

## MINUTES

Tuesday, October 3, 2023  
2:00 P.M.

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

**Members Present:** Rachel Nelson, Chair; Gary Buren, Vice Chair; Julie Griffis, Secretary/Treasurer; Eric Gustad; Greg Carlson

**Members Absent:** none

**Others Present:** George Butler, Tiny Developers; Marc Miller, Director of Economic Development; Lindsey Traeger, Recording Secretary

Rachel Nelson, Chair, called the meeting to order at 2:00 P.M. Roll call was taken by the Recording Secretary.

**There was a motion by Ms. Griffis, supported by Mr. Buren, 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 September 5, 2023.

**There was a motion by Mr. Gustad, supported by Mr. Carlson, to approve the Manistee County Land Bank Authority regular meeting minutes of Tuesday, September 5, 2023, as presented. Motion carried by unanimous vote.**

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

No new inquiries on the Bear Lake (US-31) property.

The Ribbon Cutting Ceremony for the Bear Lake, Maple Street property will be October 11, 2023, at 1 P.M. Discussion was had on individuals who should be invited.

Ms. Nelson stated that our attorney is working on drafting a contract between the Land Bank and the County for the Land Bank Project Manager Position. This would be a part-time position through the Planning Department.

Ms. Nelson reminded the Authority that Round 1 projects from the Blight Elimination Funds have to be completed by the end of the year. Round 2 projects have to be completed by September 30, 2024. Fishbeck is working on the demolition RFPs. It has been confirmed that Round 3 and 4 projects will have a 7 year lien that cannot be waived. Ms. Nelson would like to have a special meeting with the Land Bank and Susan from Fishbeck to go over project ideas for our Blight Elimination funds and decide what projects to apply for in Round 4. The

meeting was set for October 20, 2023, at 1pm. Ms. Nelson requested everyone to submit a list of their ideas for projects by October 17, 2023, to her by email.

Ms. Nelson provided an update on the Land Bank 101 session on November 7, 2023. It would cost \$500 to host the meeting at the new Hampton Inn. Several alternative ideas were tossed around, and Ms. Nelson will work on finding a location.

Mr. Buren mentions the Wagoner Center and potential ways to assist them, but there are issues that need to be resolved before proceeding.

There being no further business to come before the Authority, the meeting was adjourned at 2:58 P.M.

Respectfully Submitted,

---

Julie Griffis, Land Bank Authority Secretary/Treasurer

APPENDIX A

Fund 283 - LAND BANK FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 09/30/23	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		
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		
08/17/2023	CR MAPLE GROVE TOWNSHIP/COUNTY LAND BANK		175.79 Receipt #: 80776		
09/21/2023	CR CLEON TOWNSHIP/2023 SUMMER TAX DISBURSEMENT BLOCK: 461-		3.01 Receipt #: 81222		
437.000	TAX CAPTURE - LAND BANK	0.00	2,645.40	(2,645.40)	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		
08/01/2023	GJ JE# 7681		253.20 JE# 7681		
09/08/2023	GJ JE# 7723		253.20 JE# 7723		
667.001	LAND CONTRACT	0.00	3,636.40	(3,636.40)	100.00
<b>Total - Dept 000</b>		<b>0.00</b>	<b>506,281.80</b>	<b>(506,281.80)</b>	<b>100.00</b>
<b>Total Revenues</b>		<b>0.00</b>	<b>506,281.80</b>	<b>(506,281.80)</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		
08/10/2023	AP JACKPINE BUSINESS CENTERS/LAND BANK LETTERHEAD		103.00 Inv #: '486923-0' Vendor '3400'		
727.000	OFFICE SUPPLIES	0.00	206.00	(206.00)	100.00
801.021	CONTRACTED SERVICES - CONSULTANT				
08/11/2023	AP FISHBECK/CONSULTANT FEES - BLIGHT ELIMINATION 30		2,177.42 Inv #: '426299' Vendor '2520'		
801.021	CONTRACTED SERVICES - CONSULTA	0.00	2,177.42	(2,177.42)	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'		
08/18/2023	AP VISA/HOTE EXPENSES./TOOL BOX/CER CLASS/ZOOM		150.00 Inv #: '1436 - JULY 23' Vendor '6780'		
09/30/2023	GJ JE #7754		32.00 JE# 7754		
812.000	DUES AND FEES	0.00	782.00	(782.00)	100.00

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY  
 Balances as of 09/30/2023

A-2

Fund 283 - LAND BANK FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 09/30/23	Available Balance	% Used
<b>Expenditures</b>					
Department 000: GENERAL					
860.000	TRAVEL				
05/05/2023	GJ JE# 7539		1,063.01 JE# 7539		
08/18/2023	AP VISA/HOTE EXPENSES./TOOL BOX/CER CLASS/ZOOM		304.33 Inv #: '1436 - JULY 23' Vendor '6780'		
09/06/2023	AP HILTON GARDEN INN FLINT DOWNTOWN/LODGING (SEPT 20-22) N		270.90 Inv #: '3396257594' Vendor '9999'		
860.000	TRAVEL	0.00	1,638.24	(1,638.24)	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'		
08/09/2023	AP GRIMM'S SNOW REMOVAL, LLC/LAWN MOVING - 1001 KOSCIUSKO		150.00 Inv #: '15220' Vendor '2923'		
08/09/2023	AP GRIMM'S SNOW REMOVAL, LLC/LAWN MOVING - 530 DAVIS		150.00 Inv #: '15221' Vendor '2923'		
09/06/2023	AP GRIMM'S SNOW REMOVAL, LLC/LAWN MOWING - 530 DAVIS		375.00 Inv #: '15241' Vendor '2923'		
955.001	MISC. EXPENSE	0.00	687.38	(687.38)	100.00
<b>Total - Dept 000</b>		<b>0.00</b>	<b>7,714.44</b>	<b>(7,714.44)</b>	<b>100.00</b>
<b>Total Expenditures</b>		<b>0.00</b>	<b>7,714.44</b>	<b>(7,714.44)</b>	<b>0.00</b>
<b>NET OF REVENUES AND EXPENDITURES</b>		<b>0.00</b>	<b>498,567.36</b>	<b>(498,567.36)</b>	

A.3

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 283 - LAND BANK FUND				
283-000-001.000	CASH		526,296.69	
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		2,645.40
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		3,636.40
283-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
283-000-727.000	OFFICE SUPPLIES	0.00	206.00	
283-000-801.000	CONTRACTED SERVICES	0.00		
283-000-801.021	CONTRACTED SERVICES - CONSULTANT	0.00	2,177.42	
283-000-806.000	ATTORNEY FEES	0.00	1,987.50	
283-000-812.000	DUES AND FEES	0.00	782.00	
283-000-860.000	TRAVEL	0.00	1,638.24	
283-000-901.000	ADVERTISING	0.00	235.90	
283-000-955.001	MISC. EXPENSE	0.00	687.38	
283-000-955.013	MISC EXPENSE (APPROPRIATION)	0.00		
Total Fund 283 - LAND BANK FUND		0.00	534,011.13	534,011.13