



**Meeting Minutes**  
**Kalamazoo County Land Bank Fast Track Authority**  
**Board of Directors Meeting Minutes – January 9th 2024**  
**Riverview Launch**

**The Thursday, January 9th 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, Sharon Ferraro, Chelsie Downs-Hubbarth (virtual), Pat Clark arrived at 8:44 a.m.

Members Absent: Carl Roberts & Tami Rey

County Liaison: John Taylor

Staff Present: Zac Bauer, Derek Mann, I'yanna Wilson, Tracy Whaley, and Brad Arbuckle

Community Members: Willa DiTaranto, Brian Krol, Therese Searles, and Rachel Foster

Approval of November Meeting Minutes:

**Ferraro approved the November meeting minutes**  
**Downs-Hubbarth seconded the motion.**

**Motion carried unanimously.**

Additions to the Agenda:

Bauer presented the authorization of sale of the 614 Southworth Terr as an addition to the regular agenda.

**Lukomski made a motion to add the approval of the sale of 614 Southworth Terr and the agenda as amended.**

**Ferraro seconded the motion.**

**Amended agenda approved.**

**Motion carried unanimously.**

Citizens Time: - N/A

Commissioner Liaison Comments:

Taylor provided comments surrounding excitement for the New Year and opportunities for the Land Bank.

Reports and Presentations

**Financial Report**

Krol presented the October and November financial reports. The Land Bank audit is scheduled for March 2025.

Krol provided the proposed budget for 2025 and indicated that the budget may be modified to reflect grants coming in for 2025.

Taylor inquired about the developer fee line item. The developer fee line item within the proposed budget reflects the developer fee for IP/USA.

Krol provided information for the rental charge offs which nets \$80,000. Whitener and Bauer provided insight into the Homeward Promise arrears. The previous management company listed rent for empty properties due to residents vacating without notice. Some residents are in arrears, however staff is working with them to solve this. Bauer indicated that the Land Bank will engage in the eviction process while making the necessary adjustments to the rental roll and how to best assist the residents. More information will be provided to the board at a later date.

**Downs-Hubbarth made a motion to accept the 2025 budget.**

**Clark seconded the motion.**

**Motion carried unanimously.**

**Legal Counsel**

Foster provided insight on the first eviction. Through the process, the resident was able to be connected with resources for rental payment.

Project Free Bird was closed on December 31st, 2024. The Land Bank will be working with the developer

The first condo sale for Eastside Square will be held on Friday, January 10th.

**Chair's Remarks**

Whitener provided remarks on the projects that the Land Bank is working toward. Whitener is excited to continue the work with the staff and resources that the Land Bank has.

### **Executive Director Report**

Bauer provided insight into Homeward Promise. Arbuckle will be responding to maintenance requests. In 2025, there will be four homes built, seven demolitions, and six rehabilitations from the Homeward Promise inventory.

In 2024, the Land Bank was able to engage the community through Riverview Launch rentals. Approximately \$300,000 has been invested in the Homeward Promise Inventory. The Land Bank will continue to invest in this inventory. Bauer indicated that we will continue this work and expand within 2025.

In 2025, there will be some capital improvements for Riverview Launch as there are some needed repairs for the building.

### **Regular Agenda**

#### **Authorization for 614 Southworth Terr**

Foster provided insight on the sale of the 614 Southworth Terr. Whitener was the initial signee for the documents. The resolution presented allows Director Bauer to sign the closing documents and the authorization of the sale of 614 Southworth Terr.

**Ferarro made a motion to approve the resolution as presented.  
Clark seconded the motion.**

**Motion carried unanimously.**

#### **Asbestos and Hazardous Quotes**

Mann provided insight on the asbestos and hazardous material quotes. This is a mandatory activity prior to beginning the demolition and is reimbursable activity.

**Lukomski made a motion to accept the environmental survey from ETC as presented.  
Ferraro seconded the motion.**

**Motion carried unanimously.**

#### **Rental Procedures**

Bauer provided insight on the rental procedures that were drafted by SeberTans. This policy will assist with the separation of duties.

Clark presented a question on the 30-day notice to quit. The 30-day notice to quit is a prerequisite prior to filing for an eviction and is dependent on the circumstance.

**Clark made a motion to approve the rental procedures as presented.**

**Ferraro seconded the motion.**

**Motion carried unanimously.**

Ad Hoc Committees

**Finance Committee (Standing)**

Bauer presented information on the finance committee for the Land Bank. The committee will overview the finances of the Land Bank.

Ferraro moved that the Kalamazoo County Land Bank Authority (KCLBA) exercise its authority under Article Six of Kalamazoo County Land Bank Authority Bylaws (adopted November 12, 2009) and form a standing Finance Committee, which will provide oversight and guidance on financial matters. The finance committee primary responsibility will be to assist the KCLBA governing board and staff in fulfilling its fiduciary duties related to financial management.

The KCLBA Board of Directors caps membership to no more than 5 members drawn from both KCLBA board members and interested Kalamazoo County residents with relevant professional experience and educational background. The committee will have no more than one member employed by a municipal or county Entity.

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Ferraro amended the motion that the Kalamazoo County Land Bank Authority (KCLBA) exercise its authority under Article Six of Kalamazoo County Land Bank Authority Bylaws (adopted November 12, 2009) and form a standing Finance Committee, which will provide oversight and guidance on financial matters. The finance committee primary responsibility will be to assist the KCLBA governing board and staff in fulfilling its fiduciary duties related to financial management.

The KCLBA Board of Directors caps membership to no more than 5 members drawn from both KCLBA board members and interested Kalamazoo County residents with relevant professional experience and educational background. **The committee will have no more than one member employed from a specific entity.**

**Clark seconded the amended motion.**

**Motion carried unanimously.**

Lukowski will chair the finance committee and Commissioner Taylor and Downs-Hubbarth will be members of the finance committee.

## **Community Land Trust**

Bauer provided insight on the community land trust model. The committee will assist with having these discussions, research, and work within our policies.

Lukomski moved that the Kalamazoo County Land Bank Authority exercise its authority under Article 6 of the Kalamazoo County Land Bank Authority Bylaws (adopted November 12, 2009) and form a Community Land Trust Ad Hoc Committee. The committee will provide the KCLBA board of directors with a recommendation on the formation of a Kalamazoo County Community Land Trust.

Once formed, the committee will issue its recommendation to the KCLBA Board of Directors within 12 months. During its monthly board meeting, the KCLBA executive director will update the KCLBA Board of Directors on the committee's progress.

**Ferraro seconded the motion.**

**Motion carried unanimously.**

Ferraro and Whitener will serve on this committee. Ferraro invited DiTaranto to become a member of the Community Land Trust committee. There are some recommendations for community members from the City of Kalamazoo, City of Portage, and LISC.

## **Policy Committee**

Bauer provided insight on this policy committee. This will be pointed toward the Brownfield/TIF projects.

Lukomski moved that the Kalamazoo County Land Bank Authority exercise its authority under Article 6 of the Kalamazoo County Land Bank Authority Bylaws (adopted November 12, 2009) and form a Policy Committee. The committee will provide the KCLBA board of directors with a recommendation on the formation of a Kalamazoo County Policy Committee specifically Brownfield/TIF. Once formed, the committee will issue its recommendation to the KCLBA Board of Directors within 12 months. During its monthly board meeting, the KCLBA Executive Director will update the KCLBA board of directors on the committee's progress.

**Clark seconded the motion**

**Motion carried unanimously.**

Clark and Lukomski will serve on the policy committee.

## **2025 Meeting Schedule**

**Ferraro made a motion to approve the 2025 meeting schedule.  
Downs-Hubbarth seconded the motion.**

**Motion carried unanimously.**

Real Estate Committee Update

Bauer provided insight from the November Real Estate Committee.

DEI Committee Update

Closed Session (if needed) - N/A

Board Member Comment

Downs-Hubbarth informed the board that the City of Kalamazoo will be having the Imagine Kalamazoo 2035 events.

Adjournment:

**Ferraro made a motion to adjourn the meeting**

**Clark seconded the motion..**

**Motion carried unanimously.**

**Meeting adjourned 9:55 a.m.**