

## MINUTES

Monday, October 11, 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; and Tamara Buswinka

Members Absent: none

Others Present: Lisa Sagala, County Controller/Administrator; Marc Miller, Director of Economic  
Development; Vanessa Buhs, Manistee County Habitat for Humanity (via zoom,  
Onekama Township); and Lindsey Traeger, Recording Secretary

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

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

Ms. Buhs mentioned in public comment that Habitat is still looking for a decent and affordable piece of property for the next project.

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 13, 2021.

**There was a motion by Ms. Buswinka, supported by Mr. Buren, to approve the Manistee County Land Bank Authority regular meeting minutes of Monday, September 13, 2021, as presented. Motion carried by unanimous vote.**

The finance report, which includes a revenue & expenditure report for October 1, 2020, through September 30, 2021, and a trial balance report as of September 30, 2021, is attached (APPENDIX A). There is nothing new to report and no concerns. There could be changes since this is the fiscal year end, but Ms. Nelson will inform if there is and give an updated report.

There is nothing new to report on the Bear Lake Property on US-31. There was talk about creating a fact sheet for this property. Mr. Miller agrees a fact sheet would be a great way to reach out to people. Ms. Griffis is going to get ahold of a video that was made in Bear Lake not long ago. Ms. Nelson is going to get with Planning, and Ms. Buswinka is going to contact the Health Department. Ms. Nelson will have a draft of the fact sheet at next month's meeting. There was discussion about a potential upcoming sewer authority meeting. The lack of sewer infrastructure has been a hindrance in finding a developer for the property. Ms. Nelson will see if she can find out any information about the meeting, and it might be good to have a representative from the Land Bank attend.

Ms. Nelson read an update from Mr. Butler regarding the Bear Lake Maple Street Property. They had a breakthrough with some things and are now able to move forward and trying to get caught up. They are still waiting for septic evaluation and electric evaluation. The Authority reviewed Addendum I to Purchase Agreement (APPENDIX B), which would formally grant the one-year extension for this property.

**There was a motion by Ms. Jaquish, supported by Mr. Buren, to approve Addendum I to Purchase Agreement between the Land Bank Authority and Tiny Developers to extend the rehabilitation deadline to December 31, 2022.**

**A roll call vote was taken:**

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

**Nays: 0**

**Absent: 0**

**Motion carried.**

Ms. Nelson reports that the Manistee County Regional Summit went very well. A lot of good information was presented.

The Special meeting regarding potential ARPA funds has been rescheduled to November 2, 2021, at 8:00 am and the regular meeting is rescheduled for 9:00 am on November 8, 2021, instead of 3:00 pm that day.

Ms. Jaquish had discussions with someone from EGLE regarding the old Road Commission property on the corner of M-55 and US-31. The property is currently privately owner, and Mr. Miller is going to reach out to the current owner by mail.

There being no further business to come before the Authority, the meeting was adjourned at 3:40 P.M.

Respectfully Submitted,

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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 09/30/21	Available Balance	% Used
<b>Revenues</b>					
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		
09/01/2021	GJ JE# 6389		253.20 JE# 6389		
668.000	LAND CONTRACT	3,038.00	5,938.40	(2,900.40)	195.47
<b>Total - Dept 000</b>		<b>4,038.00</b>	<b>10,111.47</b>	<b>(6,073.47)</b>	<b>250.41</b>
<b>Total Revenues</b>		<b>4,038.00</b>	<b>10,111.47</b>	<b>(6,073.47)</b>	<b>250.41</b>
<b>Expenditures</b>					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES				
04/08/2021	AP JACKPINE BUSINESS CENTERS/ENVELOPES & LETTERHEAD		229.00 Inv #: '463545-0' Vendor '3400'		
09/22/2021	AP JACKPINE BUSINESS CENTERS/BROCHURE PAPER		26.99 Inv #: '468430-0' Vendor '3400'		
09/22/2021	AP JACKPINE BUSINESS CENTERS/PROCHURE PAPER		26.99 Inv #: '468613-0' Vendor '3400'		
727.000	OFFICE SUPPLIES	413.00	282.98	130.02	68.52
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

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY  
 Balances as of 09/30/2021

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Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 09/30/21	Available Balance	% Used
<b>Expenditures</b>					
Department 000: GENERAL					
860.000	TRAVEL				
04/08/2021	AP RACHEL NELSON/MILEAGE REIMBURSEMENT		37.24		Inv #: '4/6/21' Vendor '5022'
09/22/2021	AP RACHEL NELSON/MILEAGE REIMBURSEMENT		19.32		Inv #: '09/17/21' Vendor '5022'
860.000	TRAVEL	1,500.00	56.56	1,443.44	3.77
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'
09/22/2021	AP GRIMM'S SNOW REMOVAL, LLC/LAWN MOVING (BL-LYNN ST)		150.00		Inv #: '10786' Vendor '2923'
995.000	MISC. EXPENSE	1,000.00	716.35	283.65	71.64
<b>Total - Dept 000</b>		<b>4,038.00</b>	<b>2,080.89</b>	<b>1,957.11</b>	<b>51.53</b>
<b>Total Expenditures</b>		<b>4,038.00</b>	<b>2,080.89</b>	<b>1,957.11</b>	<b>51.53</b>
<b>NET OF REVENUES AND EXPENDITURES</b>		<b>0.00</b>	<b>8,030.58</b>	<b>(8,030.58)</b>	

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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		25,311.51	
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		5,938.40
238-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
238-000-727.000	OFFICE SUPPLIES	413.00	282.98	
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	56.56	
238-000-901.000	ADVERTISING	1,000.00		
238-000-995.000	MISC. EXPENSE	1,000.00	716.35	
Total Fund 238 - LAND BANK AUTHORITY FUND		0.00	27,392.40	27,392.40

### Addendum I to Purchase Agreement

**Addendum I to Purchase Agreement**, dated as of September 17, 2021 between the **Manistee County Land Bank Authority**, a Michigan Public Body Corporate, whose address is 415 Third Street, Manistee, MI 49660 (the “Seller”) and **Tiny Developers, Inc.**, A Michigan Nonprofit Corporation, whose address is 495 8<sup>th</sup> Street, Manistee, MI 49660 (“Buyer”).

#### Background

1. The parties previously entered into a Purchase Agreement dated November 24, 2020 (the “Purchase Agreement”).
2. The Purchase Agreement provided that Buyer must complete certain Rehabilitation Activities by December 31, 2021 (the “Rehabilitation Deadline”) in order to remove contingencies on the sale of the parcel at issue.
3. The Purchase Agreement allowed for an extension of the Rehabilitation Deadline at the Seller’s discretion and upon appropriate showing by Buyer no later than November 15, 2021.
4. Buyer has made a written request to Seller, dated September 13, 2021.

Accordingly, in consideration of the mutual promises stated in this Agreement, the parties agree as follows:

**1. Extension of the Rehabilitation Deadline.** The Parties agree that Buyer has demonstrated sufficient necessity to extend the Rehabilitation Deadline as well as diligent efforts to complete the Rehabilitation Activities as provided in the Purchase Agreement. The Parties further agree that an extension of the Rehabilitation Deadline is necessary and appropriate. Therefore, the Parties hereby agree that the Rehabilitation Deadline shall be extended for one year to December 31, 2022.

**2. Effect of Change.** Except as specifically provided in this Addendum with respect to the Rehabilitation Deadline, the Purchase Agreement shall remain unchanged in all other respects.

**3. Defined Terms.** Any defined terms utilized in this Addendum shall have the same meaning assigned to them in the Purchase Agreement unless otherwise specifically provided herein.

**4. Counterparts and Electronic Signatures.** This Addendum may be executed in one or more counterparts, each of which is deemed an original but all of which together shall constitute one agreement. A signed copy of this Agreement transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Addendum for all purposes.

[This Space Intentionally Blank – Signatures to Follow]

To evidence the parties' agreement to this Addendum, each party has executed and delivered it on the date indicated under that party's signature but it is effective as of the date stated in the preamble.

**Manistee County Land Bank Authority**

By: \_\_\_\_\_

Rachel Nelson

Its: Chairperson

Dated: \_\_\_\_\_

**Tiny Developers, Inc.**

By: \_\_\_\_\_

George Butler

Its: Vice President

Dated: \_\_\_\_\_