



Kalamazoo County Land Bank Authority

Meeting Minutes

Meeting Type: Regular
Date: September 10, 2026
Time Called to Order: 9:31am
Time Adjourned: 11:20am
Location: 1523 Riverview, Kalamazoo, MI 49004

1. Call to Order

Chair Whitener called the meeting to order at 9:31am

BOARD MEMBERS

Thomas Whitener, County Treasurer, Chairman- Present
Christina Anderson- Present
Sharon Ferraro- Present
Sarah Klerk- Present
Riley Lukomski – Present
Barb Ogrin- Present
John Taylor- Absent

A quorum was present.

STAFF & OTHERS PRESENT:

Zac Bauer, KCLBA Executive Director
Megan Buwalda, KCLBA Deputy Executive Director
I'yanna Wilson, KCLBA Staff
Travis Meier, KCLBA Staff
Caryn Hannapel, KCLBA Legal Counsel, Warner Norcross & Judd LLP
Brian Krol, KCLBA Accountant, Seiber Tans PLC
Jennifer Heinrich, KCLBA Accountant, Seiber Tans PLC
Mary Balkema, Kalamazoo County Housing Director
Macy Walters, Kalamazoo County Brownfield



2. Approval of July 2026 Regular Meeting Minutes

The Board removed the July 16, 2026 meeting minutes. It was noted that Lukomski was incorrectly listed as present and was absent from the meeting. The minutes were corrected accordingly. Ferraro made a motion to approve the July 16, 2026 minutes as corrected, supported by Ogrin. Motion carried unanimously.

3. Approval of July 16, 2026 Closed Session Meeting Minutes

Ferraro motioned to approve the July 16, 2026 Closed Session Meeting Minutes, supported by Ogrin. Motion carried unanimously.

4. Approval of Agenda

Lukomski made a motion to remove section 6a "Closed Session: Real Estate Transaction" from the agenda, and to 7H "Memorandum of Understanding with Michigan Land Bank Association" as well as 7I "Real Estate Transactions" supported by Ferraro. Motion carried unanimously.

5. Citizen Comment

No public comment.

6. Closed Session

Ferraro motioned move to go into closed session pursuant to MCL 15.268(1)(h) to discuss a written legal opinion from KCLBA's legal counsel, supported by Ogrin. Motion carried unanimously.

7. Regular Ageda

a. East Side Square Condominium Update

Bauer provided an update on condo sales.

b. LISC Company Resolution

Bauer explained this agreement will provide a program investment loan at 0% for 24 months which will support predevelopment costs for upcoming KCLBA housing projects.

Ferraro motions to approve the resolution authorizing the KCLBA to enter into a Project Financing Agreement with LISC in an amount not to exceed \$85,000 to



support eligible predevelopment activities associated with the North Church and Duckett housing developments, and to authorize the Board Chair, Executive Director, and authorized staff to execute the Agreement and related documents necessary to implement the financing, supported by Ogrin. Motion carried unanimously.

c. **Authorization of service order and next round of residential rehabs**

Bauer spoke to the pre-RFP materials in the packet, as well as the intention of the KCLBA to move towards a biannual RFP schedule.

Anderson motioned to approve Service Orders 002, 003, 004, and 005 with The Steelhead Engineering Company, LLC, a Bodwé Company, for professional architectural and design services associated with the rehabilitation of 913 Dewey Avenue, 1112 Maywood, 1207 Hays Park, 1703 James Street, and 1608 James Street and to authorize the Executive Director to issue an request for proposals seeking contractors to rehab the homes listed above, accept the winning bid and negotiate and execute contracts, supported by Ogrin. Motion carried unanimously.

d. **SME EPA Brownfield Assistance Grant**

Bauer updated the board on meetings with SME regarding potentially applying for an EPA grant. SME will be invited to the next regular board meeting to give a presentation.

e. **Home Based Childcare**

Wilson spoke to the work being done with multiple community partners to advance homebased childcare options countywide.

Anderson motioned to authorize the Kalamazoo County Land Bank Authority to make payment in the amount of \$15,000 to Michigan Transformation Collective pursuant to the approved LISC Child Care Collaboration project budget and Michigan Transformation Collective Invoice INV-26-TC-1540-14, dated August 31, 2026, seconded by Ogrin. Motion carried unanimously.



f. ePropertyPlus Contract Renewal

Luomski motioned to authorize the Executive Director of the Kalamazoo County Land Bank Authority to sign all necessary documentation to execute the renewal of the software contract with ePropertyPlus, seconded by Anderson. Motion carried unanimously.

g. Real Estate Disposition Requests

i. 607 Bryant Street

Board reviewed and discussed an application received for the sale of 607 Bryant St, Kalamazoo. Ogrin questioned when the requestor had purchased the adjacent parcels. Whitener expressed support for this transaction. Anderson expressed that based on the zoning it makes sense for KCLBA to sell the property but emphasized the need for the buyer to work with City of Kalamazoo staff sooner rather than later as they develop their plan.

Ferraro motioned to authorize the Executive Director of the Kalamazoo County to execute all documents necessary to complete the sale of 607 Bryant St, Kalamazoo MI for \$10,000 to Fidel Ramos, seconded by Ogrin. Motion carried unanimously.

ii. 707 Staples

Board reviewed and discussed the application received requesting the sale of 607 Staples St, Kalamazoo. Ferraro noted that the neighboring property at 1002 W North St is one of the oldest homes in the city.

Anderson motioned to deny the request to sell 707 Staples St, Kalamazoo MI, seconded by Ogrin. Motion carried unanimously.

h. Memorandum of Understanding with Michigan Land Bank Association

Whitener explained that the Michigan Association of Land Banks is hiring its first full-time executive director and in his capacity as a MLBA board member he suggested that KCLBA could handle the HR/payroll administration on behalf of MLBA. Whitener stated that he would be abstaining from the vote due to his dual roles. Lukomski inquired about KCLBA staff time required to facilitate this request. Bauer shared that legal council and accountants have stated that in situations like this is standard for the host organization to be reimbursed for all costs and to charge an administrative fee on top of direct costs to cover staff time.



Ferraro motioned to authorize the Executive Director of the Kalamazoo County Land Bank Authority to negotiate the memorandum of understanding to execute any documentation necessary to implement the MOU with the Michigan Land Banks Association, seconded by Anderson. Motion carried with one abstention by Whitener.

i. **Real Estate Transactions**

Bauer provided an update on recent acquisitions.

8. **Reports & Presentations**

a. **Financial Report**

Krol provided an update on organizations financials.

b. **Legal Counsel**

Hannapel provided an updated on East Side Square sales and the Comstock Veterans housing project property acquisition

c. **Community Engagement Report**

Wilson reported on recent community engagement efforts by KCLBA with community members as well as funders.

9. **Chair's Remarks**

Whitener shared that MLBA is hosting an education summit in Battle Creek in October and board members are encouraged to attend.

10. **Executive Director Report**

11. **Committee Reports**

a. **Finance Committee**

Ogrin reported a productive meeting of the Finance Committee with good discussion and all questions having been answered

12. **Board Member Comments**

Whitener welcomed new board members Anderson and Klerk and thanked them for signing up to serve.

13. **Adjournment**

Motion by Whitener to adjourn, support by Ogrin. Motion carried unanimously. Meeting adjourned at 11:20am.