

MINUTES

Monday, August 16, 2021
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; Tamara Buswinka

Members Absent: None

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

Rachel Nelson, Chair, called the meeting to order at 3:00 P.M. Roll call was taken by the Recording
Secretary.

**There was a motion by Mr. Buren, supported by Ms. Jaquish, 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 July 12, 2021.

**There was a motion by Ms. Griffis, supported by Mr. Buren, to approve the Manistee
County Land Bank Authority regular meeting minutes of Monday, July 12, 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 July 31, 2021, were presented (APPENDIX A).

Mr. Buren has received some inquiries regarding the Bear Lake US-31 property. Ms. Nelson had a
conversation with Marc Miller about the possibility of creating an RFQ (request for qualification) for the
property. Mr. Miller noted that the property is on the smaller side, but it is worth a try. A fact sheet
would be something to think about putting together. This discussion will be continued at next month's
meeting after Mr. Buren has a chance to follow-up with an interested party.

Mr. Butler from Tiny Developers shared an update on the Bear Lake Maple Street property. The
timeline is getting stretched. It will be hard to have everything done by the end of December as things
are falling behind, but they will try their best. They are hoping they have a concrete worker that can fit
it in very soon. Ms. Nelson will look into the requirements of giving Tiny Developers an extension. We

are very happy with the work they are doing and with difficult times continuing, it is understandable that an extension is necessary.

Tiny Developers wants to put emphasis on the fact that they try and provide for people with very little incomes. Mr. Butler hopes regarding the ARPA funds, that we will try to reach out to people, especially since COVID, things aren't the same and the world is struggling. This is his passion, and he knows it's ours as well.

Ms. Nelson would like to create a plan regarding the potential ARPA Funds. She mentioned setting aside a special meeting for this purpose. Ms. Buhs sent out a great email document discussing some things. Initial conversation was that the Land Bank could purchase a property, rehab it, and then sell to a low-income individual who was impacted by COVID, as well as other possibilities. The special meeting is scheduled for September 7th, 2021, at 9 A.M.

Ms. Buhs spoke regarding what Habitat would like to do if they had some ARPA funds. They would like to do more than one house at a time, for example, 6-10 houses at one time. Habitat is focused on doing new housing but would need help with financing.

We didn't get the Consumers Energy Grant. Ms. Nelson received notification to confirm that. There could be additional opportunities in the future.

If anyone wants to attend the Regional Summit, taking place on September 16, 2021, please let Ms. Nelson know and she will take care of signing up and the Land Bank will cover the cost. Jim Tischler will be one of the speakers.

There being no further business to come before the Authority, the meeting was adjourned at 4:02 P.M.

Respectfully Submitted,

Pauline Jaquish, Land Bank Authority Secretary/Treasurer

APPENDIX A

Fund 238 - LAND BANK AUTHORITY FUND

| Account | Description | 2020-21 Amended Budget | YEAR-TO-DATE THRU 07/31/21 | Available Balance | Used |
|-------------------------|--|---------------------------|-------------------------------|----------------------|---------------------------------|
| Revenues | | | | | |
| Department 000: GENERAL | | | | | |
| 404.000 | TAX CAPTURE - LAND BANK | | | | |
| 01/13/2021 | CR | | 417.91 | | Receipt #: 65986 |
| 07/28/2021 | CR LAND BANK | | 161.66 | | Receipt #: 69745 |
| 404.000 | TAX CAPTURE - LAND BANK | 0.00 | 579.57 | (579.57) | 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 |
| 07/01/2021 | GJ JE# 6304 | | 253.20 | | JE# 6304 |
| 668.000 | LAND CONTRACT | 3,038.00 | 5,432.00 | (2,394.00) | 178.80 |
| Total - Dept 000 | | 4,038.00 | 9,546.57 | (5,508.57) | 236.42 |
| Total Revenues | | 4,038.00 | 9,546.57 | (5,508.57) | 236.42 |
| 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 |

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY
 Balances as of 07/31/2021

A-2

Fund 238 - LAND BANK AUTHORITY FUND

| Account | Description | 2020-21 Amended Budget | YEAR-TO-DATE THRU 07/31/21 | Available Balance | % Used |
|---|--|---------------------------|-------------------------------|----------------------|---------------------------------------|
| Expenditures | | | | | |
| Department 000: GENERAL | | | | | |
| 901.000 | ADVERTISING | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 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' |
| 07/14/2021 | AP STEVE SHIVELY/LAWN MOWING - BL, LYNN STREET | | 120.00 | | Inv #: '10764' Vendor '5460' |
| 07/19/2021 | AP STEVE SHIVELY/Void Invoice 10764 5460 | | (120.00) | | Inv #: '10764' Vendor '5460' |
| 07/19/2021 | CD INV# 10764 - MOVING (BL-LYNN ST) | | 120.00 | | Check #: '57513 GENWS' Vendor '2923'. |
| 995.000 | MISC. EXPENSE | 1,000.00 | 416.35 | 583.65 | 41.64 |
| Total - Dept 000 | | 4,038.00 | 1,707.59 | 2,330.41 | 42.29 |
| Total Expenditures | | 4,038.00 | 1,707.59 | 2,330.41 | 42.29 |
| NET OF REVENUES AND EXPENDITURES | | 0.00 | 7,838.98 | (7,838.98) | |

TRIAL BALANCE REPORT FOR MANISTEE COUNTY
 PERIOD ENDING 07/31/2021

A-3

| GL NUMBER | DESCRIPTION | 2020-21 AMENDED BUDGET | BALANCE DEBIT | BALANCE CREDIT |
|---|---------------------------|---------------------------|------------------|-------------------|
| Fund 238 - LAND BANK AUTHORITY FUND | | | | |
| 238-000-001.000 | CASH | | 25,119.91 | |
| 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 | | 579.57 |
| 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 | | 5,432.00 |
| 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 | 416.35 | |
| Total Fund 238 - LAND BANK AUTHORITY FUND | | 0.00 | 26,827.50 | 26,827.50 |