

Lessard-Sams Outdoor Heritage Council

MEMO: Guidelines for Acquisition Parcels with Structures/Buildings
DATE: December 12, 2025
TO: OHF Project Managers
FROM: Sandy Smith, Project Analyst Manager, LSOHC

At the November 12, 2025 Council meeting, the following guidelines were adopted regarding acquiring parcels with buildings and structures.

1. The cumulative building/structure value should not exceed 10% of the acquisition price, and
2. Individual buildings should not exceed a value of more than \$100,000, and
3. If the cumulative building value and/or individual building value exceeds the above guidelines, pre-approval by the Council is needed before acquisition.
4. In the absence of pre-approval by the Council, if the cumulative building value and/or individual building value exceeds the above guidelines, the value exceeding the above guidelines must be paid with NON-OHF monies.
5. Notification to Council on ALL parcels with buildings will be provided on a regular basis.

Amendment Process

- Include the number of buildings and estimated value regardless of if the value is under the above guidelines.
- If the building MAY have a value over the above guidelines, but is unknown at the time of amendment, please include photos either by attaching them in the LSOHC online system or via separate e-mail.
- DNR will use the information in the system to process reimbursements/closings.
 - IF the value exceeds the above guidelines, but is NOT reflected accurately in the system, closings could be delayed for Council approval.
- If something seems questionable, reach out with details rather than hold up a closing.