

## MINUTES

Tuesday, July 11, 2023  
2:00 P.M.

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

Members Present: Rachel Nelson, Chair; Gary Buren, Vice Chair; Eric Gustad

Members Absent: Julie Griffis, Secretary/Treasurer

Others Present: Vanessa Buhs, Manistee County Habitat for Humanity; Marc Miller, Director of Economic Development; George Butler, Tiny Developers; Tracy Davis, Housing Ready Program Coordinator; Lindsey Traeger, Recording Secretary

Rachel Nelson, Chair, called the meeting to order at 2:01 P.M. Roll call was taken by the Recording Secretary.

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

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 June 6, 2023.

**There was a motion by Mr. Gustad, supported by Mr. Buren, to approve the Manistee County Land Bank Authority regular meeting minutes of Tuesday, June 6, 2023, as presented. Motion carried by unanimous vote.**

Ms. Nelson presented the finance report (APPENDIX A).

No update for the Bear Lake property on US-31. Mr. Buren is going to make some calls on the past inquiries.

Mr. Butler reports that there have been several showings for the Bear Lake, Maple Street property. Mr. Gustad is going to reach out to the Chamber of Commerce to try to coordinate a ribbon cutting ceremony.

There haven't been any additional applicants for the Land Bank Project Manager Position, but we are also no longer advertising. There is an opportunity for collaboration with a position that would coincide with the County's budget cycle, beginning October 1, 2023.

Ms. Nelson reports on the Blight Elimination Funds. Between round one and two, we have received a total of \$673,952! These funds will pay for the demolition of 530 Davis Street, 1001 Kosciusko Street, 616 Engelman Street, 305 1<sup>st</sup> Street, and 610 E. Parkdale Avenue. Ms. Nelson is working on a press release regarding these funds. Ms. Nelson is going to the City Council meeting on July 18, 2023, to update them and answer any questions they may have. Round three will be different as those are federal funds (ARPA), and are expected to

have a 20-year lien. The State is working with the federal government to clarify (and hopefully improve) the lien requirements. Potential round three projects for demolition include the housefire in Bear Lake, a property near the library in Bear Lake, and a property in the City that Mr. Miller mentions has been recently purchased with the developer intending to create housing. Ms. Nelson was also contacted by the Library regarding the demolition of the house next to the library.

Ms. Buhs reports on Habitat's ongoing activities. We continue to explore ways that the Land Bank can assist.

Ms. Nelson reports that she hasn't received any additional communication regarding potential collaboration with Charter Township of Filer/DDA (Hamlet Project).

Mr. Buren provided an update on potential collaboration with the Manistee Senior Center/Wagoner Center. They are working on deed restriction issues.

Ms. Nelson provided the list of the 2023 foreclosure properties. There are only two properties with structures. There was discussion that neither would be a good fit for the Land Bank due to being occupied.

Ms. Nelson reports that the vacant Land Bank Board position will be filled by the County Board of Commissioners at their July 18, 2023, meeting. Next time the Land Bank meets, there will be a full Board again.

There being no further business to come before the Authority, the meeting was adjourned at 3:00 P.M.

Respectfully Submitted,

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Julie Griffis, Land Bank Authority Secretary/Treasurer

APPENDIX A

Fund 283 - LAND BANK FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 06/30/23	Available Balance	% Used
<b>Revenues</b>					
Department 000: GENERAL					
437.000	TAX CAPTURE - LAND BANK				
05/05/2023	GJ JE# 7539		2,115.70 JE# 7539		
05/23/2023	CR MANISTEE COUNTY TREASURER/DLQ TAXES PAYABLE - DUE TO MA		115.12 Receipt #: 79499		
437.000	TAX CAPTURE - LAND BANK	0.00	2,230.82	(2,230.82)	100.00
615.019	APPROPRIATIONS REVENUE				
05/05/2023	GJ JE# 7539		500,000.00 JE# 7539		
615.019	APPROPRIATIONS REVENUE	0.00	500,000.00	(500,000.00)	100.00
667.001	LAND CONTRACT				
05/05/2023	GJ JE# 7539		2,623.60 JE# 7539		
06/14/2023	GJ JE 7636		253.20 JE# 7636		
667.001	LAND CONTRACT	0.00	2,876.80	(2,876.80)	100.00
<b>Total - Dept 000</b>		<b>0.00</b>	<b>505,107.62</b>	<b>(505,107.62)</b>	<b>100.00</b>
<b>Total Revenues</b>		<b>0.00</b>	<b>505,107.62</b>	<b>(505,107.62)</b>	<b>0.00</b>
<b>Expenditures</b>					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES				
05/05/2023	GJ JE# 7539		103.00 JE# 7539		
727.000	OFFICE SUPPLIES	0.00	103.00	(103.00)	100.00
806.000	ATTORNEY FEES				
05/05/2023	GJ JE# 7539		825.00 JE# 7539		
06/14/2023	AP LUCAS MIDDLETON/TINY BUILDERS, FISHBEC, POLICY		1,162.50 Inv #: '243' Vendor '4175'		
806.000	ATTORNEY FEES	0.00	1,987.50	(1,987.50)	100.00
812.000	DUES AND FEES				
05/05/2023	GJ JE# 7539		225.00 JE# 7539		
812.000	DUES AND FEES	0.00	225.00	(225.00)	100.00
860.000	TRAVEL				
05/05/2023	GJ JE# 7539		1,063.01 JE# 7539		
860.000	TRAVEL	0.00	1,063.01	(1,063.01)	100.00
901.000	ADVERTISING				
03/23/2023	AP VISA/ONLINE INDEED/STAFF DEVELOPMENT/ADOBE/HO		160.90 Inv #: '0669 - FEB 23' Vendor '6780'		
05/05/2023	GJ JE# 7539		75.00 JE# 7539		
901.000	ADVERTISING	0.00	235.90	(235.90)	100.00
955.001	MISC. EXPENSE				
05/05/2023	GJ JE# 7539		2.00 JE# 7539		
05/26/2023	AP MANISTEE CO. TREASURER/2022 DELQ TAX		10.38 Inv #: '51-644-702-06' Vendor '4199'		

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY  
Balances as of 06/30/2023

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Fund 283 - LAND BANK FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 06/30/23	Available Balance	Used
Expenditures					
Department 000: GENERAL					
955.001	MISC. EXPENSE	0.00	12.38	(12.38)	100.00
Total - Dept 000		0.00	3,626.79	(3,626.79)	100.00
Total Expenditures		0.00	3,626.79	(3,626.79)	0.00
NET OF REVENUES AND EXPENDITURES		0.00	501,480.83	(501,480.83)	

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 283 - LAND BANK FUND				
283-000-001.000	CASH		529,210.16	
283-000-202.000	ACCOUNTS PAYABLE			
283-000-214.101	DUE TO GENERAL FUND			160.90
283-000-390.000	FUND BALANCE			27,568.43
283-000-404.000	REVENUE CONTROL	0.00		
283-000-437.000	TAX CAPTURE - LAND BANK	0.00		2,230.82
283-000-540.000	STATE REIMBURSEMENTS	0.00		
283-000-615.019	APPROPRIATIONS REVENUE	0.00		500,000.00
283-000-642.010	SALE OF LAND	0.00		
283-000-667.001	LAND CONTRACT	0.00		2,876.80
283-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
283-000-727.000	OFFICE SUPPLIES	0.00	103.00	
283-000-801.000	CONTRACTED SERVICES	0.00		
283-000-806.000	ATTORNEY FEES	0.00	1,987.50	
283-000-812.000	DUES AND FEES	0.00	225.00	
283-000-860.000	TRAVEL	0.00	1,063.01	
283-000-901.000	ADVERTISING	0.00	235.90	
283-000-955.001	MISC. EXPENSE	0.00	12.38	
283-000-955.013	MISC EXPENSE (APPROPRIATION)	0.00		
Total Fund 283 - LAND BANK FUND		0.00	532,836.95	532,836.95