



Meeting Minutes
Kalamazoo County Land Bank Fast Track Authority
Board of Directors Meeting Minutes – July 11th, 2024
Riverview Launch

The Thursday, July 11, 2024 meeting of the Kalamazoo County Land Bank Authority Board of Directors was called by board chair Thomas Whitener at 8:35am.

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

Members Absent: Carl Roberts

County Liaison Present: John Taylor

Staff Present: Derek Mann, Tracy Whaley

Community Members:

Approval of June Minutes:

Clark made a motion to approve the June Minutes

Ferraro seconded the motion

Motion Carried unanimously

Additions to the Agenda:

Whitener noted that the Executive Director was not present, and as such there would be no Executive Director report. Whitener also noted that there would be no need for the second closed session, and thus it could be skipped.

Citizens Time:

JD Clark and Matt Connelly from Clark Hill introduced himself and mentioned they were there to speak about the IPUSA project, and to give an update.

Commissioner Liaison Comments:

Taylor thanked the board for approving the plan with respect to Project Stride, and expressed excitement about the potential provided to the Land Bank through new legislation, which would enable new sources of revenue and sources of potential development for the community.

Reports and Presentations:

Financial Report:

The financial report from Seber Tans was included in the board packet, and Whitener took questions to be sent to Brian Krol after the meeting, as neither he nor another representative from Seber Tans was able to be present. Taylor asked for some explanation on the accumulated capital assets depreciation; Whitener stated he would reach out to Krol to get a breakdown of that number.

Property Management Report:

Whaley gave a report on her property management activities and some of the challenges she is facing during the transition from Intrepid Property Management. Some paperwork and statements haven't been produced by Intrepid, which has made her job difficult, in re-creating the files. Whaley has been meeting with tenants, and brought up a few specific issues.

Discussion ensued. More issues were discussed, and Whaley discussed the voucher cancellation of a voucher on Lake Street, and the MSHDA regulations around that. Discussion moved to talking about maintenance and the ability to respond to tenant needs quickly within our procurement policies.

Hubbarth moved to move the decision about in-house or contractual maintenance to the Real Estate Committee, and give them the authority to decide and pursue that path.

Ferraro Seconded

Motion Carried Unanimously

Discussion Continued. Eviction proceedings were discussed, as were the utility of those proceedings for getting tenants the aid they need to catch up on back rent. Discussion returned to the issues at the Maywood property, and an immediate intervention was proposed.

Rey moved that \$10,000 be allocated to the Maywood property for redress of the current most immediate issues.

Seconded by Hubbard.

Motion carried Unanimously.

Homeward Promise Update:

Mann and Whaley discussed a proposal for fixing and updating Homeward Promise homes. Staff has been looking into property management software, and has a path forward there. In-house maintenance was discussed again, and Whitener and Rey agreed that in-house maintenance was needed.

Mann is finishing the scans with Seventh Generation, then will be waiting on final reports. Recommendations will be based on those reports.

Sales and Facilities Report:

Whitener went over the recent sales of property, pending sales, and current applications. Whitener discussed summer tax bills being received for the Homeward Promise properties, and the recently received properties that were returned by Habitat for Humanity.

Water bills for tenants were discussed as it related to housing liens, and the decision was made that those should be charged back to tenants if it was in their lease that they were responsible for the water bills.

Maintenance issues with Riverview launch were discussed, and remediation proposed by Whaley.

Eastside Square:

Eastside Square was discussed. Units are nearly ready to sell, with pictures being taken and signs ready to go up. Contracts are getting sent out for review, and the listings will go live after contracts are approved and signed. Foster asked to meet with the sales team to go over the buyer's book with all the different documents to make sure everyone was on the same page.

Whitener read the report from Rob Peterson about the lease of the commercial space.

Legal Counsel Time:

Legal counsel had no further comments.

Chair's Remarks:

Whitener thanked the staff for their hard work, and relayed the board's appreciation of their efforts.

Regular Agenda:

Clark Logic

An update was given on the status of the IPUSA development, including some complications from inclement weather. Some discussion was had about the willingness of the MEDC to compete for projects like IPUSA and Project Stride.

Real Estate Committee Update:

Clark delivered a report from the Real Estate Committee.

DEI Committee Update:

Lukomski delivered a report from the DEI Committee.

Closed Session – Legal Opinion

Clark moved to go into closed session, in order to hear and discuss a legal opinion.

Hubbarth seconded the motion.

Motion carried unanimously.

<Closed Session>

Board exited Closed Session.

Clark moved to approve a separation agreement with the Executive Director which included 6-months combined Pay and Leave payout.

Ferraro seconded.

Motion carried unanimously.

Ferraro moved to create a committee to hire a new Executive Director, subject to the execution of the separation agreement.

Motion carried unanimously.

Board Member Comments:

No comments.

Adjournment:

Clark moved to adjourn.

Hubbarth seconded.

Motion Carried unanimously.