

## MINUTES

Monday, May 09, 2022  
3:00 P.M.

Manistee County Courthouse & Government Center  
Board of Commissioners' Meeting Room

**Members Present:** Rachel Nelson, Chair; Gary Buren, Vice Chair; Pauline Jaquish, Secretary/  
Treasurer; Julie Griffis; and Tamara Buswinka

**Members Absent:** none

**Others Present:** George Butler, Tiny Developers; Mike Szokola, Planning Director; and Lindsey  
Traeger, Recording Secretary

Rachel Nelson, Chair, called the meeting to order at 3:01 P.M. Roll was taken by the Recording Secretary.

No public comment.

The chair confirmed that each member had received a copy and had an opportunity to review the minutes from the regular meeting of the Land Bank Authority held on Monday, April 11, 2022.

**There was a motion by Ms. Buswinka, supported by Ms. Jaquish, to approve the Manistee County Land Bank Authority regular meeting minutes of Monday, April 11, 2022, as presented. Motion carried by unanimous vote.**

Ms. Nelson presented the Finance Report. (APPENDIX A)

There is nothing new to report on the Bear Lake (US-31) property, and no update on the Sewer Project. Ms. Jaquish presented a flower garden design as a temporary use for the property (APPENDIX B). It was noted that there isn't a source of water. The Land Bank was in favor of the plan, but wants to wait to proceed until after the survey of the property is completed. Ms. Nelson requested quotes from a few companies to get a survey of the Bear Lake property. Patrick Bentley with Spicer Group, Inc., replied with a quote of \$1,350 (APPENDIX C).

**There was a motion by Ms. Buswinka, supported by Mr. Buren, to hire Spicer Group, Inc., to survey the Bear Lake property (parcels 51-32-221-705-05 and 51-32-221-705-07) at a cost not to exceed \$1,500.**

**A roll call vote was taken:**

**Yeas: 5 (Nelson, Buren, Jaquish, Griffis, Buswinka)**

**Nays: 0**

**Absent: 0**

**Motion carried.**

Mr. Butler from Tiny Developers reports things are going well with the Bear Lake Maple Street property. The back yard is cleaned up. Hoping this pace continues, they should be done by Thanksgiving. Mr. Butler also reported on potential future projects and indicated he would like to continue collaboration with the Land Bank.

The application has been submitted to the County for the ARPA Funds. We're waiting to find out what the next step in the process is.

Ms. Nelson attended a public forum regarding the Jefferson school property. There seems to be a misunderstanding about what the Land Bank is and how we could help with the property. It's up to MAPS how they want to proceed. The Land Bank is simply an option if they would like to pursue housing.

There is nothing new to report on the potential collaboration with Habitat.

No new business.

Ms. Griffis mentions that the Land Bank is on the draft agenda for the Regional Summit. She mentions it would be a good idea to discuss our collaboration with Tiny Developers as well as Manistee County Habitat for Humanity and what we have accomplished with each.

Ms. Jaquish mentioned some blighted properties in Manistee County that could be potential projects.

There being no further business to come before the Authority, the meeting was adjourned at 4:03 P.M.

Respectfully Submitted,

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Pauline Jaquish, Land Bank Authority Secretary/Treasurer

APPENDIX A

Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 04/30/22	Available Balance	% Used
<b>Revenues</b>					
Department 000: GENERAL					
404.000	TAX CAPTURE - LAND BANK				
10/12/2021	CR CLEON TOWNSHIP/2021 SUMMER TAX DISBURSEMENT BLOCK: 1- 8		1.72 Receipt #: 70666		
12/28/2021	CR NORMAN TOWNSHIP/2021 TAX DISBURSEMENT WINTER: 11/30/21		180.09 Receipt #: 71497		
01/14/2022	CR MAPLE GROVE TOWNSHIP/2021 WINTER DISTRIBUTION - LAND BA		268.06 Receipt #: 71691		
01/24/2022	CR CLEON TOWNSHIP/2021 WINTER TAX DISBURSEMENT BLOCK: 1- 3		1.89 Receipt #: 71802		
04/29/2022	CR VILLAGE OF BEAR LAKE/LAND BANK DISTRIBUTION 2021		144.01 Receipt #: 73781		
404.000	TAX CAPTURE - LAND BANK	500.00	595.77	(95.77)	119.15
647.000	SALE OF LAND				
01/04/2022	CR MOREL DEIDRA/PURCHASE OF LAND BANK PARCEL PARCEL NO.		380.00 Receipt #: 71568		
647.000	SALE OF LAND	0.00	380.00	(380.00)	100.00
668.000	LAND CONTRACT				
10/04/2021	GJ JE# 6440		253.20 JE# 6440		
11/03/2021	GJ JE# 6503		253.20 JE# 6503		
12/31/2021	GJ JE# 6618		253.20 JE# 6618		
01/07/2022	GJ JE# 6648		1,300.00 JE# 6648		
01/07/2022	GJ JE# 6649		253.20 JE# 6649		
02/28/2022	GJ JE# 6803		253.20 JE# 6803		
03/31/2022	GJ JE# 6802		253.20 JE# 6802		
04/05/2022	GJ JE# 6819		253.20 JE# 6819		
668.000	LAND CONTRACT	3,038.00	3,072.40	(34.40)	101.13
<b>Total - Dept 000</b>		<b>3,538.00</b>	<b>4,048.17</b>	<b>(510.17)</b>	<b>114.42</b>
<b>Total Revenues</b>		<b>3,538.00</b>	<b>4,048.17</b>	<b>(510.17)</b>	<b>114.42</b>
<b>Expenditures</b>					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES	500.00	0.00	500.00	0.00
800.000	CONTRACTED SERVICES	500.00	0.00	500.00	0.00
806.000	ATTORNEY FEES	1,000.00	0.00	1,000.00	0.00
812.000	DUES AND FEES				
10/21/2021	AP MICHIGAN ASSOCIATION OF LAND BANKS/2021 MALB SUMMIT VIT		50.00 Inv #: '2016' Vendor '4595'		
03/24/2022	AP MICHIGAN ASSOCIATION OF LAND BANKS/2022 - MEMBERSHIP DU		125.00 Inv #: '2022' Vendor '4595'		
812.000	DUES AND FEES	125.00	175.00	(50.00)	140.00
860.000	TRAVEL	500.00	0.00	500.00	0.00
901.000	ADVERTISING	500.00	0.00	500.00	0.00
995.000	MISC. EXPENSE				
01/04/2022	CD RECORD DEED (MOREL)		30.00 Check #: '58922 GENWS' Vendor '4205'.		
995.000	MISC. EXPENSE	413.00	30.00	383.00	7.26

05/05/2022 10:24 AM  
User: RANELSON  
DB: Manistee

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY  
Balances as of 04/30/2022

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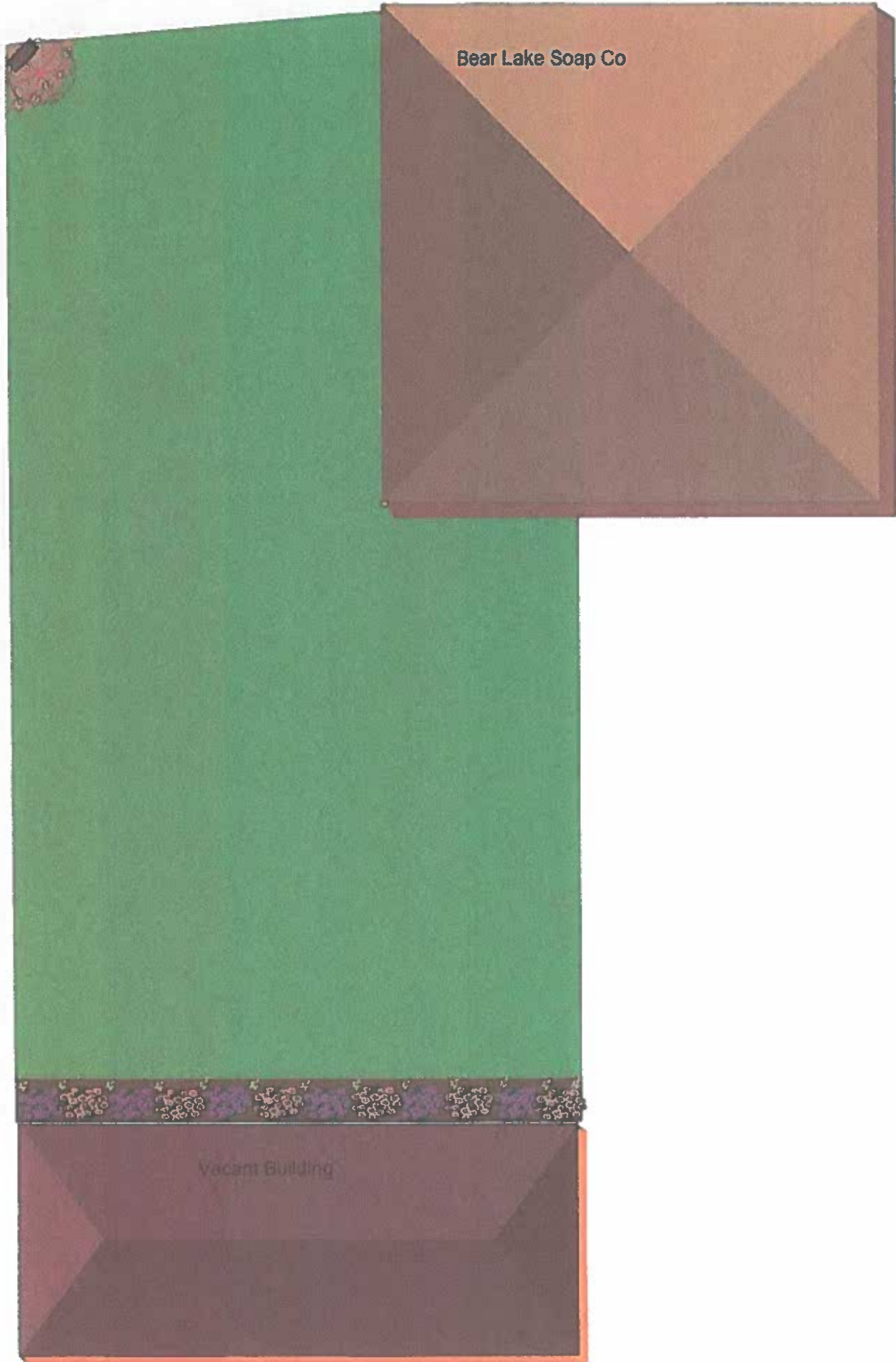
Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 04/30/22	Available Balance	Used
Expenditures					
Department 000: GENERAL					
Total - Dept 000		3,538.00	205.00	3,333.00	5.79
Total Expenditures		3,538.00	205.00	3,333.00	5.79
NET OF REVENUES AND EXPENDITURES		0.00	3,843.17	(3,843.17)	

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GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 238 - LAND BANK AUTHORITY FUND				
238-000-001.000	CASH		28,954.68	
238-000-202.000	ACCOUNTS PAYABLE			
238-000-214.000	DUE TO OTHER FUNDS			
238-000-390.000	FUND BALANCE			25,111.51
238-000-400.000	REVENUE CONTROL	0.00		
238-000-404.000	TAX CAPTURE - LAND BANK	500.00		595.77
238-000-540.000	STATE REIMBURSEMENTS	0.00		
238-000-647.000	SALE OF LAND	0.00		380.00
238-000-668.000	LAND CONTRACT	3,038.00		3,072.40
238-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
238-000-727.000	OFFICE SUPPLIES	500.00		
238-000-800.000	CONTRACTED SERVICES	500.00		
238-000-806.000	ATTORNEY FEES	1,000.00		
238-000-807.000	DUES	0.00		
238-000-812.000	DUES AND FEES	125.00	175.00	
238-000-860.000	TRAVEL	500.00		
238-000-901.000	ADVERTISING	500.00		
238-000-995.000	MISC. EXPENSE	413.00	30.00	
Total Fund 238 - LAND BANK AUTHORITY FUND		0.00	29,159.68	29,159.68

Lynn Street



**Trees**

	Qty.	Title	Width	Length	Height
	1	Ornamental Tree	8ft	8ft	15ft

**Shrubs & Plants**

	Qty.	Title	Width	Length	Height
	12	Rose of Sharon	6ft	4ft	9ft

**Flowers**

	Qty.	Title	Width	Length	Height
	18	Annual Flowers	1.5ft	1.5ft	0.9ft

**Ground Cover**

	Qty.	Title	Width	Length	Height	
	1	Lawn	66.98ft	124.98ft		Area: 6896 square ft
	1	corner garden bed	7.98ft	7.98ft		Area: 50 square ft
	1	garden bed	65.98ft	4.98ft		Area: 329 square ft

**Garden Furniture**

	Qty.	Title	Width	Length	Height
	1	wrought iron bench	1.76ft	4.16ft	2.63ft

### Land Bank Parcel - Bear Lake

Amount	Description	Total	Price Each
<b>7000 sq ft</b>	<b>Lawn</b>	<b>\$135.00</b>	
	Remove Moss and Prep for Seed	\$0.00	
25 lbs	Reseeded with Landscaper Mix	\$80.00	\$3.19
2 bags	Fertilizer	\$40.00	\$20.00
2 bags	Lime	\$15	\$7.50
<b>\$245.00</b>	<b>Corner Garden Bed</b>	<b>\$445.00</b>	
1	Ornamental Tree	\$200.00	\$200.00
16 ft	Remove Grass & Install Edging	\$25.00	
1 yd	Install Mulch	\$60.00	\$60.00
1 Bag	Healthy Dirt for Tree	\$10.00	\$10.00
1	Garden Bench	\$150.00	\$150.00
<b>330 Sq Ft</b>	<b>Rear Garden Bed</b>	<b>\$960.00</b>	
12	Rose of Sharon	\$500.00	\$40.00
140 ft	Remove Grass & Install Edging	\$160.00	
4 yd	Install Mulch	\$240.00	\$60.00
6 bags	Healthy Dirt for Bushes	\$60.00	\$10.00
<b>20</b>	<b>Annual Flowers - to Brighten Things Up</b>	<b>\$120.00</b>	<b>\$6.00</b>
	<b>Grand Total</b>	<b>\$1,660.00</b>	



**Rachel Nelson**

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**From:** Bentley, Patrick G.  
**Sent:** Tuesday, April 12, 2022 1:32 PM  
**To:** Rachel Nelson  
**Subject:** Bear Lake Land Bank property survey estimate

[WARNING: External Message]

Good afternoon Rachel,

I looked up the two parcels and did some research and propose the following scope and fee:

- Perform necessary review and setup to prepare the field crew for the project.
- Survey the necessary plat corners to compute the overall boundary of the parcels.
- Stake out to the computed locations and verify existing monumentation or set ½” iron rods with survey caps – if possible. Sometimes in these old plats, the building corners occupy the position of the corner. If that is the case, we will note it and show it on the drawing.
- Raise boundary corners with 4-foot wood lath and flagging.
- Prepare a certified drawing showing the results of the survey.
- Provide you with paper and pdf copies of the signed and sealed drawing.

The fee for our professional surveying services will be a lump sum in the amount of \$1,350

Please let me know if there are any questions.

Thank you!

Pat

**Patrick Bentley, PS | Project Surveyor**  
**SPICER GROUP, INC.**  
Office: 231-794-5620 |  
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