



Lake County Land Bank Authority BOARD MEETING

Location: Lake County Treasurer's Office Conference Room
800 Tenth Street, Suite 210
Baldwin MI 49304

MEETING MINUTES

Tuesday, March 4, 2025

1. **Call to order** – Kellie Allen Called the meeting to order at 11:01 am
2. **Roll Call** – Kellie Allen – Present, Tony Gagliardo – Present, Mike Oostmeyer – Present, Patti Pacola – Present, Harold Nichols – Present
Kim Gunneman – Lake County Land Bank Coordinator – Minutes

Guest – Jim Nordlund

3. **February 19, 2025 Meeting Minutes Approval** – Motion was made by Harold Nichols to approve February 19, 2025 Meeting Minutes. Motion Seconded by Mike Oostmeyer. All in Favor. **Motion Carried.**
4. The Mission Statement, Bylaws, Intergovernmental Agreement, Articles of Incorporation, Policies & Procedures and Code of Ethics were handed out for review and comments for next meeting. Board Members were instructed to read through documents and forward comments and input to Kim Gunneman prior to next meeting. It was noted that a Purchasing Policy is being reviewed with the County Administrator later in the week and will be presented to the Board for review at a later date.
5. **741 Michigan RFP Response Review & Contractor Selection-**
Kim Gunneman presented a recap of the responses received for the demolition and abatement of 741 Michigan. Dan's Excavating was the only Response received. Their bid of \$36,679.00 is within budget. A scoring system was not needed as Dan's Excavating meets the RFP criteria and they are the only response received.

See Demolition and Abatement Bid Tabulation Table on Page Two.

Motion was made by Harold Nichols to award Demolition and Abatement Contract to Dan's Excavating Service Inc. for the 741 Michigan Avenue Project. Motion Seconded by Patti Pacola. All in Favor. **Motion Carried.**

DEMOLITION & ABATEMENT PROPOSAL TABULATION

Project: 741 MICHIGAN AVENUE, BALDWIN MI					
	CONTRACTOR	Demo	Abatement	TOTAL	NOTES
1	Builder's Exchange	\$ -	\$ -	\$ -	Posted on website 2.13.25. NO RESPONSES RECEIVED
2	Job Site Services	\$ -	\$ -	\$ -	Declined to bid due to their current workload 2.26.25
3	Gerber Construction	\$ -	\$ -	\$ -	Notified by email 2.25.25. NO RESPONSE RECEIVED
4	H & H Excavating	\$ -	\$ -	\$ -	Notified by email & Voice Mail 2.13.25. NO RESPONSE RECEIVED
5	Dan's Excavating Service, Inc.	\$ -	\$ -	\$ 36,679.00	Received 2.21.25

6. 1075 Washington / Environmental RFP –

Kim Gunneman stated that the RFP for an Environmental Service Contractor was posted on February 26, 2025. **Responses are due March 13, 2025.** The following services are covered by the RFP:

1. Asbestos Containing Materials Survey (ACM) & Clearance
2. Lead-based paint (LBP) Survey & Clearance
3. Phase I Environmental Site Assessment (ESA)
4. Phase II Environmental Site Assessment – hourly rate

Motion was made by Harold Nichols to allow Kellie Allen and Kim Gunneman to conduct scoring and vetting of RFP responses. Motion Seconded by Patti Pacola. All in Favor. **Motion Carried.**

7. 1075 Washington Rehab Project Discussion and Plan Review – Jim Nordlund presented updated plans to the Board for review.

- MDOT ROW – Jim had a discussion with MDOT and will provide us with the name of the contact. Jim stated that his impression is that if it is only roof overhand in the ROW MDOT ok with it. Harold Nichols has a meeting with Dell from Cadillac office next week and will discuss this issue with him further. Kim G. asked what we need to do to memorialize this in writing. There was discussion about adding it to the construction permit process. Needs further clarification.

- SITE PLAN – 38 Parking Spaces.
427 +/- tons to pave parking lot 2" average.
Board recommends Cold Patch & Seal (\$12k - \$15k).
Note - Lake County Courthouse used Sealcoat Solutions to repair the cracks and sealcoat the Courthouse parking lot. Contact: Norm Shields 231-408-4442.
Resurface Note – Mill it because it's elevated & could cause water in building.
Concrete – 70 – 80% will be replaced
Jim to contact Robert Toland VOB ZA 616-204-3747 or tolandrtc@ameritech.net regarding handicap parking compliance
Kim G to find out who county used to resurface parking lot.
Harold Nichols to provide water/sewer diagram to Jim Nordlund.
- EXTERIOR NORTH ELEVATION
Need 5' of space for tenant sign (4x8) on Dormer
Board has selected Option 3 with a backup of Option 2
Board has selected to have (4') columns at each suite
Jim will check with MDOT
Board wants bollards in front to protect columns and building
Board has selected Double Doors with side windows for each entry
Board wants Double Doors centered on largest suite
- EXTERIOR EAST MAIN ENTRY
Match dormer to front
Columns on side to match front
Board has selected Double Doors with side windows to match front entry
- EXTERIOR EAST CORNER WALL
Wall has been hit by car. Jim to confirm the issue and develop best plan to fix.
- EXTERIOR WEST
Jim to review and present ideas for fixing and preserving.
There is a concern that water will continue to damage this wall. Jim to explore options to protect wall.
- DEMO PLAN
Jim presented plan with walls to be removed.
Jim's plans were developed based upon greatest occupancy use.
- INTERIOR PLAN
Jim to correct suite number labels on each sheet for consistency.
Board has decided that largest suite will be developed with infrastructure for restaurant (i.e., stub in dead drain line).
Board has decided that the remaining two suites will each have two bathrooms.
Suites will not need sprinkling because each suite is considered a separate building.
2-hour fire wall.
- TRUSS LAYOUT
24's all the way across.
- NEXT STEPS
Jim, Kellie & Kim to meet Tuesday, March 11 @ 2:00 pm. Jim to present Final Draft Plans.
Jim will have BID PACKAGE WILL BE READY April 15 @ 11:00 am

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8. **Adjournment** – Motion was made by Mike Oostmeyer to adjourn the meeting at 12:25 pm. Motion was seconded by Patti Pacola. All in Favor. **Motion Carried.**

Respectfully Submitted By: Kim Gunneman, Lake County Land Bank Authority Coordinator

Approved By:



Kellie Allen

Lake County Land Bank Authority Chairperson

Dated: 4/15/2025