



## LAND BANK AUTHORITY

Rachel Nelson, Chair  
Gary Buren, Vice-Chair  
Pauline Jaquish, Secretary/Treasurer  
Tamara Buswinka  
Julie Griffis

[www.manisteecountymi.gov](http://www.manisteecountymi.gov)

Manistee County Courthouse  
415 Third Street - Manistee, Michigan 49660

## MINUTES

Monday, December 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; and Tamara Buswinka

Members Absent: none

Others Present: George Butler, Tiny Developers; 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 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.**

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 October 11, 2021, and the special meeting held on November 2, 2021.

**There was a motion by Ms. Jaquish, supported by Mr. Buren, to approve the Manistee County Land Bank Authority regular meeting minutes of Monday, October 11, 2021, and the Special meeting minutes of Tuesday, November 2, 2021, as presented. Motion carried by unanimous vote.**

Ms. Nelson provided an updated Revenue & Expenditure report for the fiscal year that ended September 30, 2021. The only change is the payment to the attorney for \$200. Ms. Nelson also provided a current fiscal year Revenue & Expenditure report through November 30, 2021, and a trial balance as of November 30, 2021. (APPENDIX A)

Nothing new to report on the Bear Lake US-31 property. It was decided to continue to wait to create an RFP for the property since there is potential development regarding the sewer project. The status of the sewer project has a big impact on how the property could be used. Ms. Nelson provided the property cards which could be used for a future RFP (APPENDIX B).

Mr. Butler from Tiny Developers spoke on behalf of the Bear Lake Maple Street house regarding the progress made. They are working on getting the septic in, along with rebuilding the garage and hoping to get a frame up later this week for winter.

During discussion regarding ARPA Funds, it was agreed upon that a staff member would be helpful to take on certain job tasks that would be needed for the Land Bank. Ms. Nelson is going to put together a draft position description.

Ms. Nelson passed out a Land Bank training sheet that is offered through the State Land Bank (APPENDIX C). Ms. Nelson will see if the Brownfield Authority is also interested in this training. This would be a good thing for everyone involved with Land Bank.

Ms. Nelson provided information on a pilot program being offered by the State Land Bank (APPENDIX D). Although we don't have any projects at the moment, this is a good opportunity to keep in mind for the future.

Our next meeting falls on Monday, January 10, 2022, and will need to be re-scheduled, due to conflicting events. The meeting was rescheduled to Monday, January 3, 2022, at 3pm.

Ms. Buswinka's term on the Land Bank ends on December 31, 2021. She has re-applied for another term. The position will be appointed at the County Board of Commissioners' meeting on December 21, 2021. Ms. Jaquish commented that she has done an awesome job, and wished her luck with her re-appointment.

There being no further business to come before the Authority, the meeting was adjourned at 4:07 P.M.

Respectfully Submitted,

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Pauline Jaquish, Land Bank Authority Secretary/Treasurer

Fund 238 - LAND BANK AUTHORITY FUND

APPENDIX A

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'		
09/30/2021	AP LUCAS MIDDLETON/TINY BUILDERS EXTENSION		200.00 Inv #: '103' Vendor '4175'		
806.000	ATTORNEY FEES	0.00	1,100.00	(1,100.00)	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'		

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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					
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'
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>2,280.89</b>	<b>1,757.11</b>	<b>56.49</b>
<b>Total Expenditures</b>		<b>4,038.00</b>	<b>2,280.89</b>	<b>1,757.11</b>	<b>56.49</b>
<b>NET OF REVENUES AND EXPENDITURES</b>		<b>0.00</b>	<b>7,830.58</b>	<b>(7,830.58)</b>	

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY  
 Balances as of 11/30/2021

Fund 238 - LAND BANK AUTHORITY FUND

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Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 11/30/21	Available Balance	Used
Revenues					
Department 000: GENERAL					
404.000	TAX CAPTURE - LAND BANK				
10/12/2021	CR LAND BANK		1.72 Receipt #: 70666		
404.000	TAX CAPTURE - LAND BANK	500.00	1.72	498.28	0.34
668.000 LAND CONTRACT					
10/04/2021	GJ JE# 6440		253.20 JE# 6440		
11/03/2021	GJ JE# 6503		253.20 JE# 6503		
668.000	LAND CONTRACT	3,038.00	506.40	2,531.60	16.67
Total - Dept 000		3,538.00	508.12	3,029.88	14.36
Total Revenues		3,538.00	508.12	3,029.88	14.36
Expenditures					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES	500.00	0.00	500.00	0.00
800.000	CONTRACTED SERVICES	500.00	0.00	500.00	0.00
806.000	ATTORNEY FEES	1,000.00	0.00	1,000.00	0.00
812.000 DUES AND FEES					
10/21/2021	AP MICHIGAN ASSOCIATION OF LAND BANKS/2021 MALB SUMMIT VIT		50.00 Inv #: '2016' Vendor '4595'		
812.000	DUES AND FEES	125.00	50.00	75.00	40.00
860.000	TRAVEL	500.00	0.00	500.00	0.00
901.000	ADVERTISING	500.00	0.00	500.00	0.00
995.000	MISC. EXPENSE	413.00	0.00	413.00	0.00
Total - Dept 000		3,538.00	50.00	3,488.00	1.41
Total Expenditures		3,538.00	50.00	3,488.00	1.41
NET OF REVENUES AND EXPENDITURES		0.00	458.12	(458.12)	

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GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 238 - LAND BANK AUTHORITY FUND				
238-000-001.000	CASH		25,569.63	
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	500.00		1.72
238-000-540.000	STATE REIMBURSEMENTS	0.00		
238-000-647.000	SALE OF LAND	0.00		
238-000-668.000	LAND CONTRACT	3,038.00		506.40
238-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
238-000-727.000	OFFICE SUPPLIES	500.00		
238-000-800.000	CONTRACTED SERVICES	500.00		
238-000-806.000	ATTORNEY FEES	1,000.00		
238-000-807.000	DUES	0.00		
238-000-812.000	DUES AND FEES	125.00	50.00	
238-000-860.000	TRAVEL	500.00		
238-000-901.000	ADVERTISING	500.00		
238-000-995.000	MISC. EXPENSE	413.00		
<hr/>				
Total Fund 238 - LAND BANK AUTHORITY FUND				
NET OF REVENUES/EXPENDITURES - 2020-21		0.00	25,619.63	7,830.58 25,619.63

APPENDIX B

Parcel Number: 51-32-221-705-05

Jurisdiction: BEAR LAKE TOWNSHIP

County: Manistee

Printed on

11/30/2021

Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
MANISTEE COUNTY LAND BANK		0	03/12/2020	CD	21-NOT USED	2020R001296	PROPERTY TRANSFER	0.0
MANISTEE COUNTY LAND BANK		0	01/23/2020	CD	21-NOT USED	2020R000427	PROPERTY TRANSFER	0.0
MANISTEE COUNTY TREASURER	MANISTEE COUNTY LAND BANK	0	10/08/2018	QC	21-NOT USED	2018R005377	PROPERTY TRANSFER	0.0
LECKRONE KAREN	MANISTEE COUNTY TREASURER	0	05/02/2017	CD	21-NOT USED	2017R002356	PROPERTY TRANSFER	100.0

Property Address	Class: COMMERCIAL-VACANT	Zoning:	Building Permit(s)	Date	Number	Status
7703 LAKE ST						
	School: BEAR LAKE SCHOOL DISTRICT					
	P.R.E. 0%					
Owner's Name/Address	MAP #:					
MANISTEE COUNTY LAND BANK AUTHO 415 THIRD ST MANISTEE MI 49660	2022 Est TCV 0					

Tax Description	Improved	X	Vacant	Land Value Estimates for Land Table COM.C-COMMERCIAL								
				Description	Frontage	Depth	Front	Depth	Rate %Adj.	Reason	Value	
VILLAGE OF BEAR LAKE W 44FT OF LOT 3, + W 66FT OF LOT 4, ALSO N 1FT OF W 66FT OF LOT 5 BLK C(SALE (78) 2367 095 230 4367 092 (82) 6414 041-44 (84) 230 2445 0657 (14) DC4 2014R000290 (17) QC 2017R002356, (18) QC 2018R005377 (20) CD 2020R000427, CD 2020R001296 [09/14/04]	X			US-31	37.20	0.00	1.0000	1.0000	350	100		13,020
				SIDE STREETS	29.50	0.00	1.0000	1.0000	300	100		8,850
				67 Actual Front Feet, 0.00 Total Acres Total Est. Land Value = 21,870								

Comments/Influences	Public Improvements	* Factors *										
		Description	Frontage	Depth	Front	Depth	Rate %Adj.	Reason	Value			
	X	Dirt Road										
		Gravel Road										
	X	Paved Road										
		Storm Sewer										
		Sidewalk										
		Water										
	X	Sewer										
		Electric										
		Gas										
		Curb										
		Street Lights										
		Standard Utilities										
		Underground Utils.										

Topography of Site	X	Level	Rolling	Low	High	Landscaped	Swamp	Wooded	Pond	Waterfront	Ravine	Wetland	Flood Plain	Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
														2021	EXEMPT	EXEMPT	EXEMPT			EXEMPT
														2020	0	0	0			0
														2019	0	0	0			0

Who	When	What	Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
D&G	12/27/2018	INSPECTED	2021	EXEMPT	EXEMPT	EXEMPT			EXEMPT
G.M	01/30/2018	DATA ENTER	2020	0	0	0			0
G.M	10/05/2017	INSPECTED	2019	0	0	0			0

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\*\*\* Information herein deemed reliable but not guaranteed\*\*\*

Parcel Number: 51-32-221-705-07

Jurisdiction: BEAR LAKE TOWNSHIP

County: Manistee

Printed on

11/29/2021

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Grantor	Grantee	Sale Price	Sale Date	Inst. Type	Terms of Sale	Liber & Page	Verified By	Prcnt. Trans.
MANISTEE COUNTY LAND BANK		0	03/12/2020	CD	INFORMATION ONLY	2020R001297	PTA	0.0
MANISTEE COUNTY LAND BANK		0	01/23/2020	CD	INFORMATION ONLY	2020R000428	PTA	0.0
MANISTEE COUNTY TREASURER	MANISTEE COUNTY LAND BANK	0	10/08/2018	QC	NOT GOOD SALE	2018R005378	PTA	0.0
LECKRONE KAREN	MANISTEE COUNTY TREASURER	0	05/02/2017	CD	INFORMATION ONLY	2017R002357	PTA	100.0

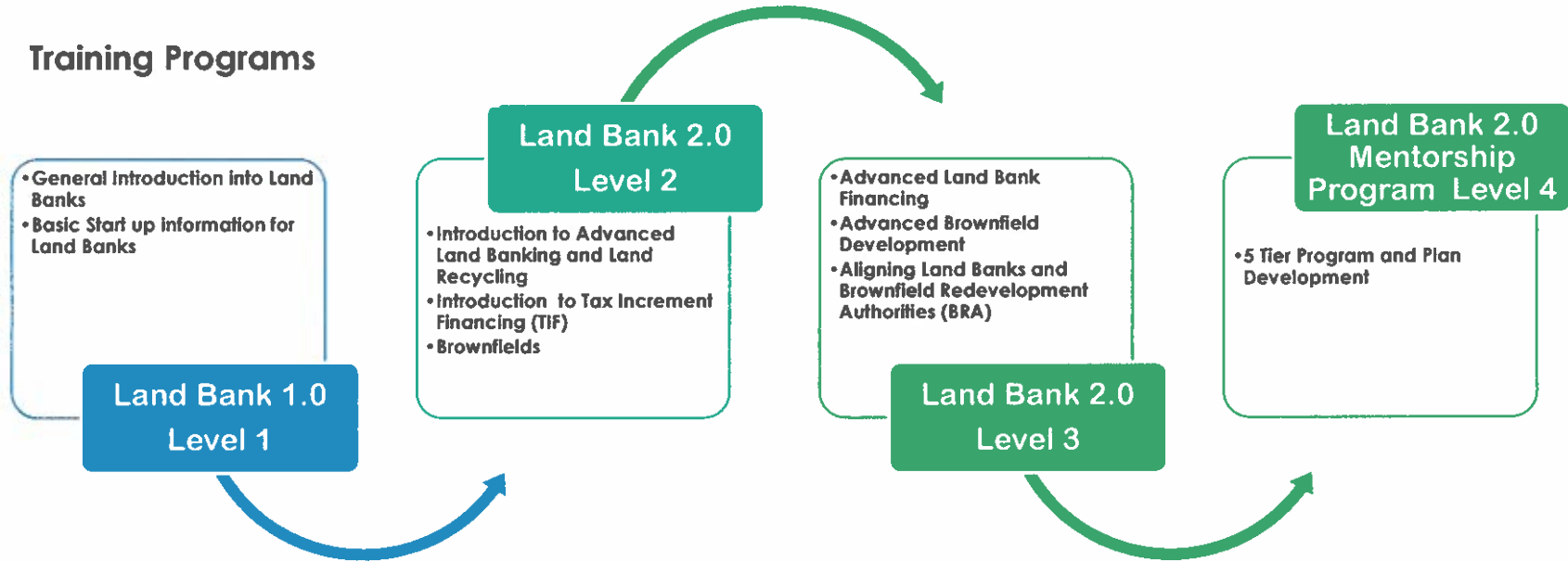
Property Address	Class: 701 EXEMPT	Zoning:	Building Permit(s)	Date	Number	Status		
7730 LAKE ST	School: BEAR LAKE							
	P.R.E. 0%							
Owner's Name/Address	MAP #:	2021 Est TCV 0						
MANISTEE COUNTY LAND BANK AUTHO 415 THIRD ST MANISTEE MI 49660		Improved	X Vacant	Land Value Estimates for Land Table COM.C-COMMERCIAL				
	Public Improvements	* Factors *						
		Description	Frontage	Depth	Front Depth	Rate %Adj. Reason Value		
		SIDE STREETS	28.00	0.00	1.0000 1.0000	300 100 8,400		
		28 Actual Front Feet, 0.00 Total Acres Total Est. Land Value = 8,400						
Tax Description	X	Dirt Road						
VILLAGE OF BEAR LAKE PT LOT 5 COM 29.5FT, N OF SW COR, N 28.5FT, E 66FT, S 28.5FT W 66FT TO POB. BLK C(SALE(79) 3375 090, 70 4377 0525 (84) 70 2447 0814 (14) DC4 2014R000290 (17) CD 2017R002357, (18) QC 2018R005378 (20) CD 2020R000428, CD 2020R001297 [09/14/04]	X	Gravel Road						
	X	Paved Road						
		Storm Sewer						
		Sidewalk						
		Water						
		Sewer						
	X	Electric						
		Gas						
		Curb						
		Street Lights						
		Standard Utilities						
		Underground Utils.						
Comments/Influences		Topography of Site						
	X	Level						
		Rolling						
		Low						
		High						
		Landscaped						
		Swamp						
		Wooded						
		Pond						
		Waterfront						
		Ravine						
		Wetland						
		Flood Plain						
		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
	Who	When	What	2021	EXEMPT	EXEMPT	EXEMPT	EXEMPT
	G.M	02/06/2021	DATA ENTER	2020	EXEMPT	EXEMPT	EXEMPT	EXEMPT
	GM	10/02/2020	INSPECTED	2019	0	0	0	0
	G.M	01/12/2019	DATA ENTER	2018	0	0	0	0

\*\*\* Information herein deemed reliable but not guaranteed\*\*\*



# Land Bank Training Programs

## Training Programs



## Available Program Formats



# GET UP TO \$10,000 TOWARD YOUR NEXT HOUSING DEVELOPMENT PROJECT

The State Land Bank Authority (SLBA) has launched an exciting new Housing Predevelopment Investment pilot program to offer up to \$10,000 to cover the costs of certain predevelopment activities for eligible small community and developer teams.

Estimated Housing Development Loan	Eligible Predevelopment Investment Amount
\$100,000 to \$250,000	\$4,000
\$250,001 to \$500,000	\$6,000
\$500,001 to \$1.5M	\$8,000
Over \$1.5M	\$10,000

This pilot program will prioritize funding for developments that involve county land banks working on their first housing development project, and on developments involving successful respondents to our recent Request For Qualifications for real estate development partners.

## Eligible Predevelopment Investment Parameters

The proposed development must be single-family, owner-occupied housing with a percentage to be sold to income eligible buyers. A minimum of 25% of the residential units must be sold to households up to 120% AMI — remaining units may be sold at market rate. Developer must partner with a land bank or local municipality and put together an Act 381 TIF plan or show other means of meeting any gap between sale price and cost to build. In the pilot program, awardees of Predevelopment Investment funds shall commit to utilizing the SLBA's Housing Development loan for part, or all, of the construction of the residential units.

To get started, visit [Michigan.gov/LandBankPromos](https://Michigan.gov/LandBankPromos) or call **517-335-8212**.

## Eligible Activities

During this pilot, eligible activities for reimbursement include, but are not limited to:

- Phase I, II, BEA
- Property acquisition costs
- Architectural fees
- Quiet Title action
- Rezoning process fees
- Brownfield TIF plan preparation
- Market Studies
- Abatement and demolition

## Ineligible Activities

- Construction activities except demolition
- Activities not listed as eligible and not pre-approved

Funds provided through the Predevelopment Investment Program will be granted if the applicant uses the Housing Loan Program. Otherwise, the investment is to be repaid to the Land Bank when a TIF bridge loan is received.



## Predevelopment Investment Funding Application

Predevelopment Investment funding will be awarded to a local unit of government (LUG) or land bank (LB). This pilot program will prioritize funding for county land banks working on their first housing development project and on developments involving SLBA's pre-qualified real estate development partners.

### General Information on LUG or LB Applicant:

Name		Contact Name	
Address		Contact Phone	
City		Contact Email	
Zip			
Phone			

### Development Partners:

Name	Full Address	Contact Person	Phone #	Email

### About the Property: *Add extra pages if necessary*

Parcel ID	
Full Address	
Legal Description	
Current Owner of Property	

### About the Project:

Description of Project <i>Limited to 3,000 characters.</i>	
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Describe the affordability component of the project <i>Limited to 2,000 characters.</i>	
Outline your estimated timelines of major milestones <i>Limited to 1,250 characters.</i>	
Proposed use for Predevelopment Investment dollars <i>Limited to 1,250 characters.</i>	

**Predevelopment Investment Request:**

Check One	Est. Housing Development Loan	Maximum Amt	Your Requested Amt
<input type="checkbox"/>	\$100,000 to \$250,000	\$4,000	
<input type="checkbox"/>	\$250,001 to \$500,000	\$6,000	
<input type="checkbox"/>	\$500,001 to \$1.5 M	\$8,000	
<input type="checkbox"/>	Over \$1.5M	\$10,000	

Signature

Date Signed:

**Attachments to include:**

- ❖ Proforma for both Predevelopment and Development Phases; must include proposed sources of funding
- ❖ Executed LUG Resolution to apply for Predevelopment Investment funds

**For Staff Use only**

Date Received		Date Reviewed	
<input type="checkbox"/> Eligible	Amount Awarded		
<input type="checkbox"/> Not Eligible	Reason		