

**AGENDA**  
**SHIAWASSEE COUNTY LAND BANK AUTHORITY**  
**March 7, 2022**  
**Surbeck Building**  
**9:00 A.M.**

1. Call To Order
2. Call to the Public – *Limited to 3 Minutes per speaker*
3. Agenda Items
  - a. Purpose and Overview – Treasurer Sorenson, Dr. Boggs, and Justin Horvath
  - b. Appointment of Officers - Chairperson
    - i. Vice Chairperson
    - ii. Treasurer
    - iii. Secretary
  - c. Approval of Articles of Incorporation – Resolution 2022-03-01
  - d. IRS EIN/Taxpayer ID Number – Braun Kendrick
  - e. Upcoming Deadlines – Braun Kendrick
    - i. Determination of Meeting Schedule
    - ii. Adopt Bylaws – Within 6 Months of Today’s Date
    - iii. Adopt Policies and Procedures
      1. Day to Day Operations
      2. Accounting
      3. Budgeting
      4. Annual Reports
      5. Audit
      6. Personnel Policies
      7. Contracting and Procurement
      8. Investment Policy
      9. Conflicts of Interest (Potentially Combined with Ethics)

- iv. Ethics Policy – Within 6 Months of Today’s Date
- f. Potential Project Updates – Justin Horvath
- 4. Adjournment