



**Meeting Minutes**  
**Kalamazoo County Land Bank Fast Track Authority**  
**Board of Directors Meeting Minutes – September 12th 2024**  
**Riverview Launch**

**The Thursday, September 12th meeting of the Kalamazoo County Land Bank Authority Board of Directors was called to order by board chair Thomas Whitener at 8:33 a.m.**

**Members Present:** Thomas Whitener, Riley Lukomski, Carl Roberts Sharon Ferraro

**Members Absent:** Pat Clark, Tami Rey, Chelsie Downs-Hubbarth  
**County Liaison Present:** N/A

**Staff Present:** I'yanna Wilson, Tracy Whaley Derek Mann

**Community Members:**

**Approval of Meeting Minutes:**

**Ferraro made a motion to approve the august minutes, special meeting minutes, and closed session minutes.**

**Lukomski seconded the motion.**

**Motion carried unanimously**

**Additions to the Agenda:**

**Whitener moved the July Closed Session minutes to the approval of the meeting minutes section.**

**Ferraro made a motion to approve the agenda as presented.**

**Roberts seconded the motion**

**Motion carried unanimously.**

**Citizens Time:** N/A

**Commissioner Liaison Comments:** N/A

**Reports and Presentations**

**Financial Report :**

Krol from Seber Tans presented the board the financial report through July. Krol indicated that he would like to hold on the budget amendment until the new Executive Director provides some insight on the budget. The board presented no questions or discussion on the financial report.

Property Management:

Whaley presented the board the property management report for the month. There were properties that have had air ducts cleaned and furnaces replaced. Whaley indicated that there is concern for electrical in some units. Electrical issues are being actively addressed in units such as the Washington property.

Whaley has been working with Seber Tans for an actual rental roll and getting information uploaded to the property management system.

Homeward Promise :

Mann provided insight on the Homeward Promise. The application for rental rehabilitation has been submitted and the money should be disputed soon. Mann is working with Greenhouse Institute to check efficiency of these homes. Once a report is returned, he will have conversations with Consumers Energy concerning the efficiency of these homes.

Mann has submitted a grant application for Consumer Energy Prosperity Grant. Mann is expecting to know the status of the grant in October.

Whitener provided insight on 1404 Bank St. The Bank street property is ready to sell and would like some insight on what the board would like to do. Discussion ensued regarding renting the property or selling the property.

**Ferraro made a motion to move forward with the sale of 1404 Bank St. and give the Executive Director and Assistant Director discretion for financing.**

**Lukomski seconded the motion.**

**Motion carried unanimously.**

Sales and Facilities:

Wilson stated there were four sales for the month. There are two additional sales for the month and three applications are under review.

Naylor landscaping is continuing to work on the landscape around Riverview Launch. There have not been any new building reports, but staff are continuing to address issues they arise.

Eastside Square:

Whitener provided updates for Eastside Square. The feedback that has been received has been positive and tours are actively occurring. There is one prospective buyer and one of the units is under contract to be sold.

Legal Counsel:

Brauer provided insight on Project Stride. Brauer presented a development agreement for Landscape Forms and the Land Bank. The development agreement differs from our prior agreements as the Land Bank will not be holding a lien on the property.

**Ferraro made a motion to authorize the Board Chair or the Executive director to sign the final development agreement for Landscape Forms.**

**Lukomski seconded the motion**

**Motion carried unanimously.**

Bauer provided an update on the Scattered Sites Brownfield Plan. There will be a meeting scheduled for October to further discuss the Brownfield.

Chair's Remarks

Whitener provided insight on the direction of the Land Bank and the projects that are taking place. The Land Bank staff will be attending the Michigan Land Bank Association. Whitener will be presenting on Eastside Square at the Michigan Land Bank Association Leadership Summit.

Director Report

Mann provided remarks on the direction and projects of the Land Bank. Mann welcomed the new Executive Director to the team.

Director Bauer made remarks to the board. Bauer will be starting with the Land Bank in October and expressed his excitement to be working with the Land Bank.

Regular Agenda

Personnel Policy - Leave Time

Mann provided insight on the Personnel Policy changes and how the PTO policy works. Discussion ensued on the policy and making an exception for the current year. Based on consultations from legal counsel, Whitener recommended the delay of the implementation of the new leave time policy for one year. The policy will have to be adjusted due to Michigan law that will require the Land Bank to split paid leave time and sick time.

**Ferraro made a motion to postpone implementation of the personnel policy until January or February 2025. Allow the rollover of the existing PTO and revise the policy to align with the Michigan Supreme court ruling.**

**Lukomski seconded the motion.**

**Motion carried unanimously.**

Dewey Remediation

Whaley provided insight on the 905 Dewey. Whaley has been actively working on the remediation as there was a backup of sewage. The quote provided to the board is below her threshold. Whaley will move forward with the remediation of this property and will return with updates should there is board approval needed.

RFP Bid Award

Mann provided insight on the Blight Elimination award. There was one bid submitted at the time of the RFP closure. Mann informed the board on the policy for receiving one bid. There was no discussion.

**Ferraro made a motion to approve the bidder for the rehabilitation at 908 & 913 Dewey.**

**Lukomski seconded the motion.**

**Motion carried unanimously.**

EProperty Plus Agreement

Whitener provided insight into EProperty Plus agreement. EProperty Plus Agreement is used for the management of the parcels within our inventory.

**Lukowski made a motion to approve the EProperty Plus agreement.  
Roberts seconded the motion.**

**Motion carried unanimously**

Dover Birch Listing Agreement

Whitener provided insight on the Dover Birch agreement. The Land Bank has had a listing agreement with Dover Birch for the Eastside Square. The contract expired in July. The contract would need to be renewed to continue with the commercial realtor.

Lukowski made a motion to continue and renew our contract with Dover Birch.  
Roberts seconded the motion.

Motion carried unanimously.

RVL Security

Wilson provided insight on information concerning security upgrades. Wilson received quotes from EPS and Custom Wirth. Discussion ensued on the door access. It was requested to receive another quote that includes replacement of door hardware.

**Roberts made a motion directing staff to receive a second quote from EPS and enable the Executive Director or Assistant Director to select the best quote.**

**Motion carried unanimously.**

**Wilson and Mann provided insight on the Custom Wirth camera quote.**

**Roberts made a motion to approve the Custom Wirth camera quote.  
Ferraro seconded the motion.**

**Motion carried unanimously.**

Real Estate Committee Update

Whitener provided the Real Estate Committee update.

DEI Committee Update

Roberts provided the board insight on the DEI committee meeting. Discussion ensued on the DEI modules on accountability.

Board Member Comment

Whitener made remarks surrounding Roberts tenure on the board. Whitener thanked Roberts for his time and dedication to the Land Bank.

Adjournment: Next Meeting- Thursday, October 10th, 2024

**Ferraro made a motion**

**Whitener seconded the motion**

**Motion carried unanimously.**

DRAFT