



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, June 24, 2025

1. **Call to order** – Kellie Allen Called the meeting to order at 11:03 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 – Tobi Lake / Lake County Administrator
Guest – Jim Nordlund / Nordlund & Associates
3. **April 15, 2025 Meeting Minutes Approval – Motion** was made by Mike Oostmeyer to approve April 15, 2025 Meeting Minutes. Motion Seconded by Harold Nichols. All in Favor. **Motion Carried.**
4. **Purchase Policy** – Motion was made by Harold Nichols to adopt Resolution 2025/06 Lake County Procurement Policy for the Lake County Land Bank Authority. Motion Seconded by Mike Oostmeyer. Roll Call: Kellie Allen – Yes, Tony Gagliardo – Yes, Mike Oostmeyer – Yes, Patti Pacola – Yes, Harold Nichols – Yes. **Motion Carried.**
5. **MDOT Performance Resolution** – Motion was made by Harold Nichols to adopt Performance Resolution for Municipalities for Kellie Allen to be authorized to apply for the necessary permit to work within the State Highway Right of Way on behalf of Lake County Land Bank Authority. Motion Seconded by Mike Oostmeyer. All in Favor. **Motion Carried.**
6. **Residential Demolition Projects Reimbursement Status.** Kellie Allen stated that LCLBA has received reimbursement for Esther Demo & Parkdale Demo. Lake Drive Demo has been submitted for reimbursement and we should receive it soon.
7. **741 Michigan Demolition Status.** Kellie Allen stated that the demolition is scheduled for the beginning of July.

8. **1075 Washington Rehab Project –**

Plan Approval - Motion was made by Harold Nichols to approve the Building Plans prepared by Nordlund & Associates and dated 6/24/25 with minor corrections listed below:

- Demolition Plan – Wall Section Sheet 3
Demolition Notes
#2. “Contact Consumers to... “(please finish sentence)
- Elevation Views – East and West Sheet 11
Bricks are to be reused on building. “Contractor to” (please finish sentence)

Motion Seconded by Patti Pacola. All in Favor. **Motion Carried.**

RFB Approval – Motion was made by Harold Nichols to approve Request for Bid Documents with additions of flooring & painting sections. Motion Seconded by Tony Gagliardo. All in Favor. **Motion Carried.**


Discussion Notes

- Jim Nordlund to confirm if HVAC units under porch meet code requirements.
- Board requested that the Exterior Pole Sign remain.
- Board requested that an exterior temporary fence be installed as soon as possible

9. **Next Meeting – August 5, 2025 at 11:00 am to OPEN BIDS & SELECT CONTRACTOR**

10. **Adjournment** – Motion was made by Harold Nichols to adjourn the meeting at 12:23 p.m. Motion was seconded by Tony Gagliardo. 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: 8/5/25