



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

Wednesday, November 19, 2025

1. **Call to order** – Kellie Allen called the meeting to order at 10:00 am
2. **Roll Call** – Kellie Allen – Present, Harold Nichols – Present, Patti Pacola – Present, Tony Gagliardo - Absent
Mike Oostmeyer – Absent
Kim Gunneman – Lake County Land Bank Coordinator – Minutes
Guest – Jodi Nichols / The Right Place
3. **September 18, 2025 Meeting Minutes Approval. Motion** was made by Harold Nichols to approve September 18, 2025 Meeting Minutes. Motion Seconded by Patti Pacola. All in Favor. **Motion Carried.**
4. **741 Michigan Demolition Status.** Kellie Allen informed Board:
 - 10/23/25 Submitted for \$52,407 reimbursement.
 - The State is in process of reimbursement review.
5. **1383 & 1395 Washington Residential Demolition.** Kellie Allen informed Board:
 - Purchased & Closed Each property for \$23,000 each 9/26/25
 - Environmental Work Completed 11/19/2025
 - RFP Demo & Abatement – Post in December – Select January – Demo Jan – Feb.

Motion was made by Patti Pacola for an RFP to be posted for Demolition and Abatement of 1383 Washington and 1395 Washington. The Chairperson is authorized to select a contractor and execute a contract for the Demolition and Abatement of these properties, in accordance with all governing laws and the approved budget. Motion Seconded by Harold Nichols. All in Favor. **Motion Carried.**

6. **1075 Washington Rehab Project** Kellie Allen informed Board:
 - Building Rehabilitation Completion Target Date 2/20/26
 - Parking Lot Completion in Spring 2026. RFP to be posted in January 2026 with responses due end of February.

Motion was made by Harold Nichols for an RFP to be posted for Parking Lot Completion for the 1075 Washington Project. The Chairperson is authorized to select a contractor and execute a contract for the Parking Lot Completion in accordance with all governing laws and the approved budget. Motion Seconded by Patti Pacola. All in Favor. **Motion Carried**

- **Marketing Campaign Spring 2026**

OVERVIEW

RFP TIMELINE

RFP Sent: November 3, 2025

Proposals due: December 1, 2025 by 5:00 pm EDT

Finalists notified: December 8 - 12, 2025

Meetings with finalists: December 15 - 19, 2025

Winner approved and contacted: January 15, 2026

Target brand launch date: April 2026

Motion was made by Harold Nichols for an RFP to be posted for Marketing of the 1075 Washington building. The Chairperson is authorized to select a contractor and execute a contract for the Marketing of 1075 Washington in accordance with all governing laws and the approved budget. Motion Seconded by Patti Pacola. All in Favor. **Motion Carried.**

- **Tenant Selection Process January – June 2026.**
Tenant selection criteria to emphasize the following:
 - A. Commitment to Lake County Community
 - B. Solid Business Plan that will be scored by a third party. That third party will offer the service at no cost and will be well versed in business plans for new small businesses (e.g., West Shore Community).
 - C. Business to align with Master Visioning Plan for Community
- Project Reimbursement due September 2026
- Tenant Build Outs July – December 2026
- Building Grand Opening with Occupancy January 2027

7. MISHDA CDBG Grant Status & Summary

- Letter of Intent submitted 11/5/2025. Notice Expected by 1/15/2026

Cost Breakdown of Activities:

\$300,000 Rehab (address critical health, safety & energy efficiency needs).

\$200,000 Reconstruction (in fill of vacant lots resulting from demo).

\$100,000 Manufactured Home

\$108,000 Admin

Plan Summary:

Plan includes assisting up to 30 homeowners with critical repairs as well as developing up to three new affordable single-family homes, including at least one manufactured home.

Timeline:

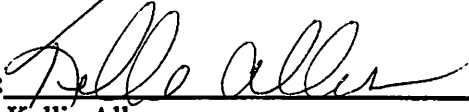
If we receive the Grant, we will have two years to complete the activities.

Motion was made by Harold Nichols for the MISHDA CDBG Grant funds to be pursued for the projects as described in the Cost Breakdown of Activities & Plan Summary. The Chairperson is authorized to execute a contract with MISHDA upon grant award. Motion Seconded by Patti Pacola. All in Favor. **Motion Carried.**

Motion was made by Patti Pacola to authorize the Chairperson to pursue grants with zero match requirements or up to \$20,000 in matching funds, and to execute all related applications and agreements in compliance with legal and policy requirements. Motion Seconded by Harold Nichols. **Motion Carried.**

8. **Adjournment** – Motion was made by Harold Nichols to adjourn the meeting at 10:54 a.m. 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: 3/10/24