

Real Estate Committee
July 16th, 2024

Members Present: Thomas Whitener, Chelsie Downs-Hubbarth, and Pat Clark

Members Absent: Carl Roberts

Staff Present: Tracy Whaley, Derek Mann, and Iyanna Wilson

Community Members: Rob Peterson, Twala Lockett-Jones, Jenelle Robinson

Committee Chair Clark called to order the Real Estate Committee meeting at 1:32 p.m. on Tuesday, July 16th.

Meeting Minutes

1. Eastside Square Accelerator

Peterson provided the updates for the Accelerator application. The application has been updated and requested insight on the DEI statement for the application. The committee wished to include the DEI statement for the application.

Discussion ensued regarding the DEI committee meeting and next steps. Mann will work with Whitener on the new statement to send out to the DEI committee for approval. Wilson will connect with the DEI committee and consider a special meeting for approving the new statement. Once approved, the committee will send over the new statement to Rob Peterson.

2. Eastside Square Condos

Robinson provided updates to the committee for the condos. Photos of the units will be taken and there will be an open house held soon. Robinson, Lockett-Jones, and Foster met to overview closing and pertinent condo information.

Robinson inquired about receiving appraisals that are below value. Whitener provided insight on this matter. If the appraisal received is less than value then the gap assistance would have to cover that difference. It is unknown if the Land Bank wanted to take any additional losses on this project.

Peterson provided insight on down-payment assistance and City of Kalamazoo contract appearance. The City of Kalamazoo does not want down-payment assistance as part of the contract. Whitener will connect with Sharilyn Parson to gain insight on the deal structure for down-payment assistance. Additionally, Whitener will explore opportunities of down payment assistance with LISC.

3. In-house Maintenance

The board delegated the in-house maintenance discussion to the real estate committee. Mann and Whaley provided insight on the needs for in-house maintenance and the maintenance calls received thus far.

Discussion ensued on in-house maintenance vs. outsourcing. The committee agreed that in-house maintenance would be beneficial and could be closely monitored to ensure work is being done properly.

Clark inquired about the funding for the position. Funds would be drawn in from rent and property sales. It was agreed upon that this is an expense that will need to happen.

Whitener made a motion for the real estate committee to hire in-house maintenance positions for the service of homeward promise, land bank properties and facilities.

Downs-Hubbarth seconded the motion.

Motion passed unanimously.

Discussion continued on job description. Mann will send over the job description and it will be placed on the agenda for the next board meeting. Whitener will connect with Warner Norcross Judd Labor Department to ensure that the Land Bank is not in violation for anything for an on-call position.

4. Disposition of Properties - Side Lot Policy

Discussion ensued on the side lot policy and the interpretation of the policy. Committee members have different interpretations of the policies. Wilson provided insight on the schedule of regulations and how to view the property details on our site.

Whitener provided insight on the City of Kalamazoo and view of side lot disposition. City of Kalamazoo has decreased the amount of lots that are side lots with changes in zoning. Whitener will connect with Kik on the city's needs and view on Land Bank side lot disposition.

Clark will start looking at Land Bank properties and make a priority list for development and potential disposition. Downs-Hubbarth will share the City of Kalamazoo Disposition presentation.

The committee agreed to table this conversation until more insight is gathered to gain an understanding on side lot disposition.

Whitener and Wilson will continue to review applications as they come in.

5. Emergency Provision

Whitener provided insight on the emergency provision that is needed for Whaley. The board authorized Intrepid to make any emergency purchases for tenants \$5,000. Whitener would like Whaley to have the same provision and a purchasing card to allow her to execute her role.

Whitener made a motion to extend the \$5,000 spending policy established with Intrepid and the use of a PNC purchasing card.

Downs-Hubbarth seconded.

Motion carried unanimously.

Whitener made a motion to adjourn 2:41 p.m.

Downs-Hubbarth seconded the motion.

Committee meeting adjourned.