

## MINUTES

Tuesday, May 02, 2023  
2:00 P.M.

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

Members Present: Rachel Nelson, Chair; Gary Buren, Vice Chair; Julie Griffis, Secretary/Treasurer

Members Absent: Tamara Buswinka; Eric Gustad

Others Present: George Butler, Tiny Developers; Tracy Davis, Housing Ready Program Coordinator; Lindsey Traeger, Recording Secretary

Rachel Nelson, Chair, called the meeting to order at 2:02 P.M. Roll was taken by the Recording Secretary.

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

During public comment, Ms. Davis gave an update on potential properties in the Village of Copemish. At our last meeting, Ms. Davis had reported on this, but when Ms. Nelson reached out to the President of the Village, there seemed to be some confusion. After additional conversations, there may still be an opportunity. The Village invited Ms. Nelson to attend their meeting on June 13<sup>th</sup> at 7pm, however, she will be on vacation. Mr. Buren will attend as the Vice Chair.

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 April 4, 2023.

**There was a motion by Ms. Griffis, supported by Mr. Buren, to approve the Manistee County Land Bank Authority regular meeting minutes of Tuesday, April 4, 2023, as presented. Motion carried by unanimous vote.**

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

Nothing to report on the Bear Lake (US-31) Property. Ms. Griffis reported that at this time, the sewer project will not be happening. Ms. Nelson mentioned that we might want to proceed with the RFP for development on the property, and Mr. Buren is going to do some research.

Ms. Nelson reminded the Authority that Ms. Jaquish was going to help with flowers, etc, for the property, however, she is now unable to do so. Ms. Nelson reports that the Bear Lake Promoters might still be interested in planting flowers in the containers on the property. Ms. Nelson reached out to the Bear Lake Promoters regarding their usage of the property, but hasn't heard back yet.

Mr. Butler reports that everything is getting finalized with the Bear Lake, Maple Street Property, which is very exciting. The house is ready to sell and is aimed toward low-income housing. Mr. Butler thanked the Land Bank for their collaboration, and looks forward to potential future projects. The last step is for the Land Bank to acknowledge the completion of the rehabilitation activities and return the escrow deed to Tiny Developers. Per the purchase agreement, the certificate of occupancy must be received first.

**There was a motion by Ms. Griffis, supported by Mr. Buren, acknowledging the completion of the rehabilitation activities at 12234 Maple Street, Bear Lake, and to return the escrow deed to Tiny Developers once the certificate of occupancy is received.**

**A roll call was taken:**

**Yeas: 3 (Nelson, Buren, Griffis)**

**Nays: 0**

**Absent: 2 (Buswinka, Gustad)**

**Motion carried.**

Ms. Nelson discussed the Land Bank Project Manager position. Mr. Buren reports that we might be able to split this into two part-time positions, and he has had discussions with qualified individuals. Ms. Nelson mentioned that there might be a different opportunity during the County's budget process, which can be discussed more next month. Discussion was had regarding how important it is to find someone or a couple of people as the Land Bank is growing! All the Land Bank board have full-time jobs also, but with added staff, we could really make a huge difference where needed. Growth is good, but we need help doing so.

Ms. Nelson noted that Round 1 of the Blight Elimination Funds have been approved with the three properties in the city. One project for Round 2 funds is the demolition of the old DAV building. The owners, Blarney Castle Oil Company, have already signed the Access and Demolition Agreement (APPENDIX B). Ms. Nelson is working to identify other projects for Round 2. The application is due May 31<sup>st</sup>.

**There was a motion by Ms. Griffis, supported by Mr. Buren, to approve the Access and Demolition Agreement between the Manistee County Land Bank Authority and Blarney Castle Oil Company.**

**A roll call was taken:**

**Yeas: 3 (Nelson, Buren, Griffis)**

**Nays: 0**

**Absent: (Buswinka, Gustad)**

**Motion carried.**

The resolution for Round 2 of the Blight Elimination Funds (APPENDIX A) is the same as the resolution that was submitted for Round 1. This must be included with the application.

**There was a motion by Mr. Buren, supported by Ms. Griffis, to approve Resolution #2023-2 "Resolution Authorizing Engagement in State Land Bank Blight Elimination Program Round 2 and Authorizing Signature".**

**A roll call was taken:**

**Yeas: 3 (Nelson, Buren, Griffis)**

**Nays: 0**

**Absent: 2 (Buswinka, Gustad)**

**Motion carried.**

Ms. Nelson brings up ARPA Funds and how it has been on the back burner since we've needed to focus on Blight Elimination Funds so we don't miss out on that funding opportunity. ARPA Funds do tie in directly to our properties in the City since the intention is to use ARPA funds to create housing after the demolition of the properties.

Nothing new to report with Habitat or the Charter Township of Filer/DDA.

The Procurement Policy (APPENDIX C) was reviewed by the Authority. Ms. Griffis mentioned that it would be a good idea to have our attorney look it over.

**There was a motion by Mr. Buren, supported by Ms. Griffis, to approve the Procurement Policy, contingent upon our attorney's approval.**

**A roll call was taken:**

**Yeas: 3 (Nelson, Buren, Griffis)**

**Nays: 0**

**Absent: 2 (Buswinka, Gustad)**

**Motion carried.**

Ms. Nelson reminded the Authority that a special meeting will be held with the Land Bank and Brownfield Authority on May 3<sup>rd</sup> regarding the responses to the "Request for Qualifications & Cost Proposal for Land Bank & Brownfield Redevelopment Consulting Services".

There being no further business to come before the Authority, the meeting was adjourned at 2:56 P.M.

Respectfully Submitted,

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Julie Griffis, Land Bank Authority Secretary/Treasurer

Resolution #2023 - 2

**RESOLUTION AUTHORIZING ENGAGEMENT IN STATE LAND BANK  
BLIGHT ELIMINATION PROGRAM ROUND 2 AND AUTHORIZING SIGNATURE**

At the regular meeting of the Manistee County Land Bank Authority held in the Manistee County Courthouse & Government Center, 415 Third Street, Manistee, Michigan, on the 2<sup>nd</sup> day of May, 2023.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ :

**WHEREAS**, the Manistee County Land Bank Authority wishes to participate in the State Land Bank Authority Blight Elimination Program Round 2 to further blight elimination efforts in Manistee County; and

**WHEREAS**, a Request for Proposals was issued on April 10, 2023, which requires a resolution authorizing engagement in the program, as well as authorizing a signatory.

**NOW, THEREFORE, BE IT RESOLVED**, that the Manistee County Land Bank Authority hereby authorizes engagement in the State Land Bank Authority Blight Elimination Program Round 2, and designates its Chair, Rachel Nelson, to sign all documents relating to the Program application and execution.

I, Julie Griffis, Secretary/Treasurer, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Manistee County Land Bank Authority at its regular meeting held on the 2<sup>nd</sup> day of May, 2023, by the following vote:

YEAS:

NAYS:

ABSENT:

SECRETARY/TREASURER OF THE  
MANISTEE COUNTY LAND BANK AUTHORITY

\_\_\_\_\_  
Julie Griffis, Secretary/Treasurer

**ACCESS AND DEMOLITION AGREEMENT**

**ACCESS AND DEMOLITION AGREEMENT**, dated as of April 21, 2023, between the Manistee County Land Bank Authority, a Michigan public body corporate, whose address is 415 3<sup>rd</sup> Street, Manistee, MI 49660 (the “**Land Bank**”) and Blarney Castle Oil Co, whose address is PO Box 246, Bear Lake, MI 49614 (“**Landowner**”).

**Recitals**

1. The Land Bank is seeking funds from the Michigan State Land Bank Authority’s (the “**SLBA**”) Blight Elimination Program (RFP 2023-005) to complete blight elimination and demolition activities in Manistee County.
2. Landowner owns the real property which is identified on the attached Exhibit A (the “**Subject Property**”).
3. There are one or more structures located on the Subject Property which are blighted and which the Land Bank and Landowner agree require demolition. Such structures are identified on the attached Exhibit B (the “**Blighted Structures**”).
4. This Access and Demolition Agreement is necessary to permit the Land Bank to seek funding through RFP 2023-005 and to accomplish Demolition Activities, as outlined further below, if funding is ultimately awarded.

Accordingly, in consideration of the mutual promises stated in this Agreement, the Parties agree as follows:

**1. Recitals.** The foregoing Recitals are expressly incorporated as part of this Agreement, and the Parties confirm and represent to one another that said Recitals are true and correct to the best of their knowledge, information, and belief.

**2. Access to Subject Property.** The Land Bank and its agents and authorized representatives shall have the right to enter upon the Subject Property for any purpose related to the Land Bank’s response to RFP 2023-005 and to complete any Demolition Activities as contemplated by this Agreement. The Land Bank’s right to access the Subject Property shall commence upon the effective date of this Agreement.

**3. Demolition Activities.** If the Land Bank is awarded funding pursuant to RFP 2023-005, the Land Bank shall complete Demolition Activities on the Subject Property. Demolition Activities shall mean the removal of the Blighted Structures as well as any accompanying debris located on the Subject Property as well as any necessary fill and grading required to render the Subject Property safe due to the removal of the Blighted Structures. All Demolition Activities shall be completed by a licensed and insured contractor in a manner consistent with all applicable building, zoning, permitting, and environmental requirements. Demolition Activities shall be considered complete upon the provisions of written certification of same to Landowner by the Land Bank.

**4. Obligations Contingent Upon Funding.** The Land Bank’s obligation to complete Demolition Activities as outlined in this Agreement is contingent upon the Land Bank being awarded funding pursuant to the SLBA’s Blight Elimination Program (RFP 2023-005). If the Land Bank is not awarded funding pursuant to RFP 2023-005, the Land Bank shall have no further obligation with respect to this Agreement and this Agreement shall be null and void.

**5. Consent to Lien.** Pursuant to RFP 2023-005, program funds utilized on privately owned property require that a lien in favor of the SLBA be placed upon said privately owned property. Landowner hereby specifically consents and agrees that a lien in favor of the SLBA may be placed upon the Subject Property. A release of lien may be provided conditioned upon demonstration of future development plans satisfactory to the SLBA and the applicable local unit of government. If the Land Bank is not awarded funding pursuant to RFP 2023-005, no lien shall be placed upon the Subject Property as contemplated by this paragraph.

**6. Right to Terminate.** The Land Bank shall have the right to terminate this Agreement prior to the commencement of Demolition Activities if funding received pursuant to RFP 2023-005 is not sufficient to cover said Demolition Activities. Termination shall be effective upon written notice to Landowner of the Land Bank’s exercise of said right to terminate.

**7. Representations and Warranties**

The Parties represent and warrant that they have read, understand, and agree to this Agreement and that the terms hereof are contractual and not by way of recital, and that they have signed this Agreement of their own free will; and that in making this Agreement they have obtained the advice of legal counsel if so desired.

Each party represents and warrants that the person signing this Agreement has authority to bind the party and enter into the Agreement.

Landowner represents and warrants that they own the Subject Property and have not heretofore sold, conveyed, or assigned to any other person or entity all or any portion of title to the Subject Property.

**8. Waiver.** Waiver of any right of the Parties under this Agreement shall not constitute a subsequent or continuing waiver of such right or any other rights under this Agreement.

**9. Severability.** Wherever possible each provision of this Agreement shall be interpreted in such manner as to be valid under applicable law, but if any provision of this Agreement shall be invalid or prohibited thereunder, such provision shall be ineffective to the extent of such prohibition without invalidating the remainder of such provision or the remaining provisions of this Agreement.

**10. Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto, and their respective successors, heirs, personal representatives and assigns.

**11. Governing Law.** This Agreement shall be deemed to have been executed and delivered within the State of Michigan, and the rights and obligations of the Parties hereunder shall

be construed and enforced in accordance with, and governed by, the laws of the State of Michigan without regard to principles of conflict of law.

**12. Entire Agreement.** This Agreement supersedes all prior agreements between the Parties with respect to its subject matter and constitutes a complete and exclusive statement of the terms of the agreement between the Parties.

**13. Counterparts and Electronic Signatures.** This Agreement may be executed in one or more counterparts, each of which is deemed an original but all of which together shall constitute one agreement. A signed copy of this Agreement transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement for all purposes.

To evidence the Parties' agreement to this Agreement, each party has executed and delivered it on the date indicated under that party's signature.

**Manistee County Land Bank Authority**

By: \_\_\_\_\_  
Rachel Nelson  
Chair

Date: \_\_\_\_\_

**Landowner**

\_\_\_\_\_  
Blarney Castle Oil Co  
Dennis P. McCarthy  
Vice President of Operations

Date: \_\_\_\_\_

**EXHIBIT A  
SUBJECT PROPERTY**

The following parcel of real property located in the City of Manistee, County of Manistee,  
State of Michigan:

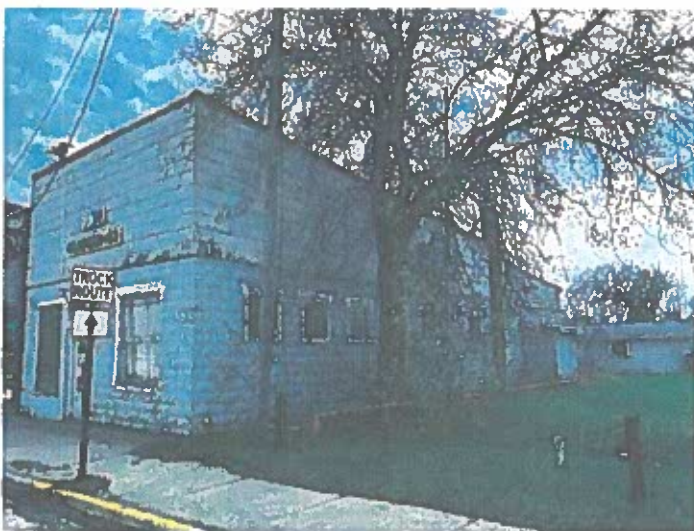
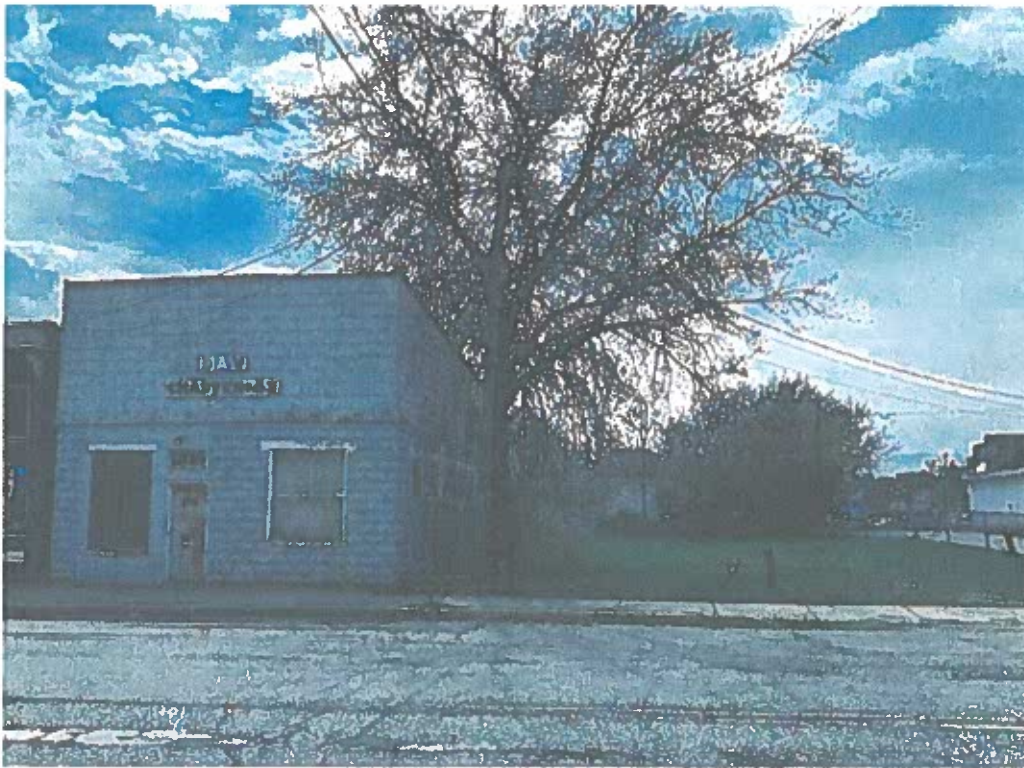
**NICHOLSON & INGRAMS ADD LOT 2 BLOCK 1**

**Commonly known as 305 First Street and Further identified by tax parcel ID number  
51-51-568-701-03**



**EXHIBIT B  
BLIGHTED STRUCTURES**

The structure pictured below will be demolished. This is the only structure on the property.



MANISTEE COUNTY  
LAND BANK AUTHORITY  
  
PROCUREMENT POLICY

Adopted: \_\_\_\_\_

**I. PURPOSE**

The purpose of this policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the Manistee County Land Bank Authority, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

**II. GENERAL POLICY**

All purchasing shall be executed in a manner consistent with the intent to promote maximum competition among suppliers, to assure the greatest economy consistent with quality requirements, and to avoid any appearance of impropriety, favoritism or conflict of interest on the part of responsible officials or employees. This policy shall be interpreted to accomplish these objectives.

**a. Application**

This policy applies to contracts for the procurement of supplies, services, and construction, entered into by the Manistee County Land Bank Authority. It shall apply to every expenditure of public funds, irrespective of the source of the funds, by any board member or employee of the Manistee County Land Bank Authority. When the procurement involves the expenditure of Federal or State assistance or contracts, the procurement shall be conducted in accordance with any mandatory applicable Federal or State laws and regulations. This policy shall not prevent any public agency from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law.

**b. Administration**

All purchasing shall be the responsibility of the Chair of the Manistee County Land Bank Authority.

**c. Documentation**

Provided the interests of the Manistee County Land Bank Authority are adequately protected and applicable purchasing policies are complied with, purchase orders may be deemed sufficient documentation of a purchase transaction.

**d. Public Access to Procurement Information**

Procurement information shall be a public record to the extent provided in the provisions of Public Act No. 446 of 1976 known as the "Freedom of Information Act" and shall be available to the public as provided in such statute.

### III. PRINCIPLE PUBLIC PURCHASING OFFICIAL

Except as otherwise provided herein, the Chair shall serve as the principle public purchasing official for the Manistee County Land Bank Authority, and shall be responsible for the procurement of supplies, services, and construction in accordance with this policy, as well as the management and disposal of supplies. In accordance with this policy, the Chair shall:

- a. Procure or supervise over the procurement of all supplies, services and construction needed by the Manistee County Land Bank Authority.
- b. Exercise direct supervision over inventories of supplies belonging to the Manistee County Land Bank Authority.
- c. Sell, trade or otherwise dispose of surplus supplies belonging to the Manistee County Land Bank Authority.
- d. Establish and maintain programs for specifications development, contract administration and inspection and acceptance, in cooperation with the public agencies using the supplies, services and construction.

Consistent with this policy, the Chair may adopt operational procedures relating to the execution of his/her duties.

With the approval of the Manistee County Land Bank Authority, the Chair may delegate some or all of the duties of the Principle Public Purchasing Official to another individual.

### IV. SOURCE SELECTION AND CONTRACT FORMATION

- a. Local Business, Section 3 Business & Minority/Women Owned Business Enterprise Preference
  - i. All factors being equal and to the extent authorized by law, the Manistee County Land Bank Authority shall prefer suppliers and contractors located in Manistee County or utilizing labor from Manistee County in the award of contracts.
  - ii. Minority/women-owned business enterprises are encouraged to bid. The Manistee County Land Bank Authority will ensure in every possible way that minority and women-owned and small business firms shall have every opportunity to participate in providing materials and services to the Manistee County Land Bank Authority without being discriminated against on the grounds of race, religion, sex, sexual orientation, age,



disability status, or national origin.

**iii. Definition of Local Business**

- 1. A local business, bidder or contractor is an individual or business entity with a principal office within the boundaries of Manistee County with a Manistee County business address which is not a post office box. When proof of status is required, the local bidder or contractor must provide proof of a principal place of business to the Land Bank in order to receive a preference provided herein.**
- 2. The local business shall have established a place of business at least six months prior to the public notice of the bid document.**
- 3. In order to qualify for the local preference authorized in this section, the vendor seeking the same shall be required to submit with its bid a statement containing relevant information which demonstrates compliance with the provisions of this section. This statement shall be on a form provided by the Land Bank and shall be signed under penalty of perjury.**

**iv. Definition of Section 3 Business**

- 1. "Section 3" refers to Section 3 of the Housing and Urban Development Act of 1969, which has as its purpose, "to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low and very low-income persons" (24 CFR part 135.1 (a)). Section 3 is a preference that must be given to low and very low-income persons or business concerns residing in the community where the project is located.**
- 2. A Section 3 resident must meet the qualifications of the position to be filled. A Section 3 business concern must have the ability and capacity to perform successfully under the terms and conditions of the proposed contract.**
- 3. In order to qualify for the Section 3 preference authorized in this section, the vendor seeking the same shall be required to submit with its bid a statement containing relevant information which**

demonstrates compliance with the provisions of this section. This statement shall be on a form provided by the Land Bank and shall be signed under penalty of perjury.

**b. Employment of Local Labor**

- i. The Manistee County Land Bank Authority is committed to the use of local labor and responsible contractors (as defined in Section IV C) and will make this commitment a requirement when awarding any new construction contract in excess of two hundred and fifty thousand dollars (\$250,000). New construction is defined as the creation of a new facility or the addition, expansion, or extension of an existing facility that adds to the building's overall gross square footage. Prior to the award of the contract, successful bidders will be required to provide a written statement concerning their plans to hire responsible contractors from the labor supply residing in Manistee County.
- ii. In the event that specific skills are not available from residents within Manistee County, the Manistee County Land Bank Authority will consider a request from the successful bidder to waive the local labor requirement, upon written documentation substantiating efforts to obtain employees with said specific skills. It is understood that the contractor can provide supervision from nonresident employees. Subcontractors, not including suppliers of materials, shall be covered by the same provisions as are applicable to the prime contractor. This policy shall not be applicable when there is a conflict with Federal or State regulations.

**c. Responsible Contractor**

- i. The Manistee County Land Bank Authority desires to utilize contractors on new construction projects that implement acceptable techniques and business practices and use satisfactory materials, equipment and workers.
- ii. The Manistee County Land Bank Authority wants capable, qualified and quality contractors and tradesmen performing work on Manistee County Land Bank Authority construction projects and shall consider any or all of the selection criteria listed below in determining whether a contractor is a responsible contractor. Prior to contract award, contractors and subcontractors may be required to provide:
  1. General information about the contractor's company, its principals, and its history, including state and date of

incorporation.

- 2. Trade categories and information regarding the state and local licenses and license numbers held by the contractor, where required by law. The successful bidder will certify that all contractors, subcontractors, and employees who will be working on the project maintain current applicable licenses with the Michigan Bureau of Construction Codes and Fire Safety for all occupations and professions required to be licensed.
- 3. A list of projects completed within the past five (5) years, including dates, clients, approximate dollar value, and size.
- 4. A copy of the contractor's written safety/training program (MIOSHA approved) and a signed corporate agreement to fully comply with any project-wide safety programs.
- 5. Information regarding the ratio of master to journey persons to apprentices in the company and proposed for use on the project(s).
- 6. Information regarding the apprenticeship-training program in which any less than full journey persons utilized on the project site will be participants.
- 7. A disclosure of any litigation resulting in a judgment or decision against the company within the past five (5) years, including an explanation of each and how each was resolved.
- 8. Proof of certificates of insurance, confirming current worker's compensation coverage, public liability and property damage insurance according to the scope of the construction project and/or as required by law.

d. Payment of Prevailing Wage

- i. Any Manistee County Land Bank Authority new construction project in an initial amount of two hundred and fifty thousand dollars (\$250,000) or more, involving craftsmen, mechanics and laborers employed directly upon the site of the work, shall be entered into, approved or executed through a contract, agreement, understanding or arrangement that provides and requires that all craftsmen, mechanics and laborers so employed are to receive at least the prevailing wages and fringe benefits of the building trades industry for corresponding classes of craftsmen,

mechanics and laborers, as determined and published as of the time of execution of the contract by the Davis-Bacon Division of the United States Department of Labor for the greater Manistee area. New construction is defined as the creation of a new facility or the addition, expansion, or extension of an existing facility that adds to the building's overall gross square footage. In addition, such contract, agreement, understanding or arrangement, shall provide that all subcontracts entered into by the contractor shall contain the payment of prevailing wage condition as set forth in this provision with respect to the contractor, and all such contracts shall provide that all contractors and subcontractors engaged in the performance of services or work for the Manistee County Land Bank Authority, to which this provision applies, shall furnish payroll records to the Manistee County Land Bank Authority as required.

- ii. This provision shall not govern contracts subject to Federal and State of Michigan prevailing wage law or Federal Davis-Bacon Act requirements, which contracts shall be enforced pursuant to State or Federal law.

**e. Competitive Sealed Bidding**

**i. Conditions for Use**

All contracts of the Manistee County Land Bank Authority shall be awarded by competitive sealed bidding when estimated costs of the contemplated purchase exceed \$25,000, unless specifically waived by the Manistee County Land Bank Authority Board (except as otherwise provided in sections IV (E), IV (F), and IV (G) of this policy).

**ii. Invitation for Bids**

An Invitation for Bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.

**iii. Public Notice**

Adequate public notice of the Invitation for Bids shall be not less than fourteen (14) calendar days prior to the date set forth therein for the opening of bids. Such notice shall include posting on the Manistee County Land Bank Authority website and in designated areas in the Manistee County Courthouse & Government Center. The public notice shall state the place, date, and time of the bid opening.

**iv. Solicitation of Bids**



Bids shall be solicited from suppliers on the list of bidders for the appropriate category, in addition to any other suppliers the Chair deems appropriate.

v. Bid Bonding

When deemed necessary by the Chair, a bid deposit not exceeding five percent (5%) of the bid amount may be required of bidders. Such deposits may be made by posting cash, an appropriate bid bond, or a certified check payable to the Manistee County Land Bank Authority. No other form of a bid bond shall be acceptable. Bid deposits of bidders who refuse or otherwise fail to enter into a contract tendered to them shall be forfeited to the Manistee County Land Bank Authority as liquidated damages, unless the Land Bank Board shall waive such forfeiture.

vi. Sealed Bids

Bids shall be received by the Land Bank only in sealed envelopes clearly marked "Sealed Bids" and only prior to the last time for submitting bids as designated by the "Invitation for Bids". When received, the Land Bank shall mark the sealed bid envelope with the date and time of such receipt.

vii. Bid Opening

Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the "Invitation for Bids". The amount of each bid, and such other relevant information as the Chair deems appropriate, together with the name of each bidder shall be recorded. The record and each bid shall be open to public inspection in accordance with section II (D).

viii. Bid Acceptance and Bid Evaluation

Properly submitted bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the "Invitation for Bids", which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The "Invitation for Bids" shall set forth the evaluation criteria to be used.

ix. Recommendation

The Chair shall notify and may recommend to the Manistee County Land Bank Authority Board, for their approval, all contracts to be awarded to the most responsible bidder when these formal procedures are applicable and when such expenditures fall within the approved appropriation, except as otherwise specified herein or otherwise specified by State law.

x. Cancellation, Correction or Withdrawal of Bids

Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written or telegraphic notice received in the office designated in the "Invitation for Bids" prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interests of the Manistee County Land Bank Authority or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw if:

- 1. the mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
- 2. the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Chair.

xi. Award

Upon approval by the Manistee County Land Bank Authority Board, the contract shall be awarded with reasonable promptness by appropriate written notice to the most responsible and responsive bidder whose bid meets the requirements and criteria set forth in the "Invitation for Bids".

xii. Multi-Step Sealed Bidding

When it is considered impractical to prepare initially a purchase

description to support an award based on price, an "Invitation for Bids" may be issued requesting the submission of unpriced offers to be followed by an "Invitation for Bids" limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.

**f. Competitive Sealed Proposals**

**i. Conditions for Use**

When the Chair determines that the use of competitive sealed bidding is either not practicable or not advantageous to the Manistee County Land Bank Authority, a contract may be entered into by the competitive sealed proposals method.

**ii. Request for Proposals**

Proposals shall be solicited through a "Request for Proposals".

**iii. Public Notice**

Adequate public notice of the "Request for Proposals" shall be given in the same manner as provided in section IV (e.iii); provided, the minimum time shall be fourteen (14) calendar days.

**iv. Receipt of Proposals**

No proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after the contract award.

**v. Evaluation Factors**

The "Request for Proposals" shall state the relative importance of price and other evaluation factors.

**vi. Discussion with Responsible Offerors and Revisions to Proposals**

As provided in the Request for Proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of

clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.

vii. Award

Upon approval of the Manistee County Land Bank Authority Board, award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the Manistee County Land Bank Authority, taking into consideration price and the evaluation factors set forth in the "Request for Proposals". No other factors or criteria should be used in the evaluation. The contract file shall contain the basis on which the award is made.

g. Small Purchases

i. General

Any contract not exceeding \$25,000 shall be made in accordance with the small purchase procedure authorized in this section unless specifically waived by the Manistee County Land Bank Authority Board. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section.

ii. Small Purchases Over \$500

To the extent practical for small purchases in excess of \$500, a Purchase Order is required and no less than three suppliers shall be solicited to submit quotations. Award shall be made by the Land Bank to the supplier offering the lowest acceptable quotation. An exception may be made if the quotation is within 10% of the lowest acceptable quotation to give preference to local business, Section 3 Business and minority/women owned business as defined in section IV (a). The names of the suppliers submitting quotations, the date, and the amount of each quotation, shall be recorded and maintained as a public record by the Manistee County Land Bank Authority.

iii. Minor Purchases Under \$500

The Chair shall adopt operational procedures designed for efficiency in making small purchases of \$500 or less. Such operational procedures shall make an attempt to obtain adequate and reasonable competition for the supply, service, or construction being purchased.

**h. Sole Source Procurement**

A contract may be awarded without competition when the Chair determines, after conducting a good faith review of available sources, that there is only one source for the required supply, service, or construction item. The Chair shall conduct negotiations, as appropriate, as to price, delivery, and terms. A record of sole source procurement shall be maintained as a public record and shall list each supplier's name, the amount and type of each contract, and a listing of the item(s) procured under each contract.

**i. Emergency Procurement**

Notwithstanding any other provisions of this policy, the Chair may make or authorize others to make the emergency procurement of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular supplier shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the supplier's name, the amount and type of contract, and a listing of the item(s) procured under the contract.

**j. Cancellation of Invitation for Bids or Request for Proposals**

An "Invitation for Bids", a "Request for Proposals", or other formal solicitations may be canceled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is for good cause and in the best interest of the Manistee County Land Bank Authority. The reasons therefore shall be made part of the contract file. Each solicitation issued by the Manistee County Land Bank Authority shall state that the solicitation may be canceled and that any bid or proposal may be rejected in whole or in part for good cause when in the best interest of the Manistee County Land Bank Authority. Notice of cancelation shall be sent to all suppliers solicited. The notice shall identify the solicitation, explain the reason for cancelation and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future procurement of similar items. Reasons for rejection shall be provided upon request by unsuccessful bidders or offerors.

V. DEBARMENT OR SUSPENSION

a. Authority to Debar or Suspend

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the Chair, after consulting with the Manistee County Land Bank Authority General Counsel, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than three (3) years. After consultation with the Manistee County Land Bank Authority General Counsel, the Chair is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity which might lead to debarment.

b. Decision to Debar or Suspend

The Chair shall issue a written decision to debar or suspend. The decision shall state the reasons for the action taken and inform the debarred or suspended person involved of its rights concerning administrative review.

c. Notice of Decision

A copy of the decision required under section V (b) shall be mailed or otherwise furnished immediately to the debarred of suspended person.

d. Finality of Decision

A decision under section V (b) shall be final and conclusive, unless the debarred or suspended person with ten (10) days after receipt of the decision takes an appeal to the Manistee County Land Bank Authority Board or commences a timely action in court in accordance with applicable law.

VI. APPEALS AND REMEDIES

a. Bid Protests

i. Right to Protest

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Manistee County Land Bank Authority Board. Protestors are urged to seek resolution of their complaints initially with the Chair. A protest with respect to an "Invitation for Bids" or "Request for Proposals" shall be submitted in writing prior to the opening of bids or proposals, unless the

aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within seven (7) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

ii. Stay of Procurement During Protests

In the event of a timely protest under section V (a.i), the Chair shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the Manistee County Land Bank Authority General Counsel makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the Manistee County Land Bank Authority.

b. Contract Claims

i. Decision of the Chair

All claims by a contractor against the Manistee County Land Bank Authority relating to a contract, except bid protests, shall be submitted in writing to the Chair for a decision. The contractor may request a conference with the Chair on the claim. Claims include, without limitations; disputes arising under a contract, and those based upon breach of contract, mistake, misrepresentation, or other cause for conflict modification or rescission.

ii. Notice to the Contractor of the Chair’s Decision

The decision of the Chair shall be promptly issued in writing, and shall be immediately mailed or otherwise furnished to the contractor of its appeal rights under section VI (b.iii).

iii. Finality of Chair’s Decision; Contractor’s Right to Appeal

The Chair’s decision shall be final and conclusive unless, within ten (10) calendar days from the date of mailing or delivery of the decision, the contractor delivers a written appeal to the Manistee County Land Bank Authority General Counsel or commences an action in a court of competent jurisdiction.

iv. Failure to Render Timely Decision



If the Chair does not issue a written decision regarding any contract controversy within fourteen (14) days after written request for a final decision, or within such longer period as may be agreed upon between the parties, then the aggrieved party may proceed as if an adverse decision had been received.

**VII. ETHICS IN PUBLIC CONTRACTING**

**a. Criminal Penalties**

Criminal, civil, and administrative sanctions against employees or non-employees which are in existence on the effective date of this policy shall not be impaired.

**b. Conflict of Interest**

It shall be unethical for any Manistee County Land Bank Authority employee, official, or Board member to participate directly or indirectly in a procurement contract when:

- i. the Manistee County Land Bank Authority employee, official or Board member or any member of their immediate families has a financial interest pertaining to the procurement contract; or
- ii. any other person, business, or organization with whom the Manistee County Land Bank Authority employee, official or Board member or any member of their immediate families is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

**c. Gratuities and Kickbacks**

- i. It shall be unethical for any person to offer, give, or agree to give any Manistee County Land Bank Authority employee, official or Board member, or for any Manistee County Land Bank Authority employee, official or Board member to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or





proposal.

- ii. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or any person associated therewith, as an inducement for the award of a subcontract or order.

**d. Contemporaneous Employment Prohibited**

It shall be unethical for any Manistee County Land Bank Authority employee who is participating directly or indirectly in the procurement process to become or to be, while a Manistee County Land Bank Authority employee, the employee of any person contracting with the Manistee County Land Bank Authority.

**e. Waivers of Conflicts of Interest**

The Manistee County Land Bank Authority Board may grant a waiver from the conflict of interest provisions in section VII (b) and/or VII (d) upon making a determination that:

- i. the contemporaneous employment or financial interest of the Manistee County Land Bank Authority employee, official, or Board member has been publicly disclosed;
- ii. the Manistee County Land Bank Authority employee, official, or Board member will be able to perform their procurement functions without actual or apparent bias or favoritism;
- iii. the Manistee County Land Bank Authority Board member will refrain from voting on the award in response to the "Invitation for Bids" or "Request for Proposals", and will only participate in discussion as a member of the public; and
- iv. the award will be in the best interest of the Manistee County Land Bank Authority.

**f. Use of Confidential Information**

It shall be unethical for any employee, official, or Board member to knowingly use confidential information for actual or anticipated personal gain.

**g. Sanctions**

**i. Employees**

The Manistee County Land Bank Authority Board may impose any one or more of the following sanctions on a Manistee County Land Bank Authority employee for violations of the ethical standards in this policy:

1. oral or written warnings or reprimands;
2. suspension with or without pay for specified periods of time; or
3. termination of employment.

**ii. Non-employees**

The Manistee County Land Bank Authority Board may impose any one or more of the following sanctions on a non-employee for violations of the ethical standards:

1. written warnings or reprimands;
2. termination of contracts; or
3. debarment or suspension as provided in section V.

APPENDIX D

Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 04/30/23	Available Balance	% Used
<b>Revenues</b>					
Department 000: GENERAL					
437.000	TAX CAPTURE - LAND BANK				
10/21/2022	CR VILLAGE OF EASTLAKE/2022 PORTION OF LAND BANK TAXES PAR		238.88 Receipt #: 76120		
12/22/2022	CR MAPLE GROVE TOWNSHIP/2022 WINTER TAX DISBURSEMENT RANGE		280.42 Receipt #: 76834		
01/04/2023	CR CLEON TOWNSHIP/LAND BANK		3.33 Receipt #: 76942		
01/09/2023	CR NORMAN TOWNSHIP/2022 WINTER TAX DISBURSEMENT BLOCK: 12/		181.60 Receipt #: 76998		
03/16/2023	CR BEAR LAKE TOWNSHIP/LAND BANK PARCEL #: 32-221-732-06		556.44 Receipt #: 78063		
04/26/2023	CR MANISTEE TOWNSHIP/LAND BANK PORTION FOR PARCEL 51-37-25		855.03 Receipt #: 79037		
437.000	TAX CAPTURE - LAND BANK	600.00	2,115.70	(1,515.70)	352.62
615.019	APPROPRIATIONS REVENUE				
11/09/2022	CR MANISTEE COUNTY/LAND BANK ARPA APPROPRIATION 2022		500,000.00 Receipt #: 76373		
615.019	APPROPRIATIONS REVENUE	0.00	500,000.00	(500,000.00)	100.00
667.001	LAND CONTRACT				
10/07/2022	GJ JE# 7073		253.20 JE# 7073		
11/21/2022	GJ JE# 7187		253.20 JE# 7187		
12/13/2022	GJ JE# 7275		253.20 JE# 7275		
01/10/2023	GJ JE# 7349		598.00 JE# 7349		
01/10/2023	GJ JE# 7350		253.30 JE# 7350		
01/10/2023	GJ TO REVERSE MANUAL JOURNAL ENTRY: 7350		(253.30) JE# 7373		
01/10/2023	GJ JE# 7374		253.20 JE# 7374		
02/10/2023	GJ GJ# 7400		253.20 JE# 7400		
02/28/2023	GJ JE# 7446		253.20 JE# 7446		
02/28/2023	GJ TO REVERSE MANUAL JOURNAL ENTRY: 7446		(253.20) JE# 7495		
03/06/2023	GJ JE# 7498		253.20 JE# 7498		
04/11/2023	GJ JE# 7507		253.20 JE# 7507		
667.001	LAND CONTRACT	3,038.00	2,370.40	667.60	78.03
<b>Total - Dept 000</b>		<b>3,638.00</b>	<b>504,486.10</b>	<b>(500,848.10)</b>	<b>13,867</b>
<b>Total Revenues</b>		<b>3,638.00</b>	<b>504,486.10</b>	<b>(500,848.10)</b>	<b>13,867</b>
<b>Expenditures</b>					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES				
01/26/2023	AP JACKPINE BUSINESS CENTERS/LAND BANK LETTERHEAD		103.00 Inv #: '481573-0' Vendor '3400'		
727.000	OFFICE SUPPLIES	500.00	103.00	397.00	20.60
801.000	CONTRACTED SERVICES	500.00	0.00	500.00	0.00
806.000	ATTORNEY FEES				
11/03/2022	AP LUCAS MIDDLETON/TINY DEVELOPERS EXTENSION		187.50 Inv #: '185' Vendor '4175'		
03/23/2023	AP LUCAS MIDDLETON/BLIGHT ELIMINATION DOCUMENTS		637.50 Inv #: '206' Vendor '4175'		
806.000	ATTORNEY FEES	1,400.00	825.00	575.00	58.93
812.000	DUES AND FEES				
10/21/2022	AP VISA/MALB CONFERENCE/TRAVEL		100.00 Inv #: '0669-SEPT 22' Vendor '6780'		
02/23/2023	AP MICHIGAN ASSOCIATION OF LAND BANKS/2023 MEMBERSHIP DUES		125.00 Inv #: '2023' Vendor '4595'		

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY  
 Balances as of 04/30/2023

D-2

Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 04/30/23	Available Balance	% Used
<b>Expenditures</b>					
Department 000: GENERAL					
812.000	DUES AND FEES	175.00	225.00	(50.00)	128.57
860.000	TRAVEL				
10/20/2022	AP RACHEL NELSON/MILEAGE REIMBURSEMENT		327.50	Inv #: '10/18/2022' Vendor '5022'	
10/21/2022	AP VISA/MALB CONFERENCE/TRAVEL		530.82	Inv #: '0669-SEPT 22' Vendor '6780'	
11/22/2022	AP VISA/ADOBE/PARKING CONFERENCE		56.00	Inv #: '0669 - OCT 2022' Vendor '6780'	
04/20/2023	AP RACHEL NELSON/REIMBURSEMENT MILEAGE		148.69	Inv #: '04/20/23' Vendor '5022'	
860.000	TRAVEL	500.00	1,063.01	(563.01)	212.60
901.000	ADVERTISING				
04/20/2023	AP MICHIGAN ASSOCIATION OF PLANNING/RFQ/P ADVERTISING		75.00	Inv #: '39177' Vendor '4699'	
901.000	ADVERTISING	500.00	75.00	425.00	15.00
955.001	MISC. EXPENSE				
03/09/2023	AP CITY OF MANISTEE/PURCHASE OF 1001 KOSCIUSKO AND 530 DAV		2.00	Inv #: '1163' Vendor '1800'	
955.001	MISC. EXPENSE	63.00	2.00	61.00	3.17
<b>Total - Dept 000</b>		<b>3,638.00</b>	<b>2,293.01</b>	<b>1,344.99</b>	<b>63.03</b>
<b>Total Expenditures</b>		<b>3,638.00</b>	<b>2,293.01</b>	<b>1,344.99</b>	<b>63.03</b>
<b>NET OF REVENUES AND EXPENDITURES</b>		<b>0.00</b>	<b>502,193.09</b>	<b>(502,193.09)</b>	

D-3

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
<b>Fund 238 - LAND BANK AUTHORITY FUND</b>				
238-000-001.000	CASH		529,761.52	
238-000-202.000	ACCOUNTS PAYABLE			
238-000-214.000	DUE TO OTHER FUNDS			
238-000-390.000	FUND BALANCE			27,568.43
238-000-404.000	REVENUE CONTROL	0.00		
238-000-437.000	TAX CAPTURE - LAND BANK	600.00		2,115.70
238-000-540.000	STATE REIMBURSEMENTS	0.00		
238-000-615.019	APPROPRIATIONS REVENUE	0.00		500,000.00
238-000-642.010	SALE OF LAND	0.00		
238-000-667.001	LAND CONTRACT	3,038.00		2,370.40
238-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
238-000-727.000	OFFICE SUPPLIES	500.00	103.00	
238-000-801.000	CONTRACTED SERVICES	500.00		
238-000-806.000	ATTORNEY FEES	1,400.00	825.00	
238-000-807.000	DUES	0.00		
238-000-812.000	DUES AND FEES	175.00	225.00	
238-000-860.000	TRAVEL	500.00	1,063.01	
238-000-901.000	ADVERTISING	500.00	75.00	
238-000-955.001	MISC. EXPENSE	63.00	2.00	
238-000-955.013	MISC EXPENSE (APPROPRIATION)	0.00		
<b>Total Fund 238 - LAND BANK AUTHORITY FUND</b>		<b>0.00</b>	<b>532,054.53</b>	<b>532,054.53</b>