

# Lenawee County Land Bank Authority

## Meeting Minutes

August 22, 2023

**Opening:** The regular meeting of the Lenawee County Land Bank Authority Board was called to order at 8:30am on August 22, 2023 by Chair Van Dyke at the Lenawee County Courthouse Chambers.

**Present:** Erin Van Dyke, Lynne Punnett, Heather Sarnac, Kristen Brown, Roger Ferguson

**Absent:** Nancy Jenkins-Arno, Jake Wright

**Guest:** Kimberly Murphy, Shannon Elliott, Francine Zysk, Mark Murray, Greg Elliott, Jay Marks, Crosswell Representatives

**Secretary:** Anna Solis

**Call to Order:** Chair Van Dyke called the meeting to order at 8:30 am.

- I. Approval of the Agenda:** *Motion by L. Punnett to approve the agenda as presented. Supported by H. Sarnac.* Unanimously approved.
- II. Approval of Minutes:** *Motion by H. Sarnac to approve the minutes of the July 25, 2023 meeting as presented, supported by R. Ferguson.* Unanimously approved.
- III. Review of Financials:** The financial statements of July 2023 were presented by Chair Van Dyke. *Motion by L. Punnett to receive the July 2023 financial statements as presented, supported by K. Brown.* Unanimously approved.
- IV. Existing Business**
  - 1. Board Expansion:** A review of the Intergovernmental Agreement was reviewed and discussion had by board members. Changes and additions were made, an adapted version will be brought to the September meeting for approval by board.
  - 2. Blight Elimination Grant:** Director Van Dyke let the board know that Phase 1, property address, 2471 Maumee St. Adrian, was ready to move forward. A vote was needed for approval of payment of the retainer fee. Motion made by Director Punnett, supported by K. Brown, Unanimously passed.
  - 3. Property Legal Counsel Update:** Chair Van Dyke advised the board that legal counsel stated that a Quiet Title would be the next step required to proceed with acquiring 140 W Main St Addison, back to the Land Bank. The cost of this would be \$3,000.00. A motion was made to proceed with payment by K. Brown, seconded by H. Sarnac. Unanimously passed.
  - 4. Sales Committee:** Greg Elliott from the City of Adrian addressed the board asking that the Jean Christopher lot change hands to the City of Adrian. He was advised that the sales committee met and came to a decision. Director Ferguson, said the committee came to the

# Lenawee County Land Bank Authority

decision to sell the property to the City of Adrian for \$1.00. K. Brown requested to abstain from the vote. Director Punnett made a motion for Director Brown to abstain from the vote, seconded by Director Ferguson, Unanimously passed. A motion was made to sell the property to the City by R. Ferguson, it was seconded by H. Sarnac, passed unanimously. Chair Van Dyke addressed the City of Adrian representatives to not make use of the land until the paperwork is completed and it officially changes ownership.

5. **Land Bank Property:** Francine Zysk let the board know she applied for the MSHDA Grant for the cost of plans to be drawn up for the project on Michigan Ave, Adrian. She is awaiting a response from the state.

## V. New Business:

1. **Rural Readiness Development Grant Application:** Francine Zysk asked to apply for the Rural Readiness with a letter of intent, it will help cover the process for the building plans to be utilized for MSHDA. She has received an example from Habitat to use as a footprint as well as a letter from zoning the City of Adrian that would allow for the building. L. Punnett made a motion for the Land Bank to submit a letter of intent for the Rural Readiness Grant. K. Brown Supported, Unanimously passed.

- VI. **Community Development Coordinator Comments:** Francine Zysk asked for permission to list the board authority on the Land Bank website including pictures. H. Sarnac made a motion to post the board authority on the website, seconded by K. Brown, Unanimously passed.

- VII. **Public Comment:** Jere Righter, representing the Croswell Opera House in Adrian, asked that they be added to the agenda for the Blight Grant funds subcommittee for the property at 124 E Front St.

- VIII. **Adjournment:** *Motion by L. Punnett to adjourn the meeting at 9.16a.m., seconded by H. Sarnac*  
Unanimously approved.

Minutes submitted by: Anna Solis