

## MINUTES

Tuesday, August 1, 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; Greg Carlson

Members Absent: Julie Griffis, Secretary/Treasurer

Others Present: George Butler, Tiny Developers; Marc Miller, Director of Economic Development; 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. Gustad, supported by Mr. Buren, to approve the meeting agenda as presented. Motion carried by unanimous vote.**

The Board welcomed new member, Greg Carlson, who was appointed to fill the remainder of Tamara Buswinka's term after her resignation.

During public comment, Mr. Miller mentioned that he was very thankful for the Land Bank Board and their collaboration efforts. Mr. Gustad returns the gratitude and thanked Mr. Miller as well.

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 July 11, 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, July 11, 2023, as presented. Motion carried by unanimous vote.**

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

No updates for the Bear Lake property on US-31.

Mr. Butler reports that there have been showings weekly for the Bear Lake, Maple Street property, but they are still looking for the right fit for the property. Mr. Gustad is working with the Chamber of Commerce to try to coordinate a ribbon cutting ceremony.

Ms. Nelson reports on the Land Bank Project Manager Position. There is a possibility to contract with the County's Planning Department at the beginning of the fiscal year to fill the position part-time.

There was discussion regarding the Blight Elimination grant funds. Round 1 and 2 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. Round 3 will be different as those are federal funds (ARPA). There will potentially be a 20-year lien for Round 3 projects, which we hope will be changed as discussions are ongoing. Potential projects for Round 3 were discussed. There will also be a Round 4. There was also discussion on how these funds can work together with the funds received from the County.

No update with Habitat. They continue to work on a plan for the property they've acquired. Ms. Nelson mentions that Habitat has been a great partner for us, and we continue to work with them as we can.

No update on Charter Township of Filer/DDA (Hamlet Project). Ms. Nelson hasn't had an update from them in some time.

Mr. Buren mentions he has a meeting with the Wagoner Center next week. They continue to look into the potential of creating housing.

Ms. Nelson will be attending the Michigan Association of Land Banks Conference, September 20-22, 2023, in Flint, MI, as well as the National Land Bank Network Summit, October 16-17, 2023, in Cleveland OH.

Ms. Nelson mentioned that it might be good to have Susan Wenzlick from Fishbeck do a "Land Bank 101" presentation. Others could be invited as well.

There being no further business to come before the Authority, the meeting was adjourned at 3:28 P.M.

Respectfully Submitted,

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Julie Griffis, Land Bank Authority Secretary/Treasurer

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY  
 Balances as of 07/31/2023

APPENDIX A

Fund 283 - LAND BANK FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 07/31/23	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		
07/25/2023	CR NORMAN TOWNSHIP/2023 TAX DISBURSEMENT SUMMER: 7/03/23		61.58 Receipt #: 80451		
07/27/2023	CR MANISTEE COUNTY TREASURER/50% OF DLQ TAXES DUE TO COUNT		174.20 Receipt #: 80503		
437.000	TAX CAPTURE - LAND BANK	0.00	2,466.60	(2,466.60)	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		
07/05/2023	GJ JE 7638		253.20 JE# 7638		
667.001	LAND CONTRACT	0.00	3,130.00	(3,130.00)	100.00
<b>Total - Dept 000</b>		<b>0.00</b>	<b>505,596.60</b>	<b>(505,596.60)</b>	<b>100.00</b>
<b>Total Revenues</b>		<b>0.00</b>	<b>505,596.60</b>	<b>(505,596.60)</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		
07/13/2023	AP CENTER FOR COMMUNITY PROGRESS/NATIONAL LAND BANK NETWORK		375.00 Inv #: '27237595' Vendor '9999'		
812.000	DUES AND FEES	0.00	600.00	(600.00)	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				

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY  
 Balances as of 07/31/2023

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Fund 283 - LAND BANK FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 07/31/23	Available Balance	% Used
<b>Expenditures</b>					
Department 000: GENERAL					
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'		
955.001	MISC. EXPENSE	0.00	12.38	(12.38)	100.00
<b>Total - Dept 000</b>		<b>0.00</b>	<b>4,001.79</b>	<b>(4,001.79)</b>	<b>100.00</b>
<b>Total Expenditures</b>		<b>0.00</b>	<b>4,001.79</b>	<b>(4,001.79)</b>	<b>0.00</b>
<b>NET OF REVENUES AND EXPENDITURES</b>		<b>0.00</b>	<b>501,594.81</b>	<b>(501,594.81)</b>	

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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		529,324.14	
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		2,466.60
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		3,130.00
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	600.00	
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	533,325.93	533,325.93