

MINUTES

Monday, August 15, 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; and Lindsey Traeger, Recording Secretary

Rachel Nelson, Chair, called the meeting to order at 3:01 P.M. Roll was taken by the Recording Secretary.

There was a motion by Mr. Buren, 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 Monday, July 11, 2022.

There was a motion by Mr. Buren, supported by Ms. Jaquish, to approve the Manistee County Land Bank Authority regular meeting minutes of Monday, July 11, 2022, as presented. Motion carried by unanimous vote.

Ms. Nelson presented the Finance Report (APPENDIX A). The tree removal expense was from storm damage that resulted in a tree falling on a neighbor's property.

Mr. Buren spoke with an individual regarding the Bear Lake (U.S. 31) property. There is interest in having a business on the main level and residents above. Mr. Buren will continue discussions with the individual. Another individual expressed interest, but they only want green space, which doesn't fall in line with our goals for the property. There was nothing new to report on Potential RFP, sewer project, or uses for the property.

Mr. Butler, with Tiny Developers, provided an update on the Bear Lake Maple Street property. Not much to report other than the old vinyl siding was taken down from the building, dumpster is off the property and the grass is mowed and weed-wacked. Windows are ordered and in the building and ready to be installed. Tiny Developers may have a new project manager to help speed up the process. Time is getting short as far as the timeline goes, but Tiny Developers is very aware of it and hopeful to finish by deadline.

The Land Bank has been awarded \$500,000 in ARPA funds from Manistee County. Ms. Nelson reports that we could receive additional funds next year dependent on what we do. We also have a time frame to use these funds. Ms. Nelson asked the board if they want to continue to move forward with hiring a Support Services

Independent Contractor for the Land Bank (APPENDIX B). It's agreed that moving forward with this would be a good idea. Ms. Nelson and Ms. Griffis will work together to determine an appropriate salary.

There was a motion by Ms. Buswinka, supported by Mr. Buren to advertise for a Support Services Independent Contractor that will work to achieve the goals set forth by the Land Bank, with a deadline of September 9, 2022, at 5:00 P.M.

A roll call vote was taken:

Yeas: 5 (Nelson, Buren, Jaquish, Griffis, Buswinka)

Nays: 0

Absent: 0

Motion carried.

There was a motion by Ms. Griffis, supported by Mr. Buren to request a Nottley Study to determine the appropriate wage for the position of the Support Services Independent Contractor, at a cost not to exceed \$400.00.

A roll call vote was taken:

Yeas: 5 (Nelson, Buren, Jaquish, Griffis, Buswinka)

Nays: 0

Absent: 0

Motion carried.

There will be a special meeting on September 12, 2022, at 2:00 P.M. to review any proposals received and discuss the position. The regular monthly Land Bank meeting will continue afterwards at 3:00 P.M.

Ms. Nelson gave the Board homework and asked each member to create a list of potential property project opportunities that will be discussed at next month's meeting.

Things are continuing to move along with Habitat's new project and potential collaboration with the Land Bank. Nothing official will happen until Habitat is ready to do a Brownfield Plan since that starts a timeline.

Ms. Nelson thinks it would be good to do a press release when we hire someone for the Support Services Independent Contractor to introduce them to the community and explain exactly what the Land Bank does/can do.

There being no further business to come before the Authority, the meeting was adjourned at 4:46 P.M.

Respectfully Submitted,

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 07/31/22	Available Balance	% Used
Revenues					
Department 000: GENERAL					
404.000	TAX CAPTURE - LAND BANK				
10/12/2021	CR CLEON TOWNSHIP/2021 SUMMER TAX DISBURSEMENT BLOCK: 1- 8		1.72 Receipt #: 70666		
12/28/2021	CR NORMAN TOWNSHIP/2021 TAX DISBURSEMENT WINTER: 11/30/21		180.09 Receipt #: 71497		
01/14/2022	CR MAPLE GROVE TOWNSHIP/2021 WINTER DISTRIBUTION - LAND BA		268.06 Receipt #: 71691		
01/24/2022	CR CLEON TOWNSHIP/2021 WINTER TAX DISBURSEMENT BLOCK: 1- 3		1.89 Receipt #: 71802		
04/29/2022	CR VILLAGE OF BEAR LAKE/LAND BANK DISTRIBUTION 2021		144.01 Receipt #: 73781		
05/26/2022	CR COUNTY OF MANISTEE/2021 DLQ TAX SETTLEMENT PAYMENTS		634.65 Receipt #: 74247		
07/21/2022	CR NORMAN TOWNSHIP/2022 SUMMER TAX DISBURSEMENT BLOCK: 07/		58.24 Receipt #: 75010		
07/27/2022	CR VILLAGE OF BEAR LAKE/2022 PORTION OF TAXES FOR LAND BAN		145.64 Receipt #: 75076		
404.000	TAX CAPTURE - LAND BANK	500.00	1,434.30	(934.30)	286.86
647.000	SALE OF LAND				
01/04/2022	CR MOREL DEIDRA/PURCHASE OF LAND BANK PARCEL PARCEL NO.		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		
02/28/2022	GJ JE# 6803		253.20 JE# 6803		
03/31/2022	GJ JE# 6802		253.20 JE# 6802		
04/05/2022	GJ JE# 6819		253.20 JE# 6819		
05/03/2022	GJ JE# 6865		253.20 JE# 6865		
06/03/2022	GJ JE#6912		253.20 JE# 6912		
07/05/2022	GJ JE# 6955		253.20 JE# 6955		
668.000	LAND CONTRACT	3,038.00	3,832.00	(794.00)	126.14
Total - Dept 000		3,538.00	5,646.30	(2,108.30)	159.59
Total Revenues		3,538.00	5,646.30	(2,108.30)	159.59
Expenditures					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES	500.00	0.00	500.00	0.00
800.000	CONTRACTED SERVICES				
06/16/2022	AP SPICER GROUP/SURVEY BL PROPERTY		1,350.00 Inv #: '214418' Vendor '6144'		
07/14/2022	AP MARK THOMPSON TREE & STUMP REMOVAL/TREE REMOVAL 06-481-		200.00 Inv #: '5135' Vendor '9999'		
800.000	CONTRACTED SERVICES	500.00	1,550.00	(1,050.00)	310.00
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'		
03/24/2022	AP MICHIGAN ASSOCIATION OF LAND BANKS/2022 - MEMBERSHIP DU		125.00 Inv #: '2022' Vendor '4595'		
06/29/2022	AP CENTER FOR COMMUNITY PROGRESS/RECLAIMING VACANT PROPERT		475.00 Inv #: '16922974' Vendor '9999'		
812.000	DUES AND FEES	125.00	650.00	(525.00)	520.00

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY
 Balances as of 07/31/2022

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Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 07/31/22	Available Balance	% Used
Expenditures					
Department 000: GENERAL					
860.000	TRAVEL				
07/19/2022	AP VISA/ADVERTISING/DUES/SUPPLIES/TRAVEL/CONFERE		245.37		Inv #: '0701 - JUNE 22' Vendor '6780'
860.000	TRAVEL	500.00	245.37	254.63	49.07
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
Total - Dept 000		3,538.00	2,475.37	1,062.63	69.97
Total Expenditures		3,538.00	2,475.37	1,062.63	69.97
NET OF REVENUES AND EXPENDITURES		0.00	3,170.93	(3,170.93)	

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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		28,282.44	
238-000-202.000	ACCOUNTS PAYABLE			
238-000-214.000	DUE TO OTHER FUNDS			
238-000-390.000	FUND BALANCE			25,111.51
238-000-400.000	REVENUE CONTROL	0.00		
238-000-404.000	TAX CAPTURE - LAND BANK	500.00		1,434.30
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		3,832.00
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	1,550.00	
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	650.00	
238-000-860.000	TRAVEL	500.00	245.37	
238-000-901.000	ADVERTISING	500.00		
238-000-995.000	MISC. EXPENSE	413.00	30.00	
Total Fund 238 - LAND BANK AUTHORITY FUND		0.00	30,757.81	30,757.81

LAND BANK SUPPORT SERVICES REQUEST FOR PROPOSALS FOR INDEPENDENT CONTRACTOR

History and Mission:

The Manistee County Land Bank Authority (Land Bank) was established in 2018 under the Land Bank Fast Track Act (2003 PA 258, MCL 124.751 to 124.774) and is a separate legal entity and public body corporate. The Land Bank is governed by a 5 member Board of Directors representing specific groups: the County Treasurer (Chair by statute), one County Commissioner, one member representing the construction/building trades, one member representing community development/real estate, and one member at-large. The Land Bank is tasked with returning tax-reverted and abandoned properties back to the tax rolls. Land Banks help alleviate the burden of vacant, blighted, and abandoned properties on local municipalities and help to strengthen and revitalize communities by removing blight, increasing home values, creating a positive economic impact, and fueling economic development and growth. Priorities of the Land Bank include homeownership and affordable housing, residential and commercial development, neighborhood revitalization, and returning property to productive tax-paying status. Property can be acquired by donation, purchase, or through the property tax foreclosure process. Properties owned by the Land Bank are automatically eligible for a Brownfield Plan and incentives, are eligible for expedited quiet title, which takes a clouded title through the legal process for resolution, and many grant opportunities exist.

General Summary:

The Support Services Independent Contractor will work to achieve the goals set forth by the Land Bank. The position is not an employee of Manistee County, but rather an independent contractor that reports directly to the Land Bank. Any contract awarded shall be for a 12 month period, with an opportunity for an additional 12 months under the same contract terms, at the discretion of the Land Bank.

Essential Duties and Responsibilities:

- Pursue the acquisition of properties for projects.
- Pursue developers for projects.
- Pursue grant opportunities and assist with managing grants that are received.
- Have good relationships throughout the community (local units of government, public and private community organizations and agencies, etc), and seek project ideas from community members.
- Work closely with local housing and economic development organizations to see how the Land Bank might assist with their projects.
- Have positive relationship with the Manistee County Brownfield Authority.
- Continue partnerships with Manistee Habitat for Humanity and Tiny Developers, and pursue other partners.
- Attend Land Bank trainings held locally or through webinar.
- Maintains frequent contact with the Board Chair and attends Land Bank meetings.
- Follow the Land Bank's Bylaws, Articles of Incorporation, Intergovernmental Agreement, Code of Ethics, and Priorities, Policies and Procedures.
- Other duties as assigned by the Land Bank.

Qualification and Experience:

- A Bachelor's Degree in Business Administration, Public Administration, Community Development, Urban Planning, or a similar field is preferred.
- Knowledge of Michigan Land Bank Authorities and Brownfield Redevelopment Authorities is preferred.
- Five years experience in business management, urban planning, or related field.

Required Proposal Content:

- Letter of interest containing name, title, email, and phone number. If a firm is submitting a proposal, please also include the name of the lead individual and any subcontractors.
- Resume listing qualifications and detailed explanation of related experience.
- Pricing proposal including hourly rate and estimate of hours needed to provide service.
- Three references.

DRAFT