



**MANISTEE COUNTY**  
**LANDBANK**

*Rachel Nelson, Chair*  
*Gary Buren, Vice-Chair*  
*Eric Gustad, Secretary/Treasurer*  
*Mitch Deisch*  
*Duane Jones*

415 3rd Street, Manistee, MI 49660  
[www.manisteecountymi.gov/421/Land-Bank-Authority](http://www.manisteecountymi.gov/421/Land-Bank-Authority)

## **AGENDA**

**January 20, 2026**  
**1:00 P.M.**

**Manistee County Courthouse**  
**Board of Commissioners Meeting Room & Zoom**  
**415 3<sup>rd</sup> St, Manistee, MI 49660**

1. Call to Order
2. Roll Call
3. Election of Vice Chair and Secretary/Treasurer
4. Approval of Agenda
5. Public Comment
6. Approval of Minutes
  - a. December 15, 2025 Regular Meeting
7. Finance Report (APPENDIX A)
  - a. Revenue & Expenditure Report (October 1, 2025 – December 31, 2025)
  - b. Trial Balance Report (as of December 31, 2025)
8. Report from Project Manager
  - a. Update on Tasks
    - a. Community Outreach & Potential Projects
9. Old Business
  - a. Bear Lake (US-31/Lynn St) Property (Former Village Variety)
  - b. Blight Elimination Funds (APPENDIX B)
    - a. Round 3 Progress – Completion deadline 9/30/26
      - i. 7780 Lake St, Bear Lake – Estimated Project Cost
      - ii. 7780 Lake St, Bear Lake – Phase II Proposal (Fleis & Vandenbrink)
    - b. Round 4 Progress – Completion deadline 9/30/26
      - i. 518 1<sup>st</sup> St, Manistee – Review of Notice to Proceed Extension
      - ii. 141 Washington St, Manistee – Discussion/Approval of Notice to Proceed Extension

- c. County Appropriation Funds
- d. Potential Collaboration
  - a. Habitat for Humanity
  - b. Tiny Developers
  - c. Mike McClafferty
  - d. MAPS & City – Jefferson Property

10. New Business

- a. Review of Documents
  - i. Bylaws
  - ii. Code of Ethics
  - iii. Priorities, Policies, Procedures
  - iv. Appraisal Policy
  - v. Procurement Policy
    - 1. Local Preference
  - vi. Side Lot Disposition
  - vii. Conflict of Interest
- b. Set 2026/27 Meeting Schedule (APPENDIX C)

11. Comments from the Authority Chair

12. Comments from Authority Members

13. Adjournment

Join Zoom Meeting

<https://us06web.zoom.us/j/85839614605>

Meeting ID: 858 3961 4605

Passcode: 124964

Upcoming Meetings\*:

TBD

\*meetings subject to change

APPENDIX A

Fund 283 - LAND BANK FUND

Account	Description	2025-26 Amended Budget	YEAR-TO-DATE THRU 12/31/25	Available Balance	% Used
<b>Revenues</b>					
Department 000: GENERAL					
404.000	REVENUE CONTROL	0.00	0.00	0.00	100.00
437.000	TAX CAPTURE - LAND BANK				
12/26/2025	CR NORMAN TOWNSHIP/2025 WINTER TAX DISBURSEMENT 12/02/2025		316202 209.54 Receipt #: 93247		
437.000	TAX CAPTURE - LAND BANK	3,000.00	209.54	2,790.46	6.98
540.000	STATE REIMBURSEMENTS	0.00	0.00	0.00	100.00
540.013	STATE - BEP GRANT				
10/01/2025	GJ TO REVERSE MANUAL JOURNAL ENTRY: 9366		314826 (684,660.78) JE# 9368		
11/26/2025	CR STATE OF MICHIGAN/BEP R3 REIMBURSEMENT INVOICE # 4370 O		314588 49,918.96 Receipt #: 92938		
12/11/2025	CR STATE OF MICHIGAN/BEP R3 REIMBURSEMENT 123285 VIRGINIA		316003 19,097.88 Receipt #: 93074		
12/11/2025	CR STATE OF MICHIGAN/BEP R3 REIMBURSEMENT 123285 VIRGINIA		316004 25,542.16 Receipt #: 93074		
12/22/2025	CR STATE OF MICHIGAN/BEP R3 REIMBURSEMENT 464 1ST ST, EAST		316164 33,965.42 Receipt #: 93216		
540.013	STATE - BEP GRANT	2,000,000.00	(556,136.36)	2,556,136.36	(27.81)
615.019	APPROPRIATIONS REVENUE				
10/01/2025	GJ TO REVERSE MANUAL JOURNAL ENTRY: 9351		314779 484,102.53 JE# 9352		
615.019	APPROPRIATIONS REVENUE	22,500.00	484,102.53	(461,602.53)	2,151.
642.010	SALE OF LAND	0.00	0.00	0.00	100.00
667.001	LAND CONTRACT	0.00	0.00	0.00	100.00
675.025	MISC. REVENUE	0.00	0.00	0.00	100.00
699.020	TRANSFER IN - OTHER FUNDS	0.00	0.00	0.00	100.00
<b>Total - Dept 000</b>		<b>2,025,500.00</b>	<b>(71,824.29)</b>	<b>2,097,324.29</b>	<b>3.55</b>
<b>Total Revenues</b>		<b>2,025,500.00</b>	<b>(71,824.29)</b>	<b>2,097,324.29</b>	<b>3.55</b>
<b>Expenditures</b>					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES	300.00	0.00	300.00	0.00
801.000	CONTRACTED SERVICES	200.00	0.00	200.00	0.00
801.021	CONTRACTED SERVICES - CONSULTANT				
12/05/2025	AP FISHBECK/CONSULTANT FEES - BLIGHT ELIMINATION (OC		314708 2,448.75 Inv #: '458158' Vendor '2520'		
801.021	CONTRACTED SERVICES - CONSULTA	20,000.00	2,448.75	17,551.25	12.24
801.022	CONTRACTED SERVICES - PLANNING				
11/25/2025	AP MANISTEE CO. PLANNING/OCT 2025 - MCLBA PLANNING CONTRAC		314052 2,894.44 Inv #: '51-2025' Vendor '4151'		
12/10/2025	AP MANISTEE CO. PLANNING/NOV 25 - MCLBA PLANNING CONTRACT		314978 1,435.88 Inv #: '52-2025' Vendor '4151'		
801.022	CONTRACTED SERVICES - PLANNING	25,000.00	4,330.32	20,669.68	17.32
806.000	ATTORNEY FEES				

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Fund 283 - LAND BANK FUND

Account	Description	2025-26 Amended Budget	YEAR-TO-DATE THRU 12/31/25	Available Balance	Used
Expenditures					
Department 000: GENERAL					
11/12/2025	AP LUCAS MIDDLETON/ATTORNEY FEES	313668	350.00 Inv #: '479' Vendor '4175'		
12/10/2025	AP LUCAS MIDDLETON/REVIEW PURCHASE AGREEMENT/DEEDS	314976	125.00 Inv #: '497' Vendor '4175'		
806.000	ATTORNEY FEES	3,000.00	475.00	2,525.00	15.83
812.000	DUES AND FEES				
10/01/2025	GJ TO REVERSE MANUAL JOURNAL ENTRY: 9283		200.00 JE# 9332		
812.000	DUES AND FEES	500.00	200.00	300.00	40.00
860.000	TRAVEL				
10/01/2025	GJ TO REVERSE MANUAL JOURNAL ENTRY: 9283		836.00 JE# 9332		
10/29/2025	AP MICHIGAN LAND BANK ASSOCIATION/NELSON.GRUENBERG LODGING		836.00 Inv #: '10/28/2025' Vendor '4595'		
860.000	TRAVEL	1,000.00	1,672.00	(672.00)	167.20
901.000	ADVERTISING	500.00	0.00	500.00	0.00
955.001	MISC. EXPENSE				
11/12/2025	AP PERFORMANCE LAWN CARE AND LANDSCAPE/LAWN MOWING		300.00 Inv #: '3591' Vendor '5395'		
955.001	MISC. EXPENSE	0.00	300.00	(300.00)	100.00
955.013	MISC EXPENSE (APPROPRIATION)	0.00	0.00	0.00	100.00
955.015	MISC. EXPENSE - BLIGHT ELIMINATION				
11/12/2025	AP SWIDORSKI BROS. EXCAVATING LLC/7702 LAKE ST ABATEMENT/D	313723	42,500.00 Inv #: '5889' Vendor '5885'		
11/12/2025	AP ANALYTICAL TESTING & CONSULTING /ASBESTOS AIR CLEARANCE	313560	500.00 Inv #: '8704-25' Vendor '1127'		
11/25/2025	AP KINCAID BUILDING GROUP/141 WASHINGTON ST - STABILIZATIO	314045	216,681.45 Inv #: '141 - DRAW 4' Vendor '3525'		
11/25/2025	AP OTWELL MAUBY, P.C./PHASE II - 7702 LAKE ST	314066	4,051.00 Inv #: '23779' Vendor '4357'		
12/10/2025	AP ROBERT SLAWINSKI/518 1ST ST SURVEY	314982	400.00 Inv #: '11/20/25' Vendor '5242'		
12/11/2025	AP KINCAID BUILDING GROUP/141 WASHINGTON ST STABILIZATION	315048	178,888.66 Inv #: '141-DRAW 5' Vendor '3525'		
12/26/2025	AP MELCHING INC./518 1ST ST DEMO ECT	315679	78,550.00 Inv #: '2025.1294' Vendor '4251'		
955.015	MISC. EXPENSE - BLIGHT ELIMINA	1,970,000.00	521,571.11	1,448,428.89	26.48
995.000	TRANSFER OUT - GENERAL FUND	5,000.00	0.00	5,000.00	0.00
Total - Dept 000		2,025,500.00	530,997.18	1,494,502.82	26.22
Total Expenditures		2,025,500.00	530,997.18	1,494,502.82	26.22
NET OF REVENUES AND EXPENDITURES		0.00	(602,821.47)	602,821.47	

PERIOD ENDING 12/31/2025

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GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 283 - LAND BANK FUND				
283-000-001.000	CASH			584,543.31
283-000-018.000	ACCOUNTS RECEIVABLE			
283-000-123.000	PREPAID EXPENSES			
283-000-202.000	ACCOUNTS PAYABLE			
283-000-214.101	DUE TO GENERAL FUND			
283-000-339.000	UNEARNED REVENUE			
283-000-390.000	FUND BALANCE			20,308.25
283-000-404.000	REVENUE CONTROL	0.00		
283-000-437.000	TAX CAPTURE - LAND BANK	3,000.00		209.54
283-000-540.000	STATE REIMBURSEMENTS	0.00		
283-000-540.013	STATE - BEP GRANT	2,000,000.00	556,136.36	
283-000-615.019	APPROPRIATIONS REVENUE	22,500.00		484,102.53
283-000-642.010	SALE OF LAND	0.00		
283-000-667.001	LAND CONTRACT	0.00		
283-000-675.025	MISC. REVENUE	0.00		
283-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
283-000-727.000	OFFICE SUPPLIES	300.00		
283-000-801.000	CONTRACTED SERVICES	200.00		
283-000-801.021	CONTRACTED SERVICES - CONSULTANT	20,000.00	2,448.75	
283-000-801.022	CONTRACTED SERVICES - PLANNING	25,000.00	4,330.32	
283-000-806.000	ATTORNEY FEES	3,000.00	475.00	
283-000-812.000	DUES AND FEES	500.00	200.00	
283-000-860.000	TRAVEL	1,000.00	1,672.00	
283-000-901.000	ADVERTISING	500.00		
283-000-955.001	MISC. EXPENSE	0.00	300.00	
283-000-955.013	MISC. EXPENSE (APPROPRIATION)	0.00		
283-000-955.015	MISC. EXPENSE - BLIGHT ELIMINATION	1,970,000.00	521,571.11	
283-000-995.000	TRANSFER OUT - GENERAL FUND	5,000.00		
<hr/>				
Total Fund 283 - LAND BANK FUND			2,030.09	
DEFICIENCY OF REVENUES/EXPENDITURES - 2024-25		0.00	1,089,163.63	1,089,163.63

Round 3		
Address	Completed less than 50%	Completed more than 50%
8151 Lake Street, Bear Lake Township		x
12328 Virginia Street, Bear Lake		x
183 Taylor Street, Manistee		x
231 Fifth Street, Manistee		x
4370 Orchard Highway, Manistee		x
464 First Street, Eastlake		x
7702 Lake Street, Bear Lake		x
7780 Lake Street, Bear Lake	x	
401 River Street, Manistee		x

Bay Area Demo, all work completed and all reimbursements have been received.

Finalizing paperwork to submit reimbursement to SLBA.

Fleis & Vandenbrink has provided estimates for the rehabilitation work, which are higher than what we have in our budget. LBA will need to decide if we are going to move forward with the project. Staff is going to consult with SLBA to see if there are additional funds available. Timing is also a concern with this project.

Bob's Roofing, all work complete. Reimbursement has been approved.

Round 4		
Address	Completed less than 50%	Completed more than 50%
518 First Street, Manistee		x
141 Washington Street, Manistee		x

Melching Inc. has building down and is working closely with Sagasser to remove contamination. Final approvals from Landfill have been received so they plan to start excavation soon. NTP has been extended for an additional 60 days until March 13th, 2026.

Extension request needed to allow time for exterior stabilization work including windows, doors, and remaining brick work. NTP extension request to June 1st, 2026.

# Calendar for February 2026–January 2027 (United States)

<p><b>February 2026</b></p> <table border="1"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td><del>16</del></td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	<del>16</del>	17	18	19	20	21	22	23	24	25	26	27	28	<p><b>March 2026</b></p> <table border="1"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>April 2026</b></p> <table border="1"> <tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																
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X = courthouse closed  
 O = proposed meeting dates