

MINUTES

Monday, July 12, 2021
3:00 P.M.

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

Members Present: Rachel Nelson, Chair; Gary Buren, Vice Chair (via zoom, San Diego County, CA); Pauline Jaquish, Secretary/ Treasurer; and Julie Griffis

Members Absent: Tamara Buswinka

Others Present: George Butler, Tiny Developers; Vanessa Buhs, Manistee County Habitat for Humanity; Lisa Sagala, Manistee County Controller/ Administrator; Marc Miller, Director of Economic Development; and Lindsey Traeger, Recording Secretary

Rachel Nelson, Chair, called the meeting to order at 3:02 P.M. Roll was taken by the Recording Secretary.

There was a motion by Ms. Jaquish, supported by Ms. Griffis, 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 14, 2021.

There was a motion by Ms. Griffis, supported by Ms. Jaquish, to approve the Manistee County Land Bank Authority regular meeting minutes of Monday, June 14, 2021, as presented. Motion carried by unanimous vote.

The Revenue and Expenditure report, which is the activity through the fiscal year, and the Trial Balance report as of June 30, 2021, were presented (APPENDIX A).

No new update with the Bear Lake (US-31) property. It was noted that the neighboring property has sold.

Mr. Butler from Tiny Developers provided an update on the Bear Lake property on Maple Street. The progress has slowed down a bit. The plumber was there and placed the boiler where it is going to be. Electric is being worked on and getting connected to the house. They are waiting on concrete work with the garage. A tree parallel to the driveway fell but caused no damage to the house. Tiny Developers has a leadership team of eight wonderful board members. They have some great ideas with one being to do a fundraiser upon the completion of this home. They would like to have an open house with all involved and are really looking forward to that.

With the potential ARPA funds, the Land Bank needs to think as a group what they would like to do. Ms. Buhs spoke on behalf of Habitat for Humanity regarding some ideas of theirs. She would like to put together a presentation for us to view. She would like to work with new homes, but it appears that ARPA funds can only be used for rehabs.

Ms. Buswinka did put together the letter of intent for the Consumers Energy Grant. When submitted, she gave Ms. Nelson's contact information, and we are still waiting to hear back from that. Once Ms. Nelson hears back, she will be sure to update everyone.

The Manistee County Regional Summit will be held on September 16, 2021. We will be having a presentation by Jim Tischler, who is an expert on Brownfields and Land Banks. Ms. Nelson suggested we put a pamphlet together on our Land Bank and what we have done and some generic information. Mark your calendars!

The 2021 Foreclosure list was reviewed. With the new process this year, anyone that had a legal interest in the property prior to foreclosure has until July 1st to file for the excess proceeds from the auction. If someone has filed, you would need to pay fair market value if the first right of refusal is used instead of just the minimum bid. Ms. Nelson inquired with the Land Bank if there were any properties they might want to request the County Board of Commissioners to use their first right of refusal on. Excess proceeds forms have been filed for the only properties that might be of interest, so the Land Bank is not going to request that the County use their first right of refusal on any of the foreclosure properties.

Gary wanted to thank Marc, Vanessa, Lisa, and George for being here and all they are doing. Vanessa commented on the establishment of the Land Bank at the right time and how wonderful it is. Pauline also commented on the establishment of the Land Bank and how she got involved back when Mr. Pomeroy still was a part of it but what a good thing it has become, and Ms. Nelson has now taken over and is also doing a very good job.

There being no further business to come before the Authority, the meeting was adjourned at 3:48 P.M.

Respectfully Submitted,

Pauline Jaquish, Land Bank Authority Secretary/Treasurer

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY
 Balances as of 06/30/2021

APPENDIX A

Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 06/30/21	Available Balance	Used
Revenues					
Department 000: GENERAL					
404.000	TAX CAPTURE - LAND BANK				
01/13/2021	CR		417.91 Receipt #: 65986		
404.000	TAX CAPTURE - LAND BANK	0.00	417.91	(417.91)	100.00
647.000	SALE OF LAND				
03/10/2021	CR SALE OF LAND BANK PARCEL		3,155.00 Receipt #: 66990		
05/05/2021	CR SALE OF LAND (511003537504)		380.00 Receipt #: 68521		
647.000	SALE OF LAND	1,000.00	3,535.00	(2,535.00)	353.50
668.000	LAND CONTRACT				
10/02/2020	GJ JE #5809		253.20 JE# 5809		
11/02/2020	GJ JE #5870		253.20 JE# 5870		
12/01/2020	GJ JE #5902		253.20 JE# 5902		
01/01/2021	GJ JE #6022		253.20 JE# 6022		
01/07/2021	GJ JE #6023		2,900.00 JE# 6023		
02/10/2021	GJ JE #6088		253.20 JE# 6088		
03/04/2021	GJ JE #6122		253.20 JE# 6122		
04/06/2021	GJ JE #6165		253.20 JE# 6165		
06/08/2021	GJ JE #6238		506.40 JE# 6238		
668.000	LAND CONTRACT	3,038.00	5,178.80	(2,140.80)	170.47
Total - Dept 000		4,038.00	9,131.71	(5,093.71)	226.14
Total Revenues		4,038.00	9,131.71	(5,093.71)	226.14
Expenditures					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES				
04/08/2021	AP JACKPINE BUSINESS CENTERS/ENVELOPES & LETTERHEAD		229.00 Inv #: '463545-0' Vendor '3400'		
727.000	OFFICE SUPPLIES	413.00	229.00	184.00	55.45
806.000	ATTORNEY FEES				
11/19/2020	AP LUCAS MIDDLETON/TINY DEVELOPERS DEED ECT		150.00 Inv #: '35' Vendor '4175'		
12/18/2020	AP LUCAS MIDDLETON/TINY DEVELOPERS DEED ETC		450.00 Inv #: '38' Vendor '4175'		
02/10/2021	AP LUCAS MIDDLETON/BOTTRELL ENCROACHMENT		100.00 Inv #: '56' Vendor '4175'		
04/08/2021	AP LUCAS MIDDLETON/BAKER SALE		200.00 Inv #: '70' Vendor '4175'		
806.000	ATTORNEY FEES	0.00	900.00	(900.00)	100.00
812.000	DUES AND FEES				
05/20/2021	AP MICHIGAN ASSOCIATION OF LAND BANKS/2021 MEMBERSHIP DUES		125.00 Inv #: '2021' Vendor '4595'		
812.000	DUES AND FEES	125.00	125.00	0.00	100.00
860.000	TRAVEL				
04/08/2021	AP RACHEL NELSON/MILEAGE REIMBURSEMENT		37.24 Inv #: '4/6/21' Vendor '5022'		
860.000	TRAVEL	1,500.00	37.24	1,462.76	2.48
901.000	ADVERTISING	1,000.00	0.00	1,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY
 Balances as of 06/30/2021

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Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 06/30/21	Available Balance	Used
Expenditures					
Department 000: GENERAL					
995.000	MISC. EXPENSE				
12/03/2020	AP MANISTEE CO. REGISTER OF DEEDS/RECORD EASEMENT IN GROSS		30.00	Inv #: '12/1/2020' Vendor '4205'	
12/03/2020	AP MANISTEE CO. REGISTER OF DEEDS/RECORD DEED (TO TINY DEV		30.00	Inv #: '12/1/2020' Vendor '4205'	
01/14/2021	AP BEAR LAKE TOWNSHIP TREASURER/WINTER 2020 TAXES		159.90	Inv #: '32-221-732-06' Vendor '1420'	
02/11/2021	AP CITY OF MANISTEE/2020 WINTER TAX		16.45	Inv #: '51-664-703-05' Vendor '1800'	
03/11/2021	AP MANISTEE CO. REGISTER OF DEEDS/RECORDING FEE - BAKER		30.00	Inv #: '3/8/2021' Vendor '4205'	
05/05/2021	AP MANISTEE CO. REGISTER OF DEEDS/RECORDING FEE - HAMRICK		30.00	Inv #: '4/26/2021' Vendor '4205'	
995.000	MISC. EXPENSE	1,000.00	296.35	703.65	29.64
Total - Dept 000		4,038.00	1,587.59	2,450.41	39.32
Total Expenditures		4,038.00	1,587.59	2,450.41	39.32
NET OF REVENUES AND EXPENDITURES		0.00	7,544.12	(7,544.12)	

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 238 - LAND BANK AUTHORITY FUND				
238-000-001.000	CASH		24,825.05	
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	0.00		417.91
238-000-540.000	STATE REIMBURSEMENTS	0.00		
238-000-647.000	SALE OF LAND	1,000.00		3,535.00
238-000-668.000	LAND CONTRACT	3,038.00		5,178.80
238-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
238-000-727.000	OFFICE SUPPLIES	413.00	229.00	
238-000-800.000	CONTRACTED SERVICES	0.00		
238-000-806.000	ATTORNEY FEES	0.00	900.00	
238-000-807.000	DUES	0.00		
238-000-812.000	DUES AND FEES	125.00	125.00	
238-000-860.000	TRAVEL	1,500.00	37.24	
238-000-901.000	ADVERTISING	1,000.00		
238-000-995.000	MISC. EXPENSE	1,000.00	296.35	
Total Fund 238 - LAND BANK AUTHORITY FUND		0.00	26,412.64	26,412.64