

MINUTES

Monday, September 13, 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; Marc Miller, Director of Economic
Development; Lisa Sagala, Manistee County Controller/Administrator; Lindsey
Traeger, Recording Secretary

Rachel Nelson, Chair, called the meeting to order at 3:04 P.M. Roll was taken by the Recording Secretary.

There was a motion by Ms. Buswinka, supported by Ms. Griffis, to approve the meeting agenda as presented. Motion carried by unanimous vote.

During public comment, Mr. Butler from Tiny Developers reported on the Bear Lake house on Maple Street. Tiny Developers has had ownership for 8 months. There have been uncontrollable delays for four of those months with various things. The deadline for completion of the project is December 31, 2021, and Mr. Butler has provided the necessary request in writing for an extension as required in the purchase agreement. There was a consensus that a one-year extension is appropriate, and Ms. Nelson will get the legal document for the extension prepared to vote on at next month's meeting.

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 August 16, 2021, and the special meeting held on September 7, 2021.

There was a motion by Ms. Jaquish, supported by Ms. Buswinka, to approve the Manistee County Land Bank Authority regular meeting minutes of Monday, August 16, 2021, and special meeting minutes of Tuesday, September 7, 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 August 31, 2021, were presented (APPENDIX A).

Mr. Buren reported on the Bear Lake US-31 property. He put a call in to the interested developer and hoped to have something in writing from them, but hasn't heard back. Mr. Buren also heard from a real estate developer out of Traverse City who plans to put together a sight development plan. Ms. Sagala suggested that putting out

an RFQ for the Bear Lake property might help move things along. The Land Bank will move forward with this if there are no proposals by the next meeting.

The Manistee County Regional Summit is being held September 16, 2021, at the Little River Casino and Resort. Ms. Nelson has put together a brochure with information regarding our Land Bank. The brochure will also be mailed to the local municipalities with a request that they submit any project ideas by the end of October. There was also discussion about community involvement and volunteers, especially trying to get the youth involved.

A special meeting was scheduled for Thursday, November 4, 2021, at 9:00 a.m. to continue the discussion on how potential ARPA funds could be used.

There being no further business to come before the Authority, the meeting was adjourned at 3:38 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 08/31/21	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
08/03/2021	CR LAND BANK		58.50	Receipt #:	69835
404.000	TAX CAPTURE - LAND BANK	0.00	638.07	(638.07)	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
08/02/2021	GJ JE# 6341		253.20	JE#	6341
668.000	LAND CONTRACT	3,038.00	5,685.20	(2,647.20)	187.14
Total - Dept 000		4,038.00	9,858.27	(5,820.27)	244.14
Total Revenues		4,038.00	9,858.27	(5,820.27)	244.14
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'

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY
 Balances as of 08/31/2021

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Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 08/31/21	Available Balance	% Used
Expenditures					
Department 000: GENERAL					
860.000	TRAVEL	1,500.00	37.24	1,462.76	2.48
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'	
08/12/2021	AP	GRIMM'S SNOW REMOVAL, LLC/LAWN MOVING (BL-LYNN ST)	150.00	Inv #: '10769' Vendor '2923'	
995.000	MISC. EXPENSE	1,000.00	566.35	433.65	56.64
Total - Dept 000		4,038.00	1,857.59	2,180.41	46.00
Total Expenditures		4,038.00	1,857.59	2,180.41	46.00
NET OF REVENUES AND EXPENDITURES		0.00	8,000.68	(8,000.68)	

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 238 - LAND BANK AUTHORITY FUND				
238-000-001.000	CASH		25,281.61	
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		638.07
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		5,685.20
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	566.35	
Total Fund 238 - LAND BANK AUTHORITY FUND		0.00	27,139.20	27,139.20