



Meeting Minutes

Kalamazoo County Land Bank Fast Track Authority
Board of Directors Meeting Minutes – March 13th, 2025
Riverview Launch

The Thursday, March 13th 2025 meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Board Chair Thomas Whitener at 9:33 a.m.

Members Present: Thomas Whitener, Riley Lukomski, Barb Ogrin Sharon Ferraro, Chelsie Downs-Hubbarth, Pat Clark

Members Absent: Tami Rey

County Liaison: John Taylor

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

Community Members:

Approval of January Minutes

**Ferraro approved the January 2025 minutes.
Lukomski seconded the motion.**

Motion carried unanimously

Additions to the Agenda

Chair Whitener changed the agenda for Pure Architecture to present at the start of the regular agenda.
Chair Whitener added a committee reassignment to the regular agenda.

Citizens Time - N/A

Commissioner Liaison Comments

Taylor informed the board of federal grant statuses that some changes may occur. The county is working on future building plans. County officials may contact different entities to understand their needs and determine building plans.

Reports and Presentations

a. Financial Report

Krol informed the board of the finance committee meeting and the January financial report and reviewed Rehmman's management of the annual audit for the Kalamazoo County Land Bank.

Taylor inquired about enterprise funds and administrative costs included. Krol informed Taylor that every grant has different stipulations. The Land Bank staff tracks administrative time for the grant.

b. Legal Counsel time

i. Brownfield Redevelopment Policy

Attorney Brauer provided information concerning the Brownfield Redevelopment Policy that the policy committee has reviewed. Brauer provided insight into the background of the Brownfield Authority and funding incentives for eligible activities.

Taylor inquired about the administrative fees from various revenue sources. The discussion turned to the 5/50 incentive, which is a land bank-specific incentive.

Lukowski inquired about consistency with development agreements. The intent of the Brownfield Redevelopment Policy is to allow consistency but also flexibility in executing the agreements.

Taylor inquired about how the Land Bank ensures that municipalities are in agreement with proposed developments. Brauer explained that the Brownfield Authority needs a resolution from the local municipality to move forward. The Land Bank would not force a municipality to comply with development agreements.

The board discussed waiving the 5/50 fee, which should only be waived in rare cases.

Lukowski inquired about stakeholder feedback on the policy. Brauer recommended contacting the City of Kalamazoo and Kalamazoo County Brownfield for feedback. Bauer will contact our partners for feedback. The policy committee will continue to review the policy and return the final policy to the Board of Directors.

Chair's Remarks

Whitener informed the board on the audit for 2024. The accounting team and staff will continue to work with the auditors to complete the 2024 audit.

Whitener and the Board of Directors welcomed Barb Ogrin to the board.

The Michigan Land Bank Association has been conducting education sessions. Whitener and Mann with the MLBA Education committee are helping to plan the 2025 Michigan Land Bank Association Summit.

Executive Director Report

Bauer informed the board on Homeward Promise updates. Tracy has collected a significant amount of arrears from the portfolio. With the assistance of the new property management software, residents have been able to increase communication, improve how maintenance requests are submitted, and allow electronic payments.

Bauer discussed the Blight Elimination status. In Blight Elimination Round 3, the KCLBA awarded the City of Kalamazoo and Kalamazoo County funding. Mann has been working with representatives from both entities to ensure that all parties are observing guidelines.

Regular Agenda

Homeward Promise: Pure Architecture (15 min.)

Bauer informed the board of the Pure Architecture proposal. This is a continuation of the work from the housing assessments of Seventh Generation. Vadenbussche presented the board with a presentation on 1212 Brownell.

Vandenbussche's proposal allows standardization of the rehabilitation of the homes within the inventory.

Ferraro provided insight into the history of the Brownell home.

**Clark made a motion to approve the professional services proposal by Pure Architecture.
Downs- Hubbarth seconded the motion.**

Motion carried unanimously.

Annual Audit

Whitener explained the engagement letter for the audit.

**Clark made a motion to approve the engagement letter for Rehmann.
Ferraro seconded the motion**

Motion carried unanimously.

2025 Amended Meeting Schedule

Whitener explained the change in schedule. The proposed schedule would move the Board of Directors meeting to every other month at 9:30 a.m.

**Ferraro made a motion to approve the 2025 Amended Board of Directors Meeting schedule
Luksomski seconded the motion**

Motion carried unanimously.

Strategic Plan – Center for Community Progress

Bauer explained the Strategic Plan and Center for Community Progress proposal and the need for this activity. Center for Community Progress provided a year proposal for strategic planning.

Whitener provided comments on the organization, the proposal provided and why it is necessary.

Clark expressed support for the strategic plan.

Downs-Hubbarth inquired if the Land Bank would pause on the implementation of the Brownfield Activities for the development of the strategic plan. Bauer explained that the plan would allow the Land Bank to examine the internal policies and procedures. The Land Bank would need to spend time to exam the direction of the strategic plan.

**Clark made a motion to approve an agreement between the Center for Community Progress and the Kalamazoo County Land Bank for a strategic plan.
Downs-Hubbarth seconded the motion.**

Motion carried unanimously.

Mt. Zion Agreement

Bauer informed the board of directors on the Mt. Zion development option agreement. The Option agreement expires at the end of this month, but an extension is necessary to extend for an additional 30 days.

Ferraro made a motion to authorize the sale of 724 N. Burdick, 730 N. Burdick, 129 North, 702 N. Edwards and 708 N. Edwards to Mt. Zion Baptist Church of Kalamazoo, Michigan and Zion Place 9 Limited Dividend Housing Association Limited Partnership. I also move to extend the time for Mt. Zion and Zion Place 9 to exercise the option and close on the purchase of the property for another 30 days or until April 30th. I authorize either the Executive Director, Zac Bauer or the Chair, Thomas Whitener to sign an amendment on terms prepared by our legal counsel and to sign all closing documents to complete the sale of this property.”

Ogrin seconded the motion.

Motion carried unanimously.

503 Terrace Ct. Quotes

Whaley provided insight into the quotes provided to board. KCLBA will utilize LISC funds for repairs. Ogrin questioned a note concerning primary heating. Staff will investigate the primary heating note that is provided.

Ferraro made a motion to approve the invoice pending the resolution of the primary heating issue to the satisfaction of Land Bank staff and Chair of the Board of Directors.

Clark seconded the motion

Motion carried unanimously.

Eastside Square – Refinance

Bauer provided insight on the LISC Construction loan. LISC loan has been extended for 30-days to find a new lending partner. Executive Director Bauer and Krol have connected with a number of organizations for partnership and will continue to work on the refinancing of the construction loan.

Committee Reassignment

Downs-Hubbarth is requesting to reassign one of her committee assignments as she is sitting on three committees. Ogrin volunteered to replace Downs-Hubbarth on the finance committee.

Closed Session

Downs-Hubbarth made a motion to enter a closed session to discuss a legal matter pertaining to property that the Land Bank has a controlling interest in.

Clark seconded the motion.

Motion carried unanimously

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Clark made a motion to exit out of the closed session.

Ogrin seconded the motion.

Motion carried unanimously.

Real Estate Committee Update - N/A

Finance Committee - N/A

DEI Committee Update - N/A

Board Member Comment

Ferraro inquired about the federal funds the Land Bank has received. Bauer has been in discussion about funding. The Land Bank has received the federal funding it has been awarded.

Clark inquired about the Land Bank's DEI work and federal government changes. Bauer informed the board that we are not making financial decisions based on protected classes. Our demographic work is within marginalized communities. Our DEI is informational and includes methods to assist the communities we work with.

Downs-Hubbarth inquired about the DEI committee and the direction. Downs-Hubbarth would like Board members to think about the direction of the DEI committee. The Kalamazoo County DEI coordinator will be attending the next meeting.

Clark will need to reconnect with the DEI Modules, and several others will need to be connected to them.

Downs-Hubbarth informed the board that Southwest Michigan First will host a City and Township town hall on March 20th at the Land Bank.

Adjournment: Next Meeting - May 8th, 2025 at 9:30 a.m.

Clark made a motion to adjourn

Downs-Hubbath seconded the motion.

Meeting adjourned at 11:28 a.m.