LAND BANK AUTHORITY

Erin Van Dyke
County Treasurer, Board Chair

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Website

MEMBERS
Kristen Brown, Roger Ferguson, Terry Collins, Lynne Punnett, Heather Sarnac, Jake Wright

MEETING LOCATION
301 N. Main St, Adrian, MI 49221

Minutes: Wednesday, May 28, 2025

I. Call to Order

The meeting was called to order at 8:30 am by Chair Van Dyke.

***Present:** Commissioner Terry Collins; Kristen Brown; Roger Ferguson; Jake Wright; Lynne Punnett; Erin Van Dyke*
***Absent:** Heather Sarnac*
***Also Present:** County Administrator Kimberly Murphy; Administrative Coordinator Carissa Zubke; Community Development Coordinator Francine Zysk; WLEN Representative*

II. Approval of Agenda

Motion by Director Ferguson, seconded by Director Wright to approve the Agenda for May 28, 2025. Motion Carried.

III. Approval of Minutes

A. Approval of Minutes:

Motion by Director Wright, seconded by Director Ferguson to approve the Minutes from April 22, 2025. Motion Carried.

IV. Finance Reports

A. Balance Sheet April 2025

B. Income Statement April 2025

Motion by Director Punnett, seconded by Director Brown to approve the Financials from April 2025. Motion Carried.

V. New Business

A. Sales Committee Applicability

The Community Development Coordinator said while meeting with other Land Banks there was discussion of the importance of a Sales Committee. She said there are various Land Banks that do not have one due to all the purchases ultimately going through the full board and, being that Lenawee is a smaller Land Bank, she recommended that the subject be discussed. Director Ferguson and Director Punnett asked for clarification on how the process would be handled with the full board and closed session needs. Director Brown requested *that if they decide to absolve the committee that they are provided the application in a timely manner to be able to do due diligence. Director Wright agreed that it would be more efficient to not have a committee. County Administrator Murphy clarified how the process should and should not be handled by the full board. She suggested that questions be taken to the Chair before the meeting so they can be provided answers while discussing the sale. Director Ferguson made a motion, seconded by Director Wright to dissolve the Sales Committee. Motion Carried.*

B. County Policy Utilization

Chair Van Dyke let the board know that during the process of the round 3 Blight Elimination grant the State Land Bank is asking for a procurement policy. She reminded the board that they have been operating under all county policies that aren't already specified under the Land Banks policies and procedures. She asked that the decision be put on record again so that the minutes reflect it. Director Collins made a motion, seconded by Director Brown to use the county's policies for the bidding process. Motion Carried.

VI. Existing Business

A. Blight Elimination Grant

1) Construction Management Contract

Chair Van Dyke told the board that the Construction Management Contract with Krieghoff of Lenawee falls under the Administrative fees for the Round 3 grant. The Admin fee is capped at 8%; the bid from Krieghoff is for $25,000.00, which is more than 8% of the total grant. She let them know that the project can not happen without a Construction Manager, so she is asking the board to approve that the contract be removed from the grant reimbursement and be paid for with the Land Bank budget. The admin fee will now be based on all the clerical functions performed by the Chair and staff. Director Punnett made a motion, seconded by Director Collins for Director Wright to abstain from the vote. Motion Carried. Director Punnett made a motion, seconded by Director Brown to have the construction management fee come out of the Land Bank budget and not out of the grant. Motion Carried.

B. Application Status

1) 834 Michigan Ave

The Chair advised the board that the Sales Committee met to discuss the application received from Edward Munro for the 834 Michigan Ave property. They recommended selling the property to Mr. Munro for $500.00. Motion made by Director Wright, seconded by Director Ferguson to accept the recommendation to sell the property. Director Brown added that during the Sales Committee meeting it was discussed that the new property owner would not combine the lots for 5 years to honor the 5/50 with the city of Adrian. Director Brown made a motion, seconded by Director Ferguson to amend the motion to include the requirement that the property owner can not combine the property for at least 5 years. Motion Carried. A vote was taken on the main motion. Motion Carried.

VII. Community Development Coordinator Comments
Ms. Zysk let the board know she would be presenting at the national conference in September about the Round 1 Blight Elimination grant work done on the Red Door property. She said they are working on lining up speakers for the Land Bank summit in October. Ms. Zysk attended the Michigan Building conference and shared the information she gained through email with the board. She also continues to meet with people on a few different properties on possible development and funding.

VIII. Public Comment
N/A

IX. Adjournment
Motion made by Director Collins, seconded by Director Wright to adjourn the meeting at 8:50 am. Motion Carried.