



**Meeting Minutes**  
**Approved**  
**Kalamazoo County Land Bank Fast Track Authority**  
**Board of Directors Meeting Minutes – October 12, 2023**  
**Riverview Launch**

**The October 12th meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by Whitener at 8:33 a.m.**

Members Present: Thomas Whitener, Qianna Decker, Carl Roberts, Rebekah Kik, Shawntel Lindsey

Members Absent: Tami Rey and Pat Clark

County Liaison Present: N/A

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

Community Members: Becky Hein (Intrepid), Amy Deweerd (Intrepid), Jared Lutz, Brian Krol (SeberTans), Bobby Hopewell, Jason Bryne (WNI), and Rachel Foster (WNI)

Approval of September Meeting Minutes:  
**Decker made a motion to approve the minutes.**  
**Seconded by Kik**

Additions to the Agenda:  
Foster requested to move Kurt Bauer to after the regular session and prior to going into closed session.

There were no objections and unanimous consent to this change to the agenda.

Citizens Time: Deweerd from Intrepid introduced herself and Hein to the board concerning who manages the Homeward Promise properties.

Commissioner Liaison Comments: N/A

## **Reports and Presentations**

### Financial Report:

Krol overviews statements through August which reflect the APRA grant of 850,000. All grant funds except for the City of Kalamazoo are reflected in financial statements. There may be some year-end evaluation changes with Homeward Promise because of the cost and fair value of assets.

Krol and Ellis will meet for the first draft of the budget for next year. Krol will be presenting some budget amendments to the board.

### Homeward Promise Update:

DeWeerd and Hein presented maintenance and delinquent reports to the board. Intrepid will be moving forward on a number of the delinquencies due to lack of communication or payment from tenants. They will continue to follow up with tenants that are delinquent.

Maintenance requests have turned into maintenance projects due to underlying issues within homes. They will be communicating with Mann as these projects continue to escalate. Foster requested to be looped in within the communication to include our community partner for these projects. There have been more projects since the time of the generated report, but Intrepid is continually working to solve these issues.

### Eastside Square:

Ellis provided an update for Eastside Square. The Eastside Square area has been paved and the parking lot has been striped. Most units have cabinets and flooring is placed.

### Legal Counsel:

#### **Rachel Foster discusses kick off meeting with LISC loan.**

Foster insight on the LISC Loan. The deadline is October 19th and will keep Ellis and Whitener in the loop for items that will need to be signed. Foster requested some insight on AMI for each unit. Kik suggested working with Lockett-Jones to determine the affordability aspect for the condos and collaborate with Krol for analysis.

#### **Kurt Brauer on Pavilion/Comstock Project**

Brauer provided insight on the terms sheet draft presented to the board and background on the project. It was asked for the Land Bank to enter a development agreement similar to IPUSA agreement. A letter of intent is out for two developers with this project.

Discussion ensued concerning scenarios for negotiation and the terms sheet. To move forward with the project, Brauer requested the board approve the term sheet draft subject to final review by the chair and legal counsel to move forward with the partnership.

**Decker made a motion to accept the terms sheet subject to financial and legal counsel review with section four under the fundamental terms of development agreement the initial fee of \$100,000 and section five annual fee of \$500,000 paid over the duration of the Brownfield plan in installments.**

**Kik seconded the motion.**

**Decker amended the previous motion to accept the terms sheet subject to financial and legal counsel review with changes of section four the initial fee of \$100,000 and section five annual fee of \$500,000 paid over the duration of the Brownfield plan in installments. Approve Whitener or Ellis to sign and finalize the term sheet.**

**Roberts seconded the amendment to the motion.**

**Motion carried unanimously.**

Chair's Remarks:

Whitener gave reflections on the work being done during his absence. Whitener is happy with the team and the progress that has been made.

Executive Director Report

Ellis provided insight on Eastside Square. Mann has been connecting with individuals to continue the work on Homeward Promise. The Land Bank was not awarded the grant from Consumers. The next round of Blight Elimination is approaching, and Ellis requested volunteers once the time comes to evaluate applications.

Regular Agenda

Kalamazoo River Watershed Lease

**Kik made a motion to approve the Kalamazoo River Watershed Lease.  
Roberts seconded the motion.**

**Motion carried unanimously.**

Approval of moving \$2,000 from Tuition Reimbursement to Computer Supplies for new laptop, professional services, and miscellaneous supplies.

Ellis provided insight on the reasoning behind the budget adjustment. Mann was provided with a laptop that didn't function properly and had to purchase a new laptop.

**Roberts made a motion to approve the budget adjustment.**

**Seconded by Lindsey**

**Motion carried unanimously.**

TRHT Kalamazoo is interested in renting two cubicles in Riverview Launch office space.

Ellis provided insight on TRHT and their interest in renting cubicle space. Discussion ensued concerning TRHT and the potential of rent.

**Kik made a motion to create a lease with TRHT for renting two cubicles in the Riverview Launch office that mirrors the KRWC lease.**

**Roberts seconded the motion.**

**Motion carried unanimously.**

### **Closed Session**

**Roberts made a motion to go into closed session to review a legal opinion provided by counsel.**

**Kik seconded the motion.**

**Motion carried unanimously.**

### **End of Closed Session**

Kik made a motion to finalize the settlement with MMRMA on the 20 Mills property and authorize Ellis to sign.

Roberts seconded the motion.

Motion carried unanimously.

**Real Estate Committee Update - N/A **Next meeting is Tuesday, October 17th.****

### **DEI Committee Update -**

Roberts provided the board discussion points from the DEI modules. Discussion ensued concerning each module surrounding Gender Bias, Types of Bias, and more.

**Board Member Comments - N/A**

**Adjournment: Next Meeting- November 9th, 2023**

**Decker made a motion to adjourn**

**Roberts seconded the motion**

**Motion carried unanimously.**