



Meeting Minutes

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

The Thursday, May 8th, 2025 meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Board Chair Thomas Whitener at 9:32 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: Brian Krol, Caryn White, Rachel Foster, and Therese Searles

Approval of March Minutes

Lukomski approved the March 2025 minutes.

Ogrin seconded the motion

Motion carried unanimously

Approval of Closed Session Minutes

Ferraro made a motion to approve the March 2025 closed session minutes.

Hubbarth seconded the motion.

Motion carried unanimously

Additions to the Agenda

No additions to the May agenda were made.

Ferraro made a motion to approve the May 2025 agenda.

Lukomski seconded the motion.

Motion carried unanimously.

Citizens Time - N/A

Commissioner Liaison Comments:

Commissioner Taylor informed the board of the anticipated plans for the county's administration building. The new building will remain within the City of Kalamazoo.

Reports and Presentations

A. Dewey Presentation:

Whaley gave a presentation on the work at 905 Dewey property. The staff's work brought the home up to standard. Staff was able to complete a complete rehab of the kitchen and bathroom and restore various areas within the home.

B. Financial Report:

Krol informed the board of the financial report. Grant revenue will be incorporated into the next financial report. Krol discussed Eastside Square's holding cost for the building which will be an expense on the income statement moving forward.

Commissioner Taylor inquired about the assets and liabilities being the same. Krol explained the liabilities, assets, and equity within the balance sheet.

Krol provided the preliminary updates for the 2024 Audit. There were no findings from the audit, however there were some recommendations for IT. Krol will be looking to do an internal control report for the third-party vendors.

The Finance committee will be meeting on Monday, May 12th. There has been a series of meetings with staff to standardize projects and pro formas.

C. Legal Counsel:

Attorney Foster shared updates regarding option agreements, the Blight Elimination grant, and the Brownfield Redevelopment Policy. There was an option agreement for the properties at 110 and 114 Martin Street with Gwen Hooker. Foster provided background to the option agreement and the amendments provided. The last amendment expired in December 2024. The Real Estate committee reviewed the information and decided to not extend another option agreement for this transaction. Attorney Foster shared there is another party, Valley Vision, interested in the Martin properties.

Ferraro approved the option agreement of 110 and 114 Martin for Valley Vision Construction & Development. I authorize the board chair or executive director to finish negotiating and executing the option agreement.

Downs-Hubbarth seconded the motion.

Motion carried unanimously.

Attorney Foster provided insight on the Northside Association for Community Development option agreement. NACD has an option agreement on a number of properties on the north side of Kalamazoo. They connected with Director Bauer for more insight on their option agreement.

Director Bauer met with their Board Chair and Interim Director. A development agreement was proposed to NACD. Director Bauer provided remarks surrounding the sustainability of option agreements. He will be working with the Kalamazoo County Land Bank finance and legal team to standardize a development agreement process, option agreements, and property dispositions.

Attorney Foster informed the board on the option agreement with Rootead. There was an option agreement to sell the 20 Mills to Rootead. There was a fire at 20 Mills and Rootead was provided a Right of First Refusal. In 2025, Rootead has expressed that they will not be moving forward with the option agreement on 20 Mills. Attorney Foster presented the board with documents to terminate the Right of First Refusal and Option Agreement.

Clark made a motion to approve the termination of the MOU/Option Agreement and Right of First Refusal. Clark authorized the Board Chair or Executive Director to sign and execute the documents.

Downs-Hubbarth seconded the motion.

Motion carried unanimously.

Attorney Foster provided insight on Mt. Zion Place 4 option agreement. Mt. Zion Place 4 is building an affordable senior living facility. Director Bauer has signed the closing documents and they are being held in escrow. The developer is awaiting final approval from MSHDA to close on the parcels. The attorney for Mt. Zion Place 4 connected with the Land Bank for a 30-day extension on the purchase agreement.

Clark made a motion to approve the first amendment to the option agreement. Clark authorizes the Board Chair or Executive Director to sign and execute agreements for the parcels within the Mt. Zion Place 4 and Mt. Zion Baptist Church agreement.

Ferraro seconded the motion.

Motion carried unanimously.

Director Bauer and Attorney Foster provided background on the Blight Elimination Grant. The City of Kalamazoo and Kalamazoo County were awarded Round 3 Blight Elimination Funds. He explained the awarding process and the needs of the grant. There are amendments to consultant agreements, vendor agreement, and procurement policy adaptations to be in compliance with grant restrictions and to move forward with the awarding process.

City of Kalamazoo Blight Elimination:

Lukomski moved to approve the adoption of the City of Kalamazoo's procurement policy solely for the purposes of the demolition project related to the property located at 322 E. Stockbridge Avenue, Kalamazoo, MI.

Ferraro seconded the motion.

5 Yays

0 Nays

1 abstention

Motion carried.

—

Lukomski moved to (a) accept the bid from Falcon Demolition to perform the work for this project (b) approve the Land Bank entering into a Vendor Contract with the City of Kalamazoo and Falcon Demolition, and (c) authorize either Zac Bauer or Thomas Whitener to work with legal counsel to finalize the Vendor Contract and to sign the Vendor Contract on behalf of the Land Bank.

Clark seconded the motion.

5 Yays

0 Nays

1 abstention

Motion carried.

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Lukomski moved to approve the First Amendment to the Consultant Agreement between the City of Kalamazoo and the Land Bank. I authorize either Zac Bauer or Thomas Whitener to finish and sign the First Amendment on behalf of the Land Bank.

Ferraro seconded the motion

5 Yays

0 Nays

1 abstention

Motion carried

—
Ferraro moved to authorize the Board Chair or Executive Director to finish any necessary document to complete the Blight Elimination Grant for the City of Kalamazoo.

Ogrin seconded the motion.

5 Yays

0 Nays

1 abstention

Motion carried

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Kalamazoo County Blight Elimination:

Ferraro moved to approve the First Amendment to the Consultant Agreement between the County and the Land Bank. I authorize either Zac Bauer or Thomas Whitener to finalize with legal counsel and sign the First Amendment on behalf of the Land Bank.

Ogrin seconded the motion.

Motion carried unanimously

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Ferraro moved to approve the adoption of the Kalamazoo County procurement policy solely for purposes of the demolition project related to the properties located at 246 West Kalamazoo Avenue and 440 North Church Street in Kalamazoo, Michigan.

Clark seconded the motion

Motion carried unanimously

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Ferraro move to (a) accept the bid from Abatement & Demolition Services, LLC to perform the work for this project (b) approve the Vendor Contract between Kalamazoo County, Abatement & Demolition Services, LLC, and the Land Bank, as the same has been amended, and (c) finalize with legal counsel and approve the proposed Amendment No. 3. I authorize either Zac Bauer or Thomas Whitener to finalize and sign Amendment No. 3 on behalf of the Land Bank.

Downs-Hubbard seconded the motion

Motion carried unanimously.

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Ferraro moved to Board Chair or Executive to finish any necessary documents to finalize the Blight Elimination grant for Kalamazoo County.

Clark seconded the motion

Motion passes unanimously.

Clark moved to approve the Kalamazoo County Land Bank authority to enter a vendor agreement with Fishbeck for the Kalamazoo County demolition. I authorize Thomas Whitener or Zac Bauer to work with legal counsel to execute and finalize the agreement.

Ferraro seconded the motion

Motion carried unanimously.

Attorney Foster provided insight on the Brownfield Redevelopment Policy. Attorney Brauer overviewed this policy with the policy and at the previous board meeting. There were no additional comments following the March Board meeting.

Ferraro moved to adopt the Brownfield Redevelopment Policy

Downs-Hubbarth seconded the motion

Motion carried unanimously.

There will be a meeting between the Brownfield, Habitat for Humanity and Kalamazoo County Land Bank to discuss Brownfield opportunities on May 22nd.

Chair's Remarks

Whitener provided positive remarks concerning the work that the Land Bank staff is doing. The Michigan Land Bank Association Summit will be held at Northern Michigan University. The State Land Bank would like to extend the opportunity for board members to attend the summit on October 6-9th.

Executive Director Report

Director Bauer highlighted the activity since the last board meeting. Director Bauer attended the Kalamazoo Public Safety meeting. KCLBA staff will continue to engage with Chief Boysen.

The staff met with Fair Housing. The team is looking to conduct a Fair Housing presentation for our DEI Meeting.

Director Bauer and Wilson have been meeting with the Strategic Planning Team. They will be conducting a site visit June 9th - 11th.

Director Bauer provided operations updates. The staff will be transitioning to a different property management software. Mann and Wilson completed the 2025 mowing season Request for Proposals. Lastly, Open Roads will be moving out of Riverview Launch. After their transition out of the space, staff will be obtaining quotes for capital improvements for the Riverview Launch building.

Regular Agenda

Blight Elimination Grant - Surplus Funds

Director Bauer informed the board of the surplus funds within the Blight Elimination Grant that was sub-granted to the City of Kalamazoo. He presented three options to the board for review and discussion.

Option 1: Allow the City of Kalamazoo to use the funding for another project that aligns with the grant's purpose. The City has provided two examples to KCLBA. The first is to remove the large parking lot at 322 E. Stockbridge Ave. The City is leading a community effort to redevelop the location to provide affordable housing. To that end, they are convening various stakeholders to plan the effort. The second opportunity is to demolish the police station located at 116 W. Cedar Street. The City is working with a developer on a mixed-use project for that site, which includes affordable housing.

Option 2: Issue a Request for Proposals allowing all municipalities, including the City, to submit a project for consideration. The KCLBA would bring those proposals and a recommendation to the board on proceeding with the award.

Option 3: Use the funding to address blight within our Homeward Promise portfolio.

Discussion ensued regarding the options presented. Commissioner Taylor expressed preference for Option 2 and 3. Chair Whitener expressed preference for option 2 and 3, however option 3 would be the ideal option to address needs within Homeward Promise. Ferraro indicated that she would want to choose option 3.

Clark moved to use the surplus funding to address blight within the Homeward Promise portfolio. Ferraro seconded the motion.

Motion carried unanimously.

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Kalamazoo Housing Advocates MOU

Director Bauer provided insight on Kalamazoo Housing Advocates and the partnership with the organization.

Clark moved to ratify the Land Bank and Kalamazoo Housing Advocates agreement and authorizes Thomas Whitener or Zac to negotiate , complete and execute the agreement with legal counsel.

Lukomski seconded the motion.

Motion carried unanimously.

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Rental Rehabilitation

Mann provided insight on the siding quotes for 1420 March St. The work will be completed with rental rehab and Land Bank dollars.

Downs- Hubbarth moved to approve the estimate as presented
Clark seconded the motion

Motion carried unanimously

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Mann provided insight on the 214 W Maple foundation. Mann provided some insight on the quote provided by Kent company. This will be covered by rental rehab grant and surplus will be covered through the LISC grant

Taylor inquired about warranty on the foundation. There is a warranty that the piers won't move.

Clark moved to accept the Kent Company proposal
Ferraro seconded the motion

Motion carried unanimously

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Parental Leave Policy

Whitener informed the board on the parental leave policy proposal.

Taylor and Whitener expressed support for the addition of this policy.

Downs-Hubbarth to adopt the parental leave policy as presented
Clark seconded the motion

Motion carried unanimously

Closed Session - Legal

Ferraro moved to enter closed session to discussion with legal counsel
Clark seconded the motion

Clark: Yes, Down-Hubbarth: Yes, Whitener: Yes, Lukomski: Yes, Ogrin: Yes, Ferraro: Yes

Motion carried unanimously.

closed session

Downs- Hubbarth moved to exit closed session

Ferraro seconded the motion

Motion carried unanimously.

Board Member Comment

Ferraro provided comments on the board packet. Indicated that she liked the presentation of the board packer and how it was easy to follow.

Adjournment: **Next Meeting** - July 10th, 2025, at 9:30 a.m.

Ferro made a motion to adjourn the meeting.

Clark seconded a motion

Motion carried unanimously.

Meeting adjourned