



**Kalamazoo County Land Bank Fast Track Authority
Board of Directors Special Meeting Minutes – July 13th, 2023
Riverview Launch**

Meeting Minutes

The Thursday, July 13th, 2023 meeting of the Kalamazoo County Land Bank Authority board of Directors was called to order by Chair Thomas Whitener at 8:30 a.m.

Members Present: [Thomas Whitener](#), Qianna Decker, Carl Roberts, Rebekah Kik, Shawntel Lindsey, Tami Rey

Members Absent: Pat Clark

County Liaison Present: N/A

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

Community Members: [Holly Sweis](#), Bobby Hopewell, Mary Balkema, Zach Bauer, Brian Krol, Rachel Foster

Approval of June 8th Meeting Minutes:

Decker requested that the item David Jones discussing building rental property at 1331 Krom be removed as it was not discussed during the June 8th meeting.

Roberts made a motion to approve the June 8th meeting minutes as amended.

Decker seconded the motion.

The motion carried.

Additions to the Agenda:

At the beginning of the meeting, there were no additions to the agenda.

Decker made a motion to approve the July 13th agenda.

Seconded by Kik

The motion carried.

Prior to legal counsel time:

Decker made a motion to amend the agenda to add the acceptance of the Blight Elimination Grant.

Kik seconded the motion.

The motion carried.

Citizens Time:

Mary Balkema: Balkema stated the minutes stated that there will be an amendment for a balanced budget. And asked when will that happen. The county wishes to demolish a building and requests that it be added to the demolition list. The county can front the money for the demolition of 246 W Kalamazoo Ave.

Commissioner Liaison Comments: N/A

Reports and Presentations

- a. Financial Report
 - i. Brian Krol gave the financial report of the Land Bank. The Homeward Promise is being added to the balance sheet. The display for the balance was adjusted for the board to consume the information easier. The grant revenue is the 6.7 million from Bill Johnson and Rhonda Stryker and the reimbursable grant from the county. The Eastside Square reflects the funds received from Vibrant Kalamazoo and ARPA grant. Currently, within Eastside Square it reflects 1.4 million in income, but upon completion of the project there will be a significant loss.
- b. Homeward Promise Update
 - i. Holly Sweis gave the monthly report from Intrepid. Decker inquired about the maintenance requests listed on the report such as broken freezer and basement flooding. Those maintenance requests have been taken care of. The maintenance team has been increased by Intrepid to ensure that the requests are being taken care of. There are two inspections coming up and there will be one move out from one of the properties. Holly stated that there are four or five potential seven-day notices that will be filed due to lack of response or there hasn't been fulfillment of what residents stated they were going to do for rental payment.
 - ii. Discussion ensued concerning the plans for the property that will be vacated. The options presented were to leave the property vacant, rent the property, or work to sell the property for homeownership. Balkema commented that there is down payment assistance available and courses for Homeownership from KNHS.
- c. Eastside Square
 - i. The cost to run an irrigation piping would be \$1,601. The cost to install a valve and spigot would be approximately \$600. These two items were not included in the final drawings.
 1. Ellis explained the background of the irrigation system for Eastside Square. There was no irrigation system set up for the original plans. Ellis looked for board approval for the cost of irrigation.

Decker made a motion to approve increased cost for the irrigation piping and the installation of a valve and spigot.
Seconded by Lindsey.
The motion carried.

 - ii. LISC sent in the final paperwork to the main office for approval of the loan.
 1. Director Ellis stated there are a couple more questions that will need to be followed up on. Ellis will have a conversation with Eric on Friday.
- d. Legal Counsel time
 - i. Foster provided the MOU to the board with the comments from the Real Estate Committee. It has been sent over to LISC. Foster invites the board to review the MOU and if they have comments, changes, or questions to reach out.
 - ii. Condominium for Eastside Square Project
 1. Foster will have to work in tandem with a surveyor. Foster has put together a master deed, condominium bylaws, and filed with the state to create a condominium

association. Ellis and Foster reached out to two companies for estimates. Wightman and Prein & Newhof. Wightman provided an estimate of \$15,500. Prein & Newhof provided an estimate of \$22,000. Prein & Newhof estimated that it would take 18 to 20 weeks to get the process done. Wightman may be able to complete it sooner because they have worked on the project previously. Foster expressed concern about the timing and urged that there needs to be someone on board soon. Bauer and Foster will get together to further discuss the condominium association and impacts of it. Discussion ensued concerning the timing of the process and what the process will look like. Foster will start drafting the documents based on what she believes the drawings will look like.

Kik made a motion to delegate the Real Estate Committee to review the survey quotes, choose and approve the contractor.

Seconded by Roberts.

Motion carried.

Balkema proposed a question for legal counsel. concerning the projects and Brownfield project. The new Senate Bill 129 expands the Brownfield project. Balkema proposed the Eastside Square and Homeward Promise be moved into Brownfield. Whitener and Foster filled in that this was discussed previously. The previous presentation was given by legal counsel Kurt Brauer. It was requested there be a presentation of recommendations or a memo by Kurt that breaks down the Homeward Promise and Eastside Square for the board to have a complete picture.

Bauer expressed the need to allow the subcommittee to have the time to plan out key pieces of the finance model for these projects. There is a grant due date coming up. Bauer would like to circulate these documents prior to the board making decisions.

Chair's Remarks: Whitener welcomed Derek Mann and Iyanna Wilson. Derek started on Monday and overviewed the work Mann has done so far. Overviewed that work that I'yanna does at the Land Bank.

Executive Director Report: Ellis has been meeting with LISC bi-weekly. 20 mills preliminary set of designs were approved. There were properties sold to KNHS as well as option agreements on two properties were presented to them. Ellis met with Kama Mitchell on the progress of 20 mills. Ellis is awaiting information from the Consumers Energy Grant and information from the City of Kalamazoo.

Whitener gave an overview of the Homeownership Pop Up Shop. The event had a great turnout and had the opportunity to speak with potential buyers for Eastside Square. 96 individuals RSVP'd and the count for the event was 76-78. The event provided a good opportunity to connect individuals with resources and one of the Homeward Promise tenants attended the pop-up shop.

Discussion ensued concerning [Derek Mann](#) going on inspections with Intrepid. Sweis and Mann will discuss further and coordinate.

Ellis gave his recommendations for the Realtors for Eastside Square; Dover Birch for the Commercial and Twala Lockett Jones for the Residential. Kik discussed the next steps and Ellis shall bring a contract agreement to the next board meeting to be approved.

Regular Agenda

Green House Liberty Hill Farms new lease. Last lease was September 2021-22. 4% increase based on 2% increase each year.

Kik expressed that the board needs to view the contract and financial information to provide guidance for this decision. This item has been moved to the next board meeting. Foster and Ellis will work together to determine if a new lease agreement is necessary or will it be an extension.

Blight Elimination Grant

Ellis received confirmation from the State Land Bank Authority for up to 2.5 million dollars. Ellis discussed the process for the funds and expressed that the board needs to approve the acceptance of the grant presented.

**Decker made a motion to accept the up to \$2.5 million grant from the State Land Bank Authority.
Kik seconded the motion.
Motion carried.**

Real Estate Committee Update: N/A

DEI Committee Update:

Roberts provided an update on the in-house training and TRHT. Mann will join the DEI committee and coordinate with Roberts to connect with the TRHT team. Names of both boards and staff have been provided to the county for training modules. Everyone will receive the modules via email. It is asked to complete the training once a week, and it will be discussed at the board meeting. The discussion will surround how the board and staff do their jobs. Roberts asked how it would be best to incorporate the Vibrant board, as they don't meet monthly. Roberts will attend the next Vibrant board meeting to further discuss with Vibrant how to move forward. The modules should be available to the Land Bank in August, and propose the process begin in September. Communication for a plan execution with Vibrant, the Land Bank board, and staff will happen via email.

Next, the board examined DEI Metrics of sales based on neighborhood. Additionally, the board looked at the demographics of the board and staff. Discussion ensued concerning supporting small developers and others to provide information to purchase properties. It was asked for board members to send over events so a calendar could be created to present information. Foster presented the idea of holding another small developer presentation that can be held in person. Foster expressed that she is open to doing this and invite individuals, such as inspectors, to discuss the process.

Board Member Comments

Decker stated the strategic meeting needs to be scheduled. Discussion ensued surrounding the strategic meeting. Hopewell provided recommendations for setting the strategic meeting: select a subcommittee and find someone else to facilitate the meeting. The discussion of the strategic planning meeting will be brought to the executive committee.

Decker inquired about the Annual Report. The Annual Report is in progress.

Decker wanted to address the comment from Balkema concerning the budget not being balanced. Ellis stated the budget was balanced but will check with Krol to ensure this is correct.

Rey expressed gratitude for the Intrepid report as it provided the details asked for from the board and was detailed.

Adjournment: Next Meeting- Thursday, August 10, 2023

Roberts made a motion to adjourn the meeting.

Seconded by Lindsey

Motion carried and the meeting adjourned.