

## MINUTES

Monday, February 07, 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; Marc Miller, Director of Economic  
Development; and Lindsey Traeger, Recording Secretary

Rachel Nelson, Chair, called the meeting to order at 3:04 P.M. Roll was taken by the Recording Secretary.

**There was a motion by Ms. Buswinka, supported by Ms. Jaquish, to approve the meeting agenda as presented. Motion carried by unanimous vote.**

No public comment.

**There was a motion by Ms. Jaquish, supported by Ms. Buswinka, to approve the Manistee County Land Bank Authority regular meeting minutes of Monday, January 3, 2022, as presented. Motion carried by unanimous vote.**

In the finance report (APPENDIX A), Ms. Nelson pointed out the annual extra payment in January per the land contract agreement.

There was no update regarding the Bear Lake (U.S. 31) property. We are holding off on the potential RFP until we hear more about the sewer project.

Mr. Butler from Tiny Developers provided an update on the Bear Lake (Maple Street) property. There are windows being purchased for the garage that is being built back up. Mr. Butler also presented a plan with what Tiny Developers vision would be with the old Kennedy School property.

Ms. Buswinka did a case study on the old Kennedy School property for the potential ARPA funds. She went over the timeline and process we would go through as a Land Bank. She will make a few changes to the presentation and have it ready for the Board of Commissioners when they discuss the ARPA funds.

Ms. Nelson had another meeting with Superintendent Ron Stoneman regarding potential collaboration on the Jefferson School property. They are interested in the potential of the Land Bank for the property. They will have another meeting with their group, and we will meet again at the end of February. Very positive feedback and we are heading in the right direction to be involved in this project. It's a great project and great location.

Habitat has acquired a large piece of property, and this is another opportunity for us to collaborate with them. Ms. Nelson is going to use the template we have for the holding in trust and submit that to Ms. Buhs with Habitat for this property and then we will also have our Attorney look at it as well.

Ms. Nelson has had some inquiries from entities regarding people they know needing assistance with their property and asking what the Land Bank could do. It would involve them turning their property over to us through the holding in trust tool, and then it would go back to them. How do we want to handle these inquiries that come our way? It was decided that Ms. Nelson will come to the Land Bank with each inquiry she receives unless it's obvious that it's not something we can do.

Ms. Jaquish inquired about needing permission to allow people to use our lot in Bear Lake while it's just sitting there. The thought is to have interested parties either email or come to a meeting and talk about their ideas.

Ms. Jaquish brings up the County fair grounds and asks if the Land Bank can help with any renovations they should make. Probably not because it will return to a tax-exempt status so there is no way to re-capture through a Brownfield TIF.

There being no further business to come before the Authority, the meeting was adjourned at 4:11 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 01/31/22	Available Balance	% Used
<b>Revenues</b>					
Department 000: GENERAL					
404.000	TAX CAPTURE - LAND BANK				
10/12/2021	CR LAND BANK		1.72 Receipt #: 70666		
12/28/2021	CR COUNTY LAND BANK		180.09 Receipt #: 71497		
01/14/2022	CR 2021 WINTER DIST/510801317501		268.06 Receipt #: 71691		
01/24/2022	CR COUNTY LAND BANK		1.89 Receipt #: 71802		
404.000	TAX CAPTURE - LAND BANK	500.00	451.76	48.24	90.35
647.000	SALE OF LAND				
01/04/2022	CR		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		
668.000	LAND CONTRACT	3,038.00	2,312.80	725.20	76.13
<b>Total - Dept 000</b>		<b>3,538.00</b>	<b>3,144.56</b>	<b>393.44</b>	<b>88.88</b>
<b>Total Revenues</b>		<b>3,538.00</b>	<b>3,144.56</b>	<b>393.44</b>	<b>88.88</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'		
812.000	DUES AND FEES	125.00	50.00	75.00	40.00
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
<b>Total - Dept 000</b>		<b>3,538.00</b>	<b>80.00</b>	<b>3,458.00</b>	<b>2.26</b>
<b>Total Expenditures</b>		<b>3,538.00</b>	<b>80.00</b>	<b>3,458.00</b>	<b>2.26</b>

02/04/2022 10:11 AM  
User: RANELSON  
DB: Manistee

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY  
Balances as of 01/31/2022

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Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 01/31/22	Available Balance	Used
NET OF REVENUES AND EXPENDITURES		0.00	3,064.56	(3,064.56)	

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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		28,176.07	
238-000-202.000	ACCOUNTS PAYABLE			
238-000-214.000	DUE TO OTHER FUNDS			
238-000-390.000	FUND BALANCE			17,280.93
238-000-400.000	REVENUE CONTROL	0.00		
238-000-404.000	TAX CAPTURE - LAND BANK	500.00		451.76
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		2,312.80
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	50.00	
238-000-860.000	TRAVEL	500.00		
238-000-901.000	ADVERTISING	500.00		
238-000-995.000	MISC. EXPENSE	413.00	30.00	
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Total Fund 238 - LAND BANK AUTHORITY FUND				
NET OF REVENUES/EXPENDITURES - 2020-21		0.00	28,256.07	7,830.58 28,256.07