



Lake County Land Bank Authority BOARD MEETING

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

MEETING MINUTES

Tuesday, April 15, 2025

1. **Call to order** – Kellie Allen Called the meeting to order at 10:07 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 – Jodi Nichols / The Right Place
Guest – Jim Nordlund / Nordlund & Associates
3. **Welcome** to Harold Nichols as our newest Board Member who was sworn in on March 4, 2025 prior to the March 4, 2025 Board Meeting.
4. **March 4, 2025 Meeting Minutes Approval** – Motion was made by Harold Nichols to approve March 4, 2025 Meeting Minutes. Motion Seconded by Mike Oostmeyer. All in Favor. **Motion Carried.**
5. **Residential Demolition Projects Reimbursement Status.** Kim Gunneman stated that the reimbursement request for 6813 S Esther was submitted on April 4, 2025. LCLBA received feedback from the State of MI on April 9, 2025. Kim and Kellie are uploading the additional information that has been requested for reimbursement.
6. **741 Michigan Demolition Project Status.**
Kim Gunneman stated that the Demolition & Abatement Contract with Dan's Excavating was fully executed on April 8, 2025. A timeline for demolition is being developed with Spencer Tellkamp.
7. **1075 Washington / Environmental Project Status.**
Kim Gunneman stated that the Contract for Environmental Services with GEI Consultants of Michigan. A timeline for services will be determined soon.
8. **1075 Washington Rehab Plan Review** – Jim Nordlund presented updated plans to the Board for review.

- MDOT ROW PERMIT – Kellie, Kim & Jim Nordlund met with MDOT on March 20, 2025 regarding ROW permit. They asked for three things: Handicap Parking, Proper Drainage and a sidewalk.
- SITE PLAN REVIEW – Harold Nichols, VOB President, waived the permit fees for the Site Plan Review and was able to have the Site Plan Review added to the Monday, April 21, 2025 Planning Meeting. Kellie Allen will attend. Jim Nordlund to reach out to Bob Toland prior to meeting to review any concerns.
- NORTH EXTERIOR – Save bricks as much as possible. Match existing bricks as possible. Determine best treatment (i.e., painting, blasting, white washing, etc.) for bricks at later date.
- PARKING LOT – Jim Nordlund to research what lighting may be needed for the parking lot.
Patching & Sealing parking lot may be done at a later date it is not part of the Grant funded project.
- UTILITIES –
 - Electric:* 200 Amp Service will be installed throughout. 220 volts.
 - Water Heater:* Gas
It was deemed not to have an on-demand water heater because life expectancy is only two years due to the hard water in the VOB. Even when adding a water softener, you will need to replace it.
 - Furnace:* Gas
 - Gas Meters:* Jim Nordlund to discuss with MichCon regarding location of new Meters
- SOUTH EXTERIOR
Concrete slab to be replaced and insulation added.
Exterior door relocated so that it isn't blocked by pole.
AC Condensers to be located under porch. Jim Nordlund to research if this is possible.
New Exterior Doors to be installed.
- INTERIOR PLAN
White box plan for three suites presented.
Jim Nordlund to add second bathroom to Unit #1.
Mixed Use Non-Separated
Develop suites with noise barriers and energy efficiencies.
- INSULATION Jim Nordlund to research cost associated with insulation variables.
- FINAL PLANS APPROVAL
Motion was made by Mike Oostmeyer to accept Plans presented by Jim Nordlund. Motion Seconded by Harold Nichols. All in Favor. **Motion Carried.**

9. Lake County Land Bank Authority Board Administrative Updated Documents

- MISSION STATEMENT – Motion was made by Harold Nichols to Approve Mission Statement as presented. Motion Seconded by Patti Pacola. All in Favor. **Motion Carried.**
- ARTICLES OF INCORPORATION – Motion was made by Harold Nichols to Approve Articles of Incorporation as presented. Motion Seconded by Mike Oostmeyer. All in Favor. **Motion Carried.**

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- **BY LAWS** – Motion was made by Harold Nichols to Approve Bylaws as presented. Motion Seconded by Mike Oostmeyer. All in Favor. **Motion Carried.**
- **CODE OF ETHICS** – Motion was made by Harold Nichols to Approve Code of Ethics as presented. Motion Seconded by Mike Oostmeyer. All in Favor. **Motion Carried.**
- **PRIORITIES, POLICIES, & PROCEDURES** – Motion was made by Harold Nichols to Approve Priorities, Policies & Procedures as presented. Motion Seconded by Patti Pacola. All in Favor. **Motion Carried.**

10. Adjournment – Motion was made by Tony Gagliardo to adjourn the meeting at 11:17 am. 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:

June 24, 25