 meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Board Chair Thomas Whitener at 9:30 a.m.**

Members Present: Thomas Whitener, Barb Ogrin , John Taylor, Antonio Mitchell, Riley Luksomski

Members Absent: Sharon Ferraro, Pat Clark

County Liaison: N/A

Staff Present: Zac Bauer & I’yanna Wilson

Community Members:

**Approval of November Minutes**

Taylor made a motion to approve the November meeting minutes.  
Ogrin seconded the motion

Motion carried unanimously.

**Additions to the Agenda**

Attorney Foster requested an Access Agreement for 20 mills to Legal Counsel time.  
Additionally, Director Bauer requested an Eastside Square sale proposal on the regular agenda.

Luksomski made a motion to approve the amended agenda.  
Ogrin seconded the motion.

Motion carried unanimously.

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**Citizens Time - N/A**

**Commissioner Liaison Comments:**

## **Regular Agenda**

### **Small Developer Coordination**

Director Bauer informed the board on the Small Development Coordination. In partnership with the City of Kalamazoo and Kabundant, have been engaging MDDL and Incremental Development Design with an interest in continued investment in small developers. Following engagement with the organizations, MDDL is looking to conduct a property analysis of City of Kalamazoo and Kalamazoo Land Bank properties. The City of Kalamazoo is seeking a 25,000 grant from MEDC and requesting the KCLBA contribute \$25,000 to conduct the property analysis with MDDL. The property analysis would allow the City of Kalamazoo and KCLBA to identify the development opportunities within each inventory.

Mitchell inquired if this would be continued engagement or a one-time fee. The funds for the property analysis is a one time fee. The Kalamazoo County Land Bank is looking to engage with MDDL for one year.

Taylor made a motion to approve the \$25,000 grant to MDDL.  
Luksomski seconded the motion.

Motion carried unanimously.

### **Blight Elimination Grant**

Kalamazoo County Land Bank received a Blight Elimination Grant from the State Land Bank Authority. At the end of 2025, the Kalamazoo County Blight Elimination allocation was able to be fulfilled.

Taylor inquired on the administrative cost for the Blight Elimination grant for Kalamazoo County. The administrative cost was calculated based on the percentage stipulated within the grant and discussion with County administration to determine the KCLBA's allocation for administration of the grant.

Kalamazoo County Land Bank staff conducted a successful RFP process for the rehabilitation of three Homeward Promise homes. These homes have been awarded to A Fix for and 66 Builders.

### **Center for Community Progress Strategic Planning Contract**

Director Bauer informed the board on the amendment to the strategic planning. The KCLBA is seeking to expand the contract to further engage with Center for Community Progress for implementation of the strategic plan and technical assistance.

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Luksomski made a motion to approve the Center for Community Progress Strategic Planning Taylor seconded the motion.

Motion carried unanimously.

### **Eastside Condo Sale Correction**

The KCLBA received an offer on the one condominium for \$130,000. Director Bauer provided insight on details of the offer. Legal counsel and Director will continue to review the offer received.

Mitchell made a motion to approve the sale of the Eastside Square, authorizing the Director to sign the purchase agreement and closing documents pending legal and administrative review. Authorize Director Bauer to sign closing documents. Taylor seconded the motion.

Motion carried unanimously.

Director Bauer informed the board on the downpayment assistance funds that can be allocated to the Eastside Square Condominiums from the Stryker-Johnson grant. Additionally, expressed to the board the importance of a price correction and allow flexibility for the purchase amount.

Luksomski made a motion to allow Director Bauer for maximum write down \$20,000 per unit Taylor seconded the motion

Motion carried unanimously.

### **Reports and Presentations**

Financial Report: Brian K.

Krol informed the board on the balance sheet. There will be some changes for December 2025 as the Blight Elimination Grant for Kalamazoo County was paid. The KCLBA audit will be conducted mid March.

The audit is scheduled for mid March.

### **Legal Counsel Report**

Eastside Square: Land Contract

Attorney Foster informed the board on the Land Contract process. The legal team is examining federal and state regulations on lending regulations. The legal team will continue to work on this and will report back with further information.

Access Agreement 20 Mills

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Attorney Foster informed the board on the Access Agreement for environment work on 20 Mills. The KCLBA was contacted by Auto Ion to conduct an environmental study on the parcel. Legal team working on negotiation of this agreement to include legal fees and a fee for accessing the property. Following these conversations an updated access agreement policy will go to the policy committee for review.

Ogrin inquired about access to parcels required liability insurance. Director Bauer informed the board that liability insurance is a requirement.

Taylor made a motion to update the access agreement and authorize the Director Bauer to sign and move forward with the access agreement pending negotiation with legal counsel.

Ogrin seconded the motion

Mitchell informed the board that the Parks & Recreation department is looking to expand the golf course. The City of Kalamazoo Parks & Recreation may come to present to the board to provide more information.

#### Chair's Remarks

Chair Whitener provided positive remarks on the upcoming year. Whitener expressed the eagerness to the Board of Directors to continue its work and the implementation of the strategic plan.

#### Executive Director Report

Director Bauer informed the board on staffing. Property Manager Whaley and Property Maintenance Arbuckle are no longer with the KCLBA and have moved on to other endeavors. After evaluation with the accounting team, the KCLBA will be exploring a 1099 for the maintenance for the Homeward Promise portfolio. Valley Vision has been working with the KCLBA staff for maintenance of the portfolio.

Director Bauer informed the board on the Prairie Gardens development. The KCLBA has received insurance and developer fees from Intrepid Management Group. Director Bauer will be evaluating the next steps for management within 2026.

Duckett Drive was purchased by the Land Bank within 2025. The Kalamazoo County Land Bank has been working to move this development forward. This would assist with the predevelopment cost. This would be a collaboration with the City of Kalamazoo, Kalamazoo County, Kalamazoo County Land Bank, and an emerging nonprofit.

Ogrin raised concerns on the ideation of Duckett Dr. not fitting the neighborhood. Staff will be meeting to further discuss ideation.

Comstock Township would like for the Kalamazoo County Land Bank to transfer parcel that was acquired on First Right of Refusal. Director Bauer will present more information during the next board of directors meeting.

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Director Bauer expanded on the emerging developers collaboration. Kik has provided staff with various avenues for development that could assist with the supplement of the pre-approved plans.

The Rental Rehab LISC grant has been finalized. The final home within the grant was brought back online prior to the end of the year.

**Committee Reports:**

Finance Committee - N/A

Policy Committee - N/A

Real Estate Committee - N/A

Closed Session - N/A

**Board Member Comment**

Mitchell will be retiring from the City of Kalamazoo in June. Mitchell will be connecting the City Manager's office for the appointment of his replacement.

Taylor expressed excitement for the New Year and continuing the work of the KCLBA.

**Adjournment: Next Meeting** – Thursday, March 12th, 2026

**Meeting adjourned: 10:48**

Approved