



**Meeting Minutes**  
**Kalamazoo County Land Bank Fast Track Authority**  
**Board of Directors Meeting Minutes – Thursday, May 9th**  
**Riverview Launch**

**The Thursday, May 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, Carl Roberts, Sharon Ferraro, Chelsie Downs-Hubbarth, and Tami Rey

Members Absent: Riley Lukomski and Pat Clark

County Liaison Present: John Taylor

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

Community Members:

Approval of April Meeting Minutes:

**Ferraro made a motion to approve the April meeting.  
Roberts seconded the motion.**

**Motion carried unanimously.**

Additions to the Agenda:

Whitener moved to legal counsel time after citizens' time.

Downs-Hubbarth made a motion to accept the amended agenda.  
Roberts seconded the motion.

Motion carried unanimously.

Citizens Time: N/A

### Legal Counsel:

Brauer provided the board an update on Project Stride. The Land Bank is negotiating to reach a mutual agreement to bring to the board. Agostenelli provided insight on the developer side of the project. There are sites that are being looked at for this project, Minnesota and Texas.

Brauer provided the board with insight on the Brownfield for scattered sites. There will be a meeting between Ellis, Whitener, legal counsel, and Kalamazoo County Brownfield Authority on the afternoon of May 9th to discuss this project.

Discussion ensued on the Brownfield project for scattered sites and the capture of the tax collection and property evaluation. Liaison Taylor inquired about property evaluation of the land bank properties. Whitener explained that the property evaluation of land bank properties would be zero. Placing the scattered sites into a brownfield plan could allow revolving funds for the land bank instead of maintaining properties with no return investment on them. Brauer clarified that other municipalities would need to approve for parcels to be entered into the brownfield plan.

Mann inquired on entering only the Homeward Promise homes versus all of the Land Bank properties. Brauer explained that it is up to the Land Bank to enter just the Homeward Promise or all Land Bank properties, but the plan would have to be amended at a later date if all properties are not entered.

Foster provided an update on the property management company contract. Intrepid has signed the agreement to dissolve Intrepid of their responsibilities for Homeward Promise.

### Commissioner Liaison Comments: N/A

### Reports and Presentations

#### Financial Report :

Krol presented the board the financial report for March. The land bank audit has been completed. Krol has received the report and will review it.

#### Homeward Promise Update:

Whitener provided insight on the MOU for Homeward Promise. Whitener and Bauer are collaborating on this and will provide updates as available.

Rey inquired about policies for the Property Management position and how the Land Bank would be handling open balances. Foster and Ellis will be creating a checklist that will need to be completed during the transition period. Ellis plans to create policies for property management with the insight of the new hire.

Rey inquired on the status of properties that the board visited. The Land Bank is in the process of paying for grants and 7Gen has started the scan of the homes. Also, awaiting a response from insurance concerning the home that the pipe burst.

#### Eastside Square:

Ellis provided insight on the water meters for Eastside Square. Glas Associates provided a quote for each unit to have its own meter. The recommendation from the Real Estate Committee is to approve the quote for six water meters.

Rey made a motion to approve the change order for the installation of six water meters for \$6,448.

Ferraro seconded the motion.

Motion carried unanimously.

Ellis provided insight on the condo rates that were set by the Real Estate Committee. Discussion ensued concerning the insight on pricing condos and the budget received from Beth McCann. McCann suggested the condos should pay fees based on a sliding scale. Also, suggested for the initial sale the prospective buyers be able to choose their unit and their AMI would be the restriction for that unit for 10 years. Foster is consulting on how the Land Bank should approach the affordability restriction and consulting with LISC and the City of Kalamazoo.

Discussion ensued on down-payment assistance. The concern of lack of varying sale price between 60% and 80% AMI was presented.

The condo budget was presented to the board. Budget was based on quotes that were received for lawn, insurance, and snow.

Downs- Hubbarth made a motion to approve the condo budget and sale price for Eastside Square condos.

Ferraro seconded the motion.

Motion carried unanimously.

#### Chair's Remarks

Whitener expressed his excitement about the ongoing projects and the direction of the land bank.

#### Executive Director Report

Ellis provided insight on the fire that occurred at 913 Dewey. The fire damaged the garage, siding on two of the homes, and the tenants vehicle. Discussion ensued on renters insurance. It was suggested to look into the requiring tenants to obtain renters insurance.

The City of Parchment was denied the Blight of Elimination grant because their demolition was not a complete demolition. There are additional funds that are available and the Land Bank will be applying for.

Regular Agenda  
**Personnel Policy**

DeAndre Harris from WNJ presented recommended changes for personnel policy. Harris ensured the policies are compliant and based on best practices. The board reviewed the policies and suggested paid personal leave be set to four hours for part-time and eight hours for full-time, lower the gift policy to \$25, and add employees that receive tuition reimbursement must remain employees for at least 12 months. Harris suggested Out-of-State travel require written approval.

Ferraro made a motion to approve the personnel policy as amended.  
Roberts seconded the motion.

Motion carried unanimously.

**Change Order Policy**

Ellis provided background on the change order policy. Discussion ensued on the Standard Operating Procedures proposed. The board determined the Real Estate Committee should be able to approve up to \$10,000 for change orders.

Roberts made a motion to approve the Standard of Operations Procedures as amended for the real estate committee to approve up to \$10,000.

Ferraro seconded the motion.

Motion carried unanimously.

**Wellness Fund**

Whitener provided the board insight on the status of wellness. It was proposed to move from \$300 to \$3,000. This would take funds from the tuition fund. Land Bank staff are not utilizing those funds at this time. Discussion ensued regarding the fund and it being a one-time adjustment.

Downs-Hubbarht made a motion to approve the budget adjustment.

Ferraro seconded the motion.

Motion carried unanimously.

**Round 3 Blight Elimination**

Round 3 of the Blight Elimination has additional funding. The Land Bank would like to apply for the funds up to \$562,037. These funds would be used for the rehab of three homes.

Ferraro made a motion to apply for the Round 3 Blight Elimination.  
Downs-Hubbarth seconded the motion.

Motion carried unanimously.

Real Estate Committee Update

Whitener provided a review of the Real Estate Committee meeting.

DEI Committee Update - N/A

Board Member Comments- N/A

Adjournment: Next Meeting- Thursday, June 13, 2024

Ferraro made a motion to adjourn.

Roberts seconded the motion.

Meeting adjourned at 10:38 a.m.