

MINUTES

Tuesday, January 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; Eric Gustad; Tamara Buswinka

Members Absent: Julie Griffis, Secretary/Treasurer

Others Present: George Butler, Tiny Developers; Vanessa Buhs, Manistee County Habitat for Humanity; Tracy Davis, Housing Ready Program Coordinator; Lindsey Traeger, Recording Secretary

Rachel Nelson, Chair, called the meeting to order at 2:02 P.M. Roll was taken by the Recording Secretary.

Ms. Nelson called for nominations of officers. It was noted that the County Treasurer is automatically the Chair of the Land Bank Authority by statute.

There was a motion by Ms. Buswinka, supported by Mr. Gustad, to nominate Gary Buren as Vice-Chairperson, close nominations and cast a unanimous ballot for Gary Buren for the position of 2023 Vice-Chairperson.

A roll call vote was taken:

Yeas: 4 (Nelson, Buren, Gustad, Buswinka)

Nays: 0

Absent: 1 (Griffis)

Motion carried.

There was a motion by Ms. Buswinka, supported by Mr. Buren, to nominate Julie Griffis as Secretary/Treasurer, close nominations and cast a unanimous ballot for Julie Griffis for the position of 2023 Secretary/Treasurer.

A roll call vote was taken:

Yeas: 4 (Nelson, Buren, Gustad, Buswinka)

Nays: 0

Absent: 1 (Griffis)

Motion carried.

There was a motion by Mr. Buren, supported by Ms. Buswinka, 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 December 6, 2022.

There was a motion by Mr. Buren, supported by Ms. Buswinka, to approve the Manistee County Land Bank Authority regular meeting minutes of Tuesday, December 6, 2022, as presented. Motion carried by unanimous vote.

The finance report (APPENDIX A) is attached. The ARPA funds have been received. We continue to receive the 5/50 tax capture from the properties we have owned and sold. The monthly land contact continues to be received regularly.

There is nothing new to report on the Bear Lake (US-31) property. We continue to be on hold for the potential RFP until more is known regarding the sewer project. Other uses for the property have been Sparkle in the Park, Bear Lake Days, etc.

Mr. Butler, from Tiny Developers, provided a report on the Bear Lake, Maple Street property. The project manager hopes to be done and completed by the beginning of February. Mr. Butler is pleased with everything and can't wait. This house is 1,650 square feet. They have one room rented out at this point. Mr. Butler reports that there will be a party to celebrate this project/home once completed.

Two individuals were interviewed for the Land Bank Project Manager position. Both were good candidates, and Ms. Nelson felt it would be good to do second interviews with the entire board. After reaching out to both candidates for a second interview, one candidate has accepted a different job, but we will still go forward with the other candidate's second interview. A special meeting should be scheduled for this purpose as well as to create a tentative budget for the APRA funds and approve the Blight Eliminations Funds grant application. The special meeting will be held on Monday, January 23, 2023, at 11:30 am.

The board had discussion on the old road commission building (US-31/ M-55). The building is for sale, but the purchase price is out of the Land Banks budget. Mr. Buren did have a discussion with the owner and he was willing to continue discussion and potentially work with the Land Bank towards something in the future.

The Land Bank is guaranteed \$200,000 Blight Elimination funds, with two rounds of funding, as long as there are projects ready to go. We have three properties in the city that would be demolition projects. Two are currently owned by the city and one is privately owned. This grant is a rare exception since the Land Bank doesn't have to own the property and can work with a private owner. The homeowner will have a lien from the state. The Land Bank will not have any control over the property once the demolition process is over. It will then be ready for whatever the homeowner chooses to do with it. We will be getting rid of a blighted structure in the city. The two properties that are owned by the City might be donated to the Land Bank. These two properties could be used for housing after demolition (if zoning allows for it), and we could use the ARPA funds for the next steps after the demolition is completed.

Ms. Buhs reports that Habitat for Humanity continues to make sure that everything is done as it should be with their property donated from Morton Salt. Ms. Buhs hopes to be in an agreement with the Land Bank by March of 2023.

Ms. Nelson presented information to the Charter Township of Filer and DDA at their request. There is potential for the Land Bank to assist with the Hamlet project. A developer is interested in the project, and the Township/DDA will wait to see if the developer feels the Land Bank/Brownfield could be of assistance to make the project feasible.

Mr. Gustad wondered if we have a formal process for people/entities/developers to request assistance from the Land Bank. We don't currently, but that would probably be a good idea in the future. The Land Bank has been the one to reach out to others so far, but hopefully demand will increase.

Ms. Nelson reports on the Fishbeck Proposal/ RFP to have a consultant on retainer. We are going to put out an RFP.

The Land Bank set the meeting schedule for February 2023 through January 2024 to continue to be the first Tuesday of every month, with the exception of July, which will be the second Tuesday of the month due to the Fourth of July holiday. The time will stay the same, which is 2pm.

Ms. Nelson announced that she has been appointed as the vice chair of the Michigan Association of Land Banks (MALB).

On behalf of the Land Bank board, we extend a warm welcome to Mr. Gustad. He has replaced Ms. Jaquish as the Commissioner representative. He will be a great addition and will bring great things to the Land Bank!

Ms. Davis shared that she followed up with the City Housing Commission regarding the vacant property that they have, and they cannot transfer the property into a different name, other than their own. The board wondered if we could buy property from them for a small amount. Ms. Davis will follow up.

There being no further business to come before the Authority, the meeting was adjourned at 3:39 P.M.

Respectfully Submitted,

Julie Griffis, Land Bank Authority Secretary/Treasurer

APPENDIX A

Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 12/31/22	Available Balance	% Used
Revenues					
Department 000: GENERAL					
437.000	TAX CAPTURE - LAND BANK				
10/21/2022	CR VILLAGE OF EASTLAKE/2022 PORTION OF LAND BANK TAXES PAR		238.88 Receipt #: 76120		
12/22/2022	CR MAPLE GROVE TOWNSHIP/2022 WINTER TAX DISBURSEMENT RANGE		280.42 Receipt #: 76834		
437.000	TAX CAPTURE - LAND BANK	600.00	519.30	80.70	86.55
615.019	APPROPRIATIONS REVENUE				
11/09/2022	CR MANISTEE COUNTY/LAND BANK ARPA APPROPRIATION 2022		500,000.00 Receipt #: 76373		
615.019	APPROPRIATIONS REVENUE	0.00	500,000.00	(500,000.00)	100.00
667.001	LAND CONTRACT				
10/07/2022	GJ JE# 7073		253.20 JE# 7073		
11/21/2022	GJ JE# 7187		253.20 JE# 7187		
12/13/2022	GJ JE# 7275		253.20 JE# 7275		
667.001	LAND CONTRACT	3,038.00	759.60	2,278.40	25.00
Total - Dept 000		3,638.00	501,278.90	(497,640.90)	13,778
Total Revenues		3,638.00	501,278.90	(497,640.90)	13,778
Expenditures					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES	500.00	0.00	500.00	0.00
801.000	CONTRACTED SERVICES	500.00	0.00	500.00	0.00
806.000	ATTORNEY FEES				
11/03/2022	AP LUCAS MIDDLETON/TINY DEVELOPERS EXTENSION		187.50 Inv #: '185' Vendor '4175'		
806.000	ATTORNEY FEES	1,400.00	187.50	1,212.50	13.39
812.000	DUES AND FEES				
10/21/2022	AP VISA/MALB CONFERENCE/TRAVEL		100.00 Inv #: '0669-SEPT 22' Vendor '6780'		
812.000	DUES AND FEES	175.00	100.00	75.00	57.14
860.000	TRAVEL				
10/20/2022	AP RACHEL NELSON/MILEAGE REIMBURSEMENT		327.50 Inv #: '10/18/2022' Vendor '5022'		
10/21/2022	AP VISA/MALB CONFERENCE/TRAVEL		530.82 Inv #: '0669-SEPT 22' Vendor '6780'		
11/22/2022	AP VISA/ADOBE/PARKING CONFERENCE		56.00 Inv #: '0669 - OCT 2022' Vendor '6780'		
860.000	TRAVEL	500.00	914.32	(414.32)	182.86
901.000	ADVERTISING	500.00	0.00	500.00	0.00
955.001	MISC. EXPENSE	63.00	0.00	63.00	0.00
Total - Dept 000		3,638.00	1,201.82	2,436.18	33.04
Total Expenditures		3,638.00	1,201.82	2,436.18	33.04

12/29/2022 10:11 AM
User: RANELSON
DB: Manistee

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY
Balances as of 12/31/2022

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Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 12/31/22	Available Balance	Used
NET OF REVENUES AND EXPENDITURES		0.00	500,077.08	(500,077.08)	

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 238 - LAND BANK AUTHORITY FUND				
238-000-001.000	CASH		527,645.51	
238-000-202.000	ACCOUNTS PAYABLE			
238-000-214.000	DUE TO OTHER FUNDS			
238-000-390.000	FUND BALANCE			25,111.51
238-000-404.000	REVENUE CONTROL	0.00		
238-000-437.000	TAX CAPTURE - LAND BANK	600.00		519.30
238-000-540.000	STATE REIMBURSEMENTS	0.00		
238-000-615.019	APPROPRIATIONS REVENUE	0.00		500,000.00
238-000-642.010	SALE OF LAND	0.00		
238-000-667.001	LAND CONTRACT	3,038.00		759.60
238-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
238-000-727.000	OFFICE SUPPLIES	500.00		
238-000-801.000	CONTRACTED SERVICES	500.00		
238-000-806.000	ATTORNEY FEES	1,400.00	187.50	
238-000-807.000	DUES	0.00		
238-000-812.000	DUES AND FEES	175.00	100.00	
238-000-860.000	TRAVEL	500.00	914.32	
238-000-901.000	ADVERTISING	500.00		
238-000-955.001	MISC. EXPENSE	63.00		
238-000-955.013	MISC EXPENSE (APPROPRIATION)	0.00		
Total Fund 238 - LAND BANK AUTHORITY FUND				
NET OF REVENUES/EXPENDITURES - 2021-22		0.00	528,847.33	2,456.92
				528,847.33