



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

Thursday, September 18, 2025

1. **Call to order** – Kellie Allen called the meeting to order at 10:00 am
2. **Roll Call** – Kellie Allen – Present, Tony Gagliardo – Present, Harold Nichols – Present
Patti Pacola – Present,
Mike Oostmeyer – Absent - Excused
Kim Gunneman – Lake County Land Bank Coordinator – Minutes
Guest – Jodi Nichols / The Right Place
3. **August 5, 2025 Meeting Minutes Approval** – **Motion** was made by Harold Nichols to approve August 5, 2025 Meeting Minutes. Motion Seconded by Tony Gagliardo. All in Favor. **Motion Carried.**
4. **741 Michigan Demolition Status.** Kim Gunneman stated that we are waiting on the Building Department to Close the Building Permit. Reimbursement may be delayed to possible State Government shut down.
5. **BEP Grant Fund Status.** BEP Grant Project Tabulations handout (attached) was discussed. Projects are listed in order of priority.
6. **1075 Washington Rehab Project**
 - **Bid Amount Increase** – Lakeshore Construction Bid increased \$24,952 to include the Grant Reimbursement required Payment & Performance Bond. **Motion** was made by Harold Nichols to recognize Revised Bid Amount of \$1,243,790.00 due to the Payment & Performance Bond. Motion Seconded by Tony Gagliardo. All in Favor. **Motion Carried.**
 - **Engineering Contract Amendment** – Nordlund & Associates' contract amount was reduced by \$14,880 to reflect that Prevailing Wage Administration will be conducted by the LCLBA administrative staff. The contract will be amended to reflect both the reduction for PW work and the addition of parking lot engineering work. **Motion** was made by Harold Nichols to approve amending the Engineering Contract with Nordlund & Associates to add engineering services for the parking lot and to remove the prevailing wage administration work. The reduced amount of \$14,880 covers both adjustments. Motion Seconded by Patti Pacola. All in Favor. **Motion Carried.**

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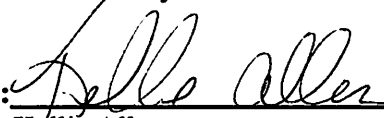
- **Parking Lot** – The State Land Bank Authority approved redoing the parking lot and adding lighting. The LCLBA will need to post an RFB for the parking lot work as required by the Purchasing Policy. **Motion** was made by Patti Pacola for the Lake County Land Bank Authority to develop with Nordlund Engineering and post an RFB for redoing the parking lot and adding lighting. Motion Seconded by Harold Nichols. All in Favor. **Motion Carried.**

7. **Projects – (Grant Project Tabulations Handout)**

- **1395 Washington** – Offer to Purchase made for \$23,000. Response due 9/18/2025.
- **1251 Ninth Street** – Offer to Purchase made for \$50,000. Response due 9/19/2025.
- **1383 Washington** – Offer to Purchase endorsed by Board.
- **5698 S M-37** – Offer to Purchase capped at \$50,000 endorsed by Board.
- **Motion** made by Tony Gagliardo to pursue purchases using BEP Grant funds for 1395 Washington, 1251 Ninth Street, 1383 Washington & 5698 S M-37. Motion Seconded by Harold Nichols. All in Favor. **Motion Carried.**
- **Motion** made by Harold Nichols to empower the Chairperson to negotiate property purchases using BEP Grant funds, and to further authorize the Chairperson to finalize purchases when negotiations are within \$5,000 of an agreement.

8. **Adjournment** – Motion was made by Patti Pacola to adjourn the meeting at 10:43 a.m. Motion was seconded by Harold Nichols. 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: 11/19/25