



Leelanau County Land Bank Authority (LC-LBA)

Website: <http://www.leelanau.gov/landbank.asp>

8527 E. Government Center Dr.

Suttons Bay MI 49682 231-256-9838

NOTICE OF MEETING

The Leelanau County Land Bank Authority (LC-LBA) will meet on Tuesday
March 19, 2024 at 9:00 am at the Leelanau County Government Center.

DRAFT AGENDA

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

ANNUAL ORGANIZATIONAL ITEMS

1. Election of Officers (2023 Officers: Dan Heinz-Vice Chair, Gail Myer-Secretary, Rick Foster – Treasurer)
Vice-Chairman
Secretary
Treasurer
2. Review and Adopt 2024 Meeting Schedule *pg.2*
3. Review and Adopt Bylaws *pgs.3-11*
4. Review Policies & Procedures *pgs. 12-21*
5. Identify 2024 goals (*see attached for 2023 Goals*) *pg. 22*

Members

John A. Gallagher III-Chair
Dan Heinz
Gail Myer
Rick Foster
Deb Allen
Richard Ispording
Gwenne Allgaier

PUBLIC COMMENT

APPROVAL OF DECEMBER 19, 2023 MINUTES *pgs. 23-26*

UNFINISHED BUSINESS

DISCUSSION/ ACTION ITEMS

1. New Waves Housing Project
2. Updates:
 - a. CDBG Resolution
 - b. Former Northport Hospital demolition (Fishbeck)
 - c. Brewery Creek
3. Any other business

CLAIMS & ACCOUNTS

1. Claims & Accounts \$61.00 (Blight Elimination Grant reporting - Fishbeck) *pgs. 27-29*

POST AUDIT

1. Post Audit \$149.35 (Blight Elimination Grant reporting – Fishbeck) *pgs. 30-32*

CORRESPONDENCE/COMMUNICATION ITEMS

Demolition Training Sessions

PUBLIC COMMENT

MEMBER/CHAIRPERSON COMMENTS

ADJOURN

2024 PROPOSED MEETING SCHEDULE
for the
LEELANAU COUNTY LAND BANK AUTHORITY (LC-LBA)

Meetings on the 3rd Tuesday of every month at 9:00 a.m.

PLEASE DOUBLE CHECK MEETING DATES & TIMES ONLINE AT:
<http://www.leelanau.gov/landbank.asp> - by looking at the posted agendas and agenda packets. Occasionally, meeting dates & times are changed.

MEETING DATE:	
Organizational Meeting	January 16, 2024
Regular Meeting	February 27 th Tues.
Regular Meeting	March 19
Regular Meeting	April 16
Regular Meeting	May 21
Regular Meeting	June 18
Regular Meeting	July 16
Regular Meeting	August 20
Regular Meeting	September 17
Regular Meeting	October 15
Regular Meeting	November 19
Regular Meeting	December 17
<i>Organizational Meeting</i>	<i>January 25, 2025</i>

Meeting Location:

Leelanau County Government Center
Board of Commissioners Meeting Room
8527 E. Government Center Dr.
Suttons Bay MI 49682

**BYLAWS OF THE
LEELANAU COUNTY LAND BANK AUTHORITY**

An authority organized pursuant to
the Michigan Land Bank Fast Track Act and an
Intergovernmental Agreement between the
Michigan Land Bank Fast Track Authority, and the
Treasurer of the County of Leelanau, Michigan

Adopted by the Board of Directors as of October 21, 2008,
with amendments through **March 19, 2024**

**BYLAWS OF THE
LEELANAU COUNTY LAND BANK AUTHORITY**
Incorporated under the laws of the State of Michigan

**ARTICLE ONE
NAME, LOCATION AND OFFICES**

1.1 Name

The name of this corporation shall be “Leelanau County Land Bank Authority” (hereinafter referred to as the "Corporation"). The Corporation may also elect to be identified simply as the “County Land Bank”

1.1 Office and Agent

The Corporation shall maintain an office in the State of Michigan, and shall have an agent whose address is 8527 E. Government Center Dr., Suttons Bay MI49682.

1.2 Other Offices

The principal office of the Corporation shall be located in the Government Center, 8527 E. Government Center Dr., Suttons Bay MI 49682. The Corporation may have other offices at such place or places, within the State of Michigan, as the Board of Directors may determine from time to time or the affairs of the Corporation may require or make desirable.

**ARTICLE TWO
PURPOSE AND GOVERNING INSTRUMENTS**

2.1 Public Body Corporate

The Corporation shall be organized and operated as a land bank authority under the provisions, of the Michigan Land Bank Fast Track Act, 2003 P.A. 258, as amended, MCL 124.751 et seq. (the "Land Bank Act") and the Intergovernmental Agreement by and between the Michigan Land Bank Fast Track Authority and the Treasurer of the County of Leelanau Michigan, dated August 25, 2008 (hereinafter referred to as the Intergovernmental Agreement"). The Corporation is an authority governed by a Board of Directors.

2.2 Governing Instruments

The Corporation shall be governed by its articles of incorporation and its bylaws.

**ARTICLE THREE
BOARD OF DIRECTORS**

3.1 Powers and Duties of the Board of Directors

- (a) Except as otherwise provided in the articles of incorporation of the Corporation or in these bylaws, all the powers, duties, and functions of the Corporation conferred by the Land Bank Act, the Intergovernmental Agreement, the articles of incorporation, these bylaws, other state statutes, common law, court decisions, or otherwise shall be exercised, performed, or controlled by the Board of Directors.
- (b) The Board of Directors shall be the governing body of the Corporation and shall have general charge of the affairs, property and assets of the Corporation. It shall be the duty of the Board of Directors to determine the policies of the Corporation or changes therein, actively to prosecute the purposes and objectives of the Corporation, and, to this end, to manage and control all of its property and assets and to supervise the disbursement of its funds. The Board of Directors may adopt, by majority vote, such rules and regulations for the conduct of its business and the business of the Corporation as shall be deemed advisable, and, in the execution of the powers granted, may delegate certain of its authority and responsibility to an executive committee. Under no circumstances, however, shall any actions be taken which are inconsistent with the articles of incorporation and these bylaws. Members of the Board of Directors shall receive no compensation for service as a member of the Board of Directors, but shall be entitled to be reimbursed by the Corporation for actual and necessary expenses incurred in connection with performance of official functions of the Corporation subject to available appropriations.
- (c) The Board of Directors may, from time to time, appoint, as advisors, persons whose advice, assistance, and support may be deemed helpful in determining policies and formulating programs for carrying out the purposes and functions of the Corporation.

3.2 Initial and Regular Board of Directors

The Board of Directors of the County Land Bank shall consist of:

- (a) The Treasurer of Leelanau County;
- (b) the County Board representative on the County Land Bank, and
- (c) five (5) other members as appointed by the County Board of Commissioners.

3.3 Term of Office

The Treasurer shall serve as a member of the Board of Directors without a term. Other members shall be appointed three-year terms, and shall continue to serve until his or her successor has been appointed.

3.4 Removal

Other than the Treasurer of Leelanau County, a director may be removed from office for cause by the Board of Commissioners of Leelanau County.

3.5 Vacancies

Any vacancy in the Board of Directors, other than the Treasurer, arising at any time and from any cause, may be filled for the unexpired term by the Board of Commissioners of Leelanau County. Each director so appointed shall hold office until the expiration of his term, or the unexpired term of his predecessor, as the case may be, and until his or her successor is appointed.

3.6 Conflict of Interest

A director who has a direct or indirect personal or financial interest in any matter before the Corporation shall disclose his or her interest prior to any action on the matter by the Corporation, which disclosure shall become part of the record of the Corporation's official proceedings. The interested director shall further refrain from participation in the Corporation's action relating to the matter. Each director, upon taking office, shall acknowledge in writing that they have read and agreed to abide by this section.

ARTICLE FOUR MEETINGS OF THE BOARD OF DIRECTORS

4.1 Regular Meetings

Notice of Regular meetings of the Board of Directors shall be held from time to time at such times and at such places as the Board of Directors may prescribe. Notice of the time and place of each such regular meeting shall be given by the secretary either personally or by telephone, mail or email not less than seven nor more than thirty (30) days before such regular meeting. The meetings of the Board of Directors shall be public, and the appropriate notice of such meetings provided to the public. Notice of any and all meetings of the Board of Directors shall be given in accordance with the Open Meetings Act, 1976 P.A. 267, as amended. The Board of Directors shall meet at least annually.

4.2 Special Meetings: Notice

Special meetings of the Board of Directors may be called by or at the request of the Chairperson or by any three (3) of the directors in office at that time. Notice of the time, place and purpose of any special meeting of the Board of Directors shall be given by the secretary either personally or by telephone, email or by mail at least twenty-four (24) hours before such meeting.

4.3 Annual Meeting

The first meeting of the Board of Directors in each calendar year shall be deemed to be the annual meeting of the Board of Directors. All officers of the Board of Directors shall be elected at the annual meeting by the Board of Directors, unless a vacancy in such office occurs prior to the annual meeting, and each officer shall hold such office until the following annual meeting.

4.4 Waiver

Attendance by a director at a meeting shall constitute waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of business because the meeting is not lawfully called.

4.5 Quorum

A majority of the Board of Directors shall be required to constitute a quorum for the transaction of business. The Board of Directors shall act by a majority vote at a meeting at which a quorum is present. A quorum shall be necessary for the transaction of business.

4.6 Vote Required for Action

Except as otherwise provided in these bylaws or by law, the act of a majority of the directors present at a meeting at which a quorum is present at the time shall be the act of the Board of Directors. Adoption, amendment and repeal of a bylaw are provided for in Article Twelve of these bylaws.

Vacancies in the Board of Directors may be filled as provided in Section 3.5 of these bylaws.

4.7 Adjournments

A meeting of the Board of Directors, whether or not a quorum is present, may be adjourned by a majority of the directors present to reconvene at a specific time and place. Notice of any reconvened meeting of the Board of Directors shall be given in accordance with the Open Meetings Act, 1976 P.A. 267, as amended. At any such reconvened meeting at which a quorum is present, any business may be transacted which could have been transacted at the meeting which was adjourned.

ARTICLE FIVE NOTICE AND WAIVER

5.1 Procedure

Whenever these bylaws require notice to be given to any director, the notice shall be given as prescribed in Article Four. Whenever notice is given to a director by mail, the notice shall be sent first-class mail by depositing the same in a post office or letter box in a postage prepaid sealed envelope addressed to the director at his or her address as it appears on the books of the Corporation; and such notice shall be deemed to have been given at the time the same is deposited in the United States mail.

5.2 Waiver

Whenever any notice is required to be given to any director by the articles of incorporation or by these bylaws, a waiver thereof in writing signed by the director entitled to such notice, whether before or after the meeting to which the waiver pertains, shall be deemed equivalent thereto, but only in those circumstances in which such notice is not required by law.

ARTICLE SIX BOARD OF ADVISORS

6.1 Appointment

The Board of Directors may appoint such persons as it reasonably deems necessary or desirable to act as the Board of Advisors of the Corporation. To the extent possible, the Board of Advisors should consist of representatives of the community who have demonstrated an interest in and commitment to the redevelopment of properties within the geographical boundaries of Leelanau County. The number of persons appointed to constitute the Board of Advisors shall be determined in the sole discretion of the Board of Directors.

6.2 Purpose

It shall be the function and purpose of the Board of Advisors to advise the Board of Directors on matters relating to the business and affairs of the Corporation, and to suggest or be available for consultation with regard to projects or activities which the Corporation may undertake, consistent with its purposes, in furtherance of its goals and objectives. The Board of Advisors shall serve solely in an advisory capacity.

ARTICLE SEVEN OFFICERS

7.1 Number and Qualifications

The officers of the Corporation shall be members of the Board of Directors and shall consist of a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, and such other officers as may be designated by the Board of Directors. The Treasurer of Leelanau County shall serve as the Chairperson of the Corporation.

7.2 Removal

Any officer of the Corporation other than the Chairperson may be removed as an officer by the Board of Directors of the Corporation with or without cause at any time.

7.3 Chairperson

The Chairperson shall be the principal executive officer of the Corporation and shall preside at all meetings of the Board of Directors. Subject to any policies adopted by the Board of Directors, the Chairperson shall have the right to supervise and direct the management and operation of the Corporation and to make all decisions as to policy and otherwise which may arise between meetings of the Board of Directors, and the other officers and employees of the Corporation shall be under the Chairperson's supervision and control during such interim. The Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe.

7.4 Vice-Chairperson

The Vice-Chairperson, if such office has been designated by the Board of Directors, shall, in the absence or disability of the Chairperson, perform the duties and have the authority and exercise the powers of the Chairperson. The Vice Chairperson shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time-to-time delegate.

7.5 Secretary

The secretary shall attend all meetings of the Board of Directors and record all votes, actions and the minutes of all proceedings in a book, to be kept for that purpose and shall perform like duties for the executive and other committees when required.

- (a) The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors.
- (b) The Secretary shall keep in safe custody the seal of the Corporation and, when authorized by the Board of Directors or the Chairperson, affix it to any instrument requiring it. When so affixed, it shall be attested by his or her signature or by the signature of the treasurer.
- (c) The Secretary shall be under the supervision of the Chairperson. He or she shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time delegate.

7.6 Land Bank Treasurer

- (a) The Treasurer shall have responsibility for the custody of the corporate funds and securities and shall be responsible for full and accurate accounts of receipts and disbursements of the Corporation and shall be responsible for the deposit of all monies and other valuables in the name and to the credit of the Corporation into depositories designated by the Board of Directors.
- (b) The Treasurer shall be responsible for the disbursement of the funds of the Corporation as ordered by the Board of Directors, and shall be responsible for the preparation of financial statements each quarter or at such other intervals as the Board of Directors shall direct.
- (c) The Treasurer shall be under the supervision of the Chairperson. The Treasurer shall perform such other duties and have such other authority and powers as the Board of Directors may from time to time prescribe or as the Chairperson may from time-to-time delegate.

ARTICLE EIGHT COMMITTEES OF DIRECTORS

8.1 Executive Committee

By resolution adopted by a majority of the directors in office, the Board of Directors may designate from among its members an executive committee which shall consist of three (3) or more

directors, including the Chairperson or a Vice Chairperson of the Corporation, which executive committee, to the extent provided in such resolution, shall have and exercise the authority of the Board of Directors in the management of the affairs of the Corporation; provided, however, the designation of such executive committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed upon it or him by law and such executive committee may not do the following:

- (a) Approve the dissolution or the sale, pledge, or transfer of all or substantially all of the Corporation's assets;
- (b) Elect, appoint, or remove directors or fill vacancies on the Board of Directors or on any of its committees; or
- (c) Adopt, amend, or repeal the Corporation's Articles of Incorporation or these Bylaws.

8.2 Other Committees of Directors

Other committees, each consisting of two (2) or more directors, not having and exercising the authority of the Board of Directors in the management of the Corporation, may be designated by a resolution adopted by a majority of directors present at a meeting at which a quorum is present. Such resolution shall assign the duties and responsibilities of such committees. Except as otherwise provided in such resolution, members of each such committee shall be appointed by the Chairperson of the Corporation. Any member of any committee may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the Corporation shall be served by such removal.

8.3 Term of Appointment

Each member of a committee shall continue as such until his successor is appointed, unless the committee shall be sooner terminated, or unless such member shall be removed from such committee, or unless such member shall cease to qualify as a member thereof.

8.4 Chairman

One member of each committee shall be appointed chairman thereof.

8.5 Vacancies

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

8.6 Quorum

Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum; and the act of a majority of members present at a meeting at which a quorum is present shall be the act of the committee.

8.7 Rules

Each committee may adopt rules for its own government, so long as such rules are not inconsistent with these bylaws or with rules adopted by the Board of Directors.

ARTICLE NINE EMPLOYEES, CONTRACTED SERVICES

9.1 Employees

The Corporation may employ or otherwise contract for the services of any staff deemed necessary to carry out the duties and responsibilities of the Corporation. Such staff may be employed as employees of the Corporation, or the services of such staff may be retained pursuant to contracts with Leelanau County, with the Treasurer of Leelanau County, or other public or private entities.

9.2 Executive Director

The Board of Directors may select and retain an Executive Director. An Executive Director selected and retained by the Board of Directors shall administer the Corporation in accordance with the operating budget adopted by the Board of Directors, general policy guidelines established by the Board of Directors, other applicable governmental procedures and policies, and the Intergovernmental Agreement. The Executive Director shall be responsible for the day-to-day operations of the Corporation, the control, management, and oversight of the Corporation's functions; and supervision of all Corporation employees. All terms and conditions of the Executive Director's length of service shall be specified in a written contract between the Executive Director and the Board of Directors, provided that the Executive Director shall serve at the pleasure of the Board of Directors.

ARTICLE TEN CONTRACTS, CHECKS, DEPOSITS AND FUNDS

10.1 Contracts

The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation. Such authority must be in writing and may be general or confined to specific instances. In the absence of such express authority granted by the Board of Directors, or a vacancy in the office to which the authority is delegated by the Board of Directors, the Chairperson shall have all authority necessary and appropriate to execute any and all documents, instruments and agreements on behalf of the Corporation.

10.2 Checks, Drafts, Notes, Etc.

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents, of the Corporation and in such other manner as may from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the treasurer or an assistant treasurer and countersigned by the Chairperson or the Vice-Chairperson of the Corporation. The Board of Directors shall require all individuals who handle funds of the Corporation to qualify for a security bond to be obtained by the Corporation, at the expense of the Corporation, in an amount not less than \$100,000.00. As an alternative, the security bond may be obtained by the County at the County's or Land Bank's expense.

10.3 Deposits

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

10.4 Gifts

The Corporation may acquire by gift, bequest, or devise any real or personal property or interests in real or personal property for the general purposes or for any special purpose of the Corporation on terms and conditions and in a manner the Board of Directors considers appropriate.

ARTICLE ELEVEN MISCELLANEOUS

11.1 Books and Records

The Corporation shall keep and maintain at the principal office of the Corporation all documents and records of the Corporation. The records of the Corporation shall include, but not be limited to, a copy of the Intergovernmental Agreement along with any amendments to the Intergovernmental Agreement. The records shall also include correct and complete books and records of accounts and minutes of the

proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. All records of the Corporation shall be made available to the public to the extent required by the Michigan Freedom of Information Act, 1976 P.A. 442, as amended. Not less than annually the Corporation shall file with the parties to the Intergovernmental Agreement, and with the Board of Commissioners of Leelanau County a report detailing the activities of the Corporation and any additional information as requested by such parties.

11.2 Corporate Seal

The corporate seal (of which there may be one or more exemplars) shall be in such form as the Board of Directors may from time to time determine.

11.3 Fiscal Year

The fiscal year of the Corporation shall begin on January 1 of each year and end on December 31.

11.4 Budget

The Board of Directors shall adopt annually a budget for all operations, income, expenses and assets. The Corporation shall be subject to and comply with the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.421 to 141.440a. The Chairperson or Executive Director shall prepare and the Board of Directors shall approve a budget for the Corporation for each Fiscal Year. Each budget shall be approved by the December 1 immediately preceding the beginning of the Fiscal Year of the Corporation.

11.5 Audit

The Corporation shall provide for the conduct of audits in accordance with sections 6 to 13 of the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.421 to 141.440a, which shall be made available to the parties to the Intergovernmental Agreement. The Corporation shall establish a dedicated audit committee of the Board of Directors for the purpose of overseeing the accounting and financial reporting processes of the Corporation and audits of its financial statements. The Corporation shall establish specific duties and obligations of the audit committee and standards and qualifications for membership on the audit committee. The Corporation may require at least one member to be specifically knowledgeable about financial reports. As an alternative, the County and its audit committee may assume the auditing responsibilities, if the Land Bank is included in the County's audit.

11.6 Construction

Whenever the context so requires, the masculine shall include the feminine and neuter, and the singular shall include the plural, and conversely. If any portion of these bylaws shall be invalid or inoperative, then, so far as is reasonable and possible:

- (a) The remainder of these bylaws shall, be considered valid and operative.
- (b) Effect shall be given to the intent manifested by the portion held invalid or inoperative.

11.7 Headings

The headings are for organization, convenience and clarity. In interpreting these bylaws, they shall be subordinated in importance to the other written material.

11.8 Relation to Articles of Incorporation

These bylaws are subject to, and governed by, the articles of incorporation and the Land Bank Act.

ARTICLE TWELVE AMENDMENTS

12.1 Power to Amend Bylaws

The Board of Directors shall have the power to alter, amend, or repeal these bylaws, or adopt new bylaws; provided, however, that the Board of Directors shall have no power or

authority to make any changes in the bylaws which would be inconsistent with the Land Bank Act or the Intergovernmental Agreement.

12.2 Conditions

Action by the Board of Directors with respect to these bylaws shall be taken by the affirmative vote of a majority of all directors then holding office.



LEELANAU COUNTY

LAND BANK FAST TRACK AUTHORITY

POLICIES AND PROCEDURES

Adopted January 18, 2011

**With amendments
through *March 19, 2024***

INTRODUCTION

The Leelanau County Fast Track Authority a.k.a., Leelanau County Land Bank Authority (LCLBA) was established on August 25, 2008 under the Michigan Land Bank Fast Track Act (Public Act 258 of 2003, as amended). The Leelanau County Land Bank Authority was created by an Intergovernmental Agreement between the Leelanau County Treasurer and the Michigan Land Bank Fast Track Authority, with the approval of the Leelanau County Board of Commissioners. In addition to the County Treasurer who, by law, must be a member of the LCLBA, the other members are appointed by the Leelanau County Board of Commissioners. The LCLBA has the authority to select and retain an Executive Director, however, in lieu of an Executive Director, the Chairman has ultimate authority. The entire board consists of seven (7) members.

The Michigan Land Bank Fast Track Act (Public Act 258 of 2003, as amended) provides for the creation of county land bank fast track authorities to:

- a. assist governmental entities in the assembly and clearance of title to property in a coordinated manner;
- b. facilitate the use and development of certain property;
- c. promote economic growth;
- d. prescribe the powers and duties of certain authorities;
- e. provide for the creation and appointment of boards to govern land bank fast track authorities and to prescribe their powers and duties;
- f. authorize the acquisition, maintenance, and disposal of interests in real and personal property;
- g. authorize the conveyance of certain properties to a land bank;
- h. authorize the enforcement of tax liens and the clearing or quieting of title by a land bank;
- i. provide for the distribution and use of revenues collected or received by a landbank;
- j. authorize the transfer and acceptance of property in lieu of taxes and the release of tax liens;
- k. exempt property, income, and operations of a land bank from tax; and
- l. extend protections against certain liabilities to a land bank.

Similarly, the purpose of the LCLBA is to assemble or dispose of public property, including tax reverted property, in a coordinated manner to foster the development of property, which in the judgment of the LCLBA Board should contribute to public good, and/or to promote economic growth in Leelanau County and in the local units of government within the county.

The acquisition and disposition of properties owned and managed by the LCLBA and its operations are in accordance with the Michigan Land Bank Fast Track Act, PA 258 of 2003, as

amended; the Tax Reverted Clean Title Act, PA 260 of 2003, as amended; PA 261 of 2003 which amends the General Property Tax Act (PA 206 of 1893), as amended; the Brownfield Redevelopment Financing Act (PA 381 of 1996, as amended), its operational By-Laws, and the general policies and procedures contained herein.

The purpose of these Policies and Procedures is to establish general principles on which sound decisions can be made and to determine specific parameters to guide the actions of the LCLBA. The LCLBA may amend these policies and procedures from time to time by resolution of the Board of Directors of the LCLBA (the “LCLBA Board”).

As an owner of property in the county, the LCLBA, within budgetary constraints, will make all reasonable efforts to:

1. maintain its property,
2. prevent the property from being a blighting influence,
3. prevent the property from being a danger, and
4. return the property to productive use consistent with the plans and goals of the community.

A. MISSION STATEMENT

The mission of the Leelanau County Land Bank Fast Track Authority is to enhance tax base by returning tax reverted properties to the tax rolls and to partner with community stakeholders to acquire and redevelop undervalued properties to support workforce/attainable/affordable housing and economic development.

B. GOALS

1. Programmatic

- a. Use the LCLBA disposition program to promote the economic development and/or redevelopment in the creation of jobs that will promote the year-round economy of the county.
- b. Support housing solutions and actions that will provide workforce housing, affordable housing, and attainable housing.
- c. Collaborate with other agencies to develop a comprehensive approach and a “one-stop-shop” for developers to access the LCLBA, Brownfield and the Economic Development Corporation development tools, including but not limited to access to grant funds, low interest loans and tax credits.
- d. Maintain an inventory of properties for potential development projects that will achieve the priority land uses established in the LCLBA’s policies.

- e. Establish a side lot program and convey all non-developable properties as they become tax foreclosed, to facilitate the elimination of abandoned property that is not on the tax rolls.

2. Organization

- a. Create policies and procedures that will govern the decision making of the LCLBA consistent with the organization's programmatic goals.
- b. Keep the LCLBA operating as efficiently as possible by collaborating with existing programmatic capacity at the County and other nonprofit and governmental agencies. This would include incorporating housing programs into the LCLBA, when applicable.
- c. Create a communication plan to ensure public awareness of the LCLBA programs and how they can be accessed. In addition, the plan should cultivate dialogue and education on an ongoing basis.
- d. Establish a board and staff development training program which is dedicated to comprehensive and ongoing member education. This can be accomplished in several ways including mini trainings at board meetings, literature reviews, conference attendance, and consultant visits.

LAND BANK PROGRAM IMPLEMENTATION

A. ACQUISITION OF PROPERTY

The following criteria shall be considered in determining property to be acquired by the LCLBA, to facilitate development, in conjunction with the acquisition of property, to carry out the purpose of the LCLBA or to enhance the operation and function of the LCLBA:

1. Property which is strategic to implementing an economic development, neighborhood stabilization or revitalization plan or strategy undertaken by the LCLBA.
2. Property which is strategic to implementing an economic development, neighborhood stabilization or revitalization plan or strategy undertaken by a local government entity pursuant to an intergovernmental agreement with the LCLBA.
3. Property which is strategic to implementing an economic development, neighborhood stabilization or revitalization plan or strategy undertaken by a nonprofit corporation pursuant to a community or neighborhood plan approved by the local political jurisdiction.
4. Property necessary to complete a land assembly project to enhance the marketability of or to protect property already held by the LCLBA.

- 5 Property that promotes health, safety and welfare.
- 6 Property that will generate financial resources for the operation and function of the LCLBA.

The LCLBA may acquire property as permitted by law. In determining the nature and extent of property to be acquired, the LCLBA shall consider the value of the property, the financial resources available for acquisition, the capacity of the LCLBA to own and manage the property, and the projected length of time required to convey or utilize the property for the purpose intended by the LCLBA in acquiring the property. All acquisitions shall require the approval of the LCLBA Board.

B. POLICIES GOVERNING THE ACQUISITION OF NON-TAX-FORECLOSED PROPERTIES

The Land Bank Fast Track Act, 2003 PA 258, MCL 124.755 et seq allows for the direct purchase of property. While the foundation of the LCLBA is property acquired through the tax foreclosure process, there will be opportunities for direct purchase of mortgage foreclosed, redevelopment project, and other properties that represent the mission of the LCLBA.

Policies and Procedures to carry out these Priorities are:

1. Accumulate property information such as assessment data, map location, photos, code violation information, zoning and other pertinent information regarding the property.
2. Personal inspection of the interior/exterior of the property.
3. Evaluate the need to conduct, if necessary, environmental due diligence (All Appropriate Inquiry) on the subject property since land banks are only exempt from environmental liability when property is acquired involuntarily (e.g., through the tax foreclosure process).
4. Obtain appraisal or market value estimate.
5. Submit all information to the Land Bank Authority to establish purchase price and approval.

C. DISPOSITION OF PROPERTY

1. Conveyances

The following apply to the conveyance of property:

- a. Real property conveyances by the LCLBA will be made directly by the LCLBA to the individual or entity responsible for undertaking the proposed development and in

accordance with its stated use of the property.

- b. The LCLBA will not convey real property to an individual or entity for future speculative conveyances to third parties. However, simultaneous closings involving property of the LCLBA may occur.
- c. The LCLBA will not convey real property to an individual or entity that was the prior owner of any real property in Leelanau County that was tax foreclosed.
- d. Conveyance(s) will be made at the sole discretion of the LCLBA.
- e. The consideration received by the LCLBA for any conveyance will be determined in the sole discretion of the LCLBA.
- f. Once a property is sold or otherwise conveyed by the LCLBA, the LCLBA will collect 50% of a five-year specific tax as allowed by PA 260 of 2003.

2. Property Specific Criteria

The following criteria will be considered to determine property that will be conveyed by the LCLBA:

- a. to facilitate development pursuant to 2003 PA 258,
- b. to better carry out the purpose of the LCLBA, or
- c. to enhance the operation and function of the LCLBA.

The LCLBA will consider the following factors in pricing and conveying property:

- i. The proposed use of the property with emphasis on returning the property to taxable status or conveyance, which in the judgment of the LCLBA Board contributes to public good.
- ii. Development which results in preserving and rehabilitating neighborhoods, promoting affordable home ownership and multiple family housing, as well as facilitating economic development and creating jobs.
- iii. The feasibility of the proposed development including financial resources, time frame for completion, site suitability including, but not limited to, size, location, land use, environmental issues, and infrastructure requirements.
- iv. The stability, ability, financial resources, nature, identity and capacity of the proposed purchaser including development experience and readiness to commence and complete development.
- v. The potential impact of the conveyance on community and neighborhood plans approved by the local unit of government(s) with emphasis on preserving, stabilizing and restoring neighborhoods, improving and modernizing commercial and industrial areas, remediating environmental issues and/or promoting compatible uses of land.
- vi. The potential for the conveyance to generate proceeds to support and enhance

the operation and function of the LCLBA.

The LCLBA may convey any property in its inventory in its sole discretion and establish disposition programs, including programs designed for specific areas.

D. GENERAL AGREEMENTS WITH LOCAL UNITS OF GOVERNMENT

The LCLBA may enter into Agreements with local units of government. The intent of the Agreements is to share information on a continuing basis to identify the parcels of property within a specific geographical area that are owned by the LCLBA. Once identified, the LCLBA and local units of government can solicit, receive and evaluate requests and proposals for the conveyance of property held by either the LCLBA or by a local unit of government. Once received, the LCLBA and the local unit of government can prepare recommendation packages for conveyance including information on the proposed purchaser, the proposed use of the property, and the consideration. Appropriate notice requirements to the LCLBA and the local unit of government will be followed in relation to the proposed conveyance of any property.

Note: Agreements will provide that the party holding legal title of the property to be conveyed will make final approval of the conveyance. The Executive Director or Chairman of the LCLBA may execute agreements consistent with this policy.

E. Requirements of Conveyance

The LCLBA, in its sole discretion, will determine all other terms and conditions of the conveyance. The documents that the LCLBA may use to convey an interest in property may include but are not limited to a quitclaim deed, a lease, a land contract and a grant of easement, as authorized by law and/or a development agreement.

F. TERMS OF CONVEYANCE

The following terms will be used to establish the consideration to be received by the LCLBA for the conveyance of real property.

1. It is the LCLBA's intent that the minimum monetary consideration will be no less than the Property Cost. "Property Cost" means the direct and indirect costs and expenses attributable to the property including, but not limited to, cost allocation for overhead, costs of acquisition, maintenance, repair, rehabilitation by or on behalf of the LCLBA, demolition, marketing and litigation to quiet title.
2. The value of the property will be established by an appraisal or other valuation as determined by the LCLBA.

The LCLBA, in its sole discretion, will determine the consideration and terms of conveyance.

G. USE

Prior to conveying the property, the range of uses that will be considered by the LCLBA (which are not in any particular order of importance) include, but are not limited to the following:

- a. Dedication to public use by a governmental entity.
- b. Homeownership and affordable housing.
- c. Return of the property to taxable status.
- d. Land assemblage for economic development.
- e. Provision for financial resources for operating functions of the LCLBA.
- f. Green space or conservation purposes.
- g. Elimination of blight.
- h. Uses for childcare.
- i. Dedication to use by a social, educational or faith-based institution.
- j. Recreation centers.
- k. Agricultural uses.

H. ADJACENT LOT DISPOSITION PROGRAM

Property may be conveyed to an adjacent property owner in the LCLBA's sole discretion.

1. Qualified Property

Property eligible for inclusion in the Adjacent Lot Disposition Program must meet the following minimum criteria:

- a. The Property is used for residential purposes and has a common boundary line with the Purchaser's property.
- b. The Property is not buildable according to current zoning and building codes.
- c. The Property is not part of a proposed plan or development supported by the local unit of government requiring land assembly.

2. Purchaser(s)

To convey property to Purchaser(s), the LCLBA will determine the following:

- a. Purchaser(s) own a contiguous property.
- b. When more than one adjacent property owner exists and each wants the same adjacent Property, the Property may be conveyed in whole or divided and conveyed at the discretion of the LCLBA. The LCLBA staff may contact adjacent property

owners to ascertain interest in the Property.

- c. Purchaser(s) has submitted a completed application to the LCLBA indicating the address(es) of the Properties to be purchased.
- d. Purchaser(s) are current on all property taxes owed for parcels within the county held by said purchaser.
- e. Purchaser(s) has submitted any financial information requested by the LCLBA.
- f. Purchaser(s) has submitted any other information requested by the LCLBA.

3. Consideration

Property conveyed through the Adjacent Lot Disposition Program will have the consideration determined by the LCLBA, in its sole discretion.

I. APPLICATION PROCESS

1. Application from an Individual

For Individual Purchasers, other than those applying for property offered through the Adjacent Lot Program, the LCLBA will consider a completed application from Individual Purchaser(s), which includes, but is not limited to the following:

- a. The address(es), legal description(s), and recent photos of the property to be purchased.
- b. The proposed development and/or use of the property.
- c. The time frame for rehabilitation, improvement or development.
- d. Financial documentation, which includes but is not limited to a Pre-Qualification Letter from a Lender (if financing the transaction).
- e. Proof of personal identification by an official state or federal document.

2. Applications from Organizations

For Organizations, including but not limited to, nonprofit corporations, partnerships, institutions, community groups, limited liability corporations, and joint ventures, the LCLBA will consider a completed application from Organizations, which includes, but is not limited to the following:

- a. The address(es), legal description(s), and recent photos of the property to be purchased.
- b. The proposed development and/or use of the property.
- c. Names of key individuals on the Development Team.
- d. The time frame for rehabilitation, improvement or development.
- e. Financial documentation, which includes but is not limited to a Pre-Qualification Letter from a Lender (if financing the transaction).

3. LCLBA Review

The LCLBA staff will attempt, within ninety (90) days of receiving a completed application, to complete a review of the application. After review, the LCLBA staff will notify the applicant of the determination or request additional information.

J. CONVEYANCES REQUIRING BOARD APPROVAL AND EXECUTIVE DIRECTOR/CHAIRMAN AUTHORITY

1. Executive Director/Chairman Authority

The Executive Director/Chairman of the LCLBA may enter into agreements to finalize property transactions and execute conveyances on behalf of the LCLBA regarding the following:

- a) Conveyances issued pursuant to the Adjacent Lot Disposition Program.
- b) Conveyances approved by the LCLBA Board.
- c) Purchase agreements, options, first right of refusal or similar conveyances, where there is a refundable deposit of not more than \$5,000 required.

The Executive Director/Chairman may enter into a Temporary License or an Agreement & Consent to Enter State-Owned Property as determined by the Executive Director/Chairman to be in the best interest of the LCLBA.

2. Board Approval

- a) Any transaction not specifically authorized shall require LCLBA Board approval.

3. Reporting Requirement

All conveyances entered into by the Executive Director/Chairman will be reported in writing to the LCLBA Board at the next LCLBA Board meeting.

K. Policy on Borrowing Money, Issuing Bonds or Notes

The LCLBA Board by resolution can authorize the LCLBA to borrow money and issue bonds and notes according to the Act.

Leelanau County Land Bank Authority

GOALS

Programmatic

1. Use the Land Bank disposition program to promote affordable housing and economic development in the creation of jobs that will promote the year-round economy of the County.
2. Collaborate with other agencies to develop a comprehensive approach and a “one-stop-shop” for developers to access the Land Bank, Brownfield and other development tools.
3. Complete an inventory of properties for potential development projects that will achieve the priority land uses established in the Land Bank Authority’s policies.
4. Establish a side lot program and convey all non-developable properties as they become tax foreclosed, to assist in the elimination of abandoned property that is not on the tax rolls.
5. Create an evaluation system to effectively analyze all property transfer requests.

Organization

1. Create policies and procedures that will govern the decision making of the Land Bank Authority, and assist in achieving the organization’s programmatic goals.
2. Operate the Land Bank under a budget neutral scenario, ensuring that it not have a negative effect on the County’s budget, but will operate financially independent of the County.
3. Keep the Land Bank Authority operating as efficiently as possible by collaborating with existing capacity at the County and other nonprofit and governmental agencies.
4. Create a communication plan that emphasizes making the public aware of the Land Bank programs and how to access them. In addition, the plan should create a system to collect public input on a continuous basis.
5. Establish a board and staff development training program to increase the capacity of the organization. This can be accomplished in several ways including mini-trainings at board meetings, literature reviews, conference attendance, and consultant visits.

Approved January 17, 2023

A regular meeting of the Leelanau County Land Bank Authority (LCLBA) was held on Tuesday, December 19, 2023 at the Leelanau County Government Center.

CALL TO ORDER

Meeting was called to order at 9:08 am by Chair Gallagher who led the Pledge of Allegiance.

ROLL CALL

Members Present: J. Gallagher, D. Heinz, R. Foster, D. Allen, G. Allgaier

Members Absent: R. Isphording

Public Present: L. Mawby, T. Searles, J. Stimson

Staff Present: G. Myer, Interim Planning Director, J. Herman, Planning Secretary

Gallagher opened the meeting with officer appointment and nominations for the vacancy of Land Bank Secretary. He acknowledged Gail Myer as she has been stepping in for the time being.

Motion by Allen, seconded by Allgaier, to appoint Gail Myer, Interim Planning Director to the position of Secretary until a Planning Director is formally named. Motion carried 5-0.

APPROVAL OF AGENDA

Heinz stated the following modifications to the agenda. Item #4 under Discussion/Action Items be moved to #1 and everything else is re-sequenced. 7 a. High Street Blight Elimination Project, 7 b. Update on Brewery Creek property status expiring Blight Elimination Grant situation, 7 c. Betsy Price HomeStretch status, and 7 d. Update on an EDC organization.

Motion by Allen, seconded by Allgaier, to approve the agenda as amended. Motion carried 6-0.

APPROVAL OF SEPTEMBER 19, 2023 MINUTES

Heinz made corrections to the minutes.

Motion by Foster, seconded by Allgaier, to approve the minutes as amended. Motion carried 6-0.

PUBLIC COMMENT – None.

UNFINISHED BUSINESS – None.

DISCUSSION/ ACTION ITEMS

Marek Road Invoice

Gallagher said the reason for moving this item up is because it effects the budget amendment for 2023 and in addition to that there is information presented by corporate counsel. Gallagher read the email handout from counsel on page 23. The invoice for HomeStretch could be reimbursed. For that consideration they would have to acknowledge their paid receipt for that project. With approval from the LBA, they can approve pending proof of payment. Gallagher questioned as to whether or not

HomeStretch may collect their pledged 1/3 match for the purposes of a road improvement serving property the LBA held in a development agreement. Gallagher said there was no dispute, it was their intent and they did not put expectations from HomeStretch or the Road Commission on how that would transpire, billing invoice, etc. Gallagher asked if they wish to reimburse work that has already been completed. They could do a reimbursement in which Gallagher would pay the invoices provided that Stimson must present proof of payment in the amount exceeding their reimbursement.

Motion by Allgaier, seconded by Foster, to approve the invoice as presented from HomeStretch.

Discussion Continued

Heinz said Stimson sent them a copy of the invoice two meetings ago from HomeStretch to Suttons Bay Township of \$45,000.00. He also attached a document from the township of an additional \$15,000.00. Gallagher clarified that they have confirmation from corporate counsel for reimbursement.

Motion on the table carried 6-0.

Approval of 2024 Proposed Budget/ Budget Amendment 23-01

Gallagher asked if the LBA wanted to reimburse HomeStretch in 2023 or 2024. He said he could execute the invoice reimbursement in 2023. Gallagher said by looking at the proposed budget the previous budget was \$0 and the amended budget will be increased by \$15,000.00 plus change of \$15,000.00 for 2023. The fund balance forward will increase by set \$15,000.00 and the new total will be \$95,083.00

Motion by Heinz, seconded by Allgaier, to approve the budget for 2024 as presented.

Motion carried 6-0.

Motion by Heinz, seconded by Allen, to accept the fiscal year 2023 amendment 23-01 in the amount of \$95,083.00. Roll Call vote.

Ayes- 6 (Allen, Allgaier, Foster, Gallagher, Heinz, Myer)

No- 0

Absent-1 (Isphording)

Gallagher noted that he will make these changes and will be set for audit.

HomeStretch Proposal/Affordable Housing

Gallagher looked for approval for the LBA to present this at the Brownfield Redevelopment Authority (BRA) meeting and to have the associated fees waived. This is a follow up from the previous LBA meeting on the four properties. It was discussed with HomeStretch to pursue Phase I on these properties because it is a prerequisite for most of the funding sources. They hope that these four properties are considered for 2024 as candidates for improvement. Heinz added that legal counsel will put together a purchase agreement.

Motion by Allgaier, seconded by Foster, to approve Part I applications to the Brownfield Redevelopment Authority and to waive the fees. Motion carried 6-0.

Hold Harmless Update

Gallagher received an email last night and wanted to present it to members. The email is confirmation that transactionally moving forward the LBA can develop dialog that will hold the LBA harmless. Gallagher continued, saying that they have to take into account that the statute states that the minimum bid isn't satisfying the court and the statute for claiming excess proceeds would potentially come after transfers of

property for less than fair market value. However, you can't do anything with the properties that have already been transferred, Gallagher suggests they have a Hold Harmless Agreement developed. No action is needed today but should be done prior to taking property from the Treasurer.

Heinz asked if the Treasurer's Office who administers foreclosures is willing to identify the LBA in case there are any claims for going back including properties they will sell to HomeStretch? If there is an ultimate liability, the difference between what they get it for and what the fair market value is, then the tax delinquent fund is the biggest pot of money not the LBA. Gallagher agreed, he asked two different attorneys and they both gave him the same answer that there isn't a mechanism to hold the LBA harmless for previous sales. Gallagher suggested the County Administrator follow up with this matter. Allen asked Gallagher for better language so she knows what to ask for and Gallagher agreed to assist with that.

CDBG 276 Non-Program Income Request

Gallagher asked corporate counsel for examples in and around funding for the LBA. Gallagher said CDBG non-program income is available for the purposes of housing, and he would like the LBA to ask the Board of Commissioners (BOC) for the non-program income available in 2024. Gallagher showed resolutions how different communities are being funded. Gallagher would like to work with corporate counsel to develop a proposal that would work with both the BOC and LBA and bring it in front of the BOC in January. Gallagher explained that these are interest payments from the housing rehabilitation program that fell outside of the restricted funding so they do not have to be reused in a program income way. Galla once mentioned that these funds can be used and administered under the guide of housing. Gallagher will show a breakdown of the program build-up provided by Galla.

Motion by Allgaier, seconded by Heinz, to move this forward to the Board of Commissioners meeting in January. Motion carried 6-0.

High Street Bid Acceptance

Gallagher said they had a closed bid that was presented from Fishbeck. They thought they accepted the bid but it is being brought back today for clarification. They will need to approve it formally today as it was presented.

Motion by Heinz, seconded by Allgaier, for clarification, to approve Fishbeck as the environmental consultant on the High Street blight elimination project. Motion carried 6-0.

Brewery Creek Update

Gallagher said Brewery Creek went out for rebids and they came in significantly lower. They awarded the bid and have formally asked the state for an extension and the state gave a rebuttal on their proposed budget and asked for a revised budget. Gallagher said no action needs be done at this time but he will give Fishbeck an update as soon as he gets it from the state. Searles confirmed Fishbeck is not taking action on this.

Betsey Price- HomeStretch

Stimson said Price's attorney is drafting a purchase agreement instead of using HomeStretch's letter of intent. He sent a letter of intent 3 months ago and wants to move along with the application. Stimson stressed that there are other applications that he needs to work on. He brought up that maybe the LBA or BRA would be interested in purchasing the land in conjunction with HomeStretch.

EDC

Heinz asked Allen for an update from Galla and the state however no update was available. Heinz said it

would be a good source of funding for the LBA.

Any other business- None.

CLAIMS & ACCOUNTS – None.

POST AUDIT- None.

CORRESPONDENCE/COMMUNICATION ITEMS - None.

PUBLIC COMMENT- None.

MEMBER COMMENTS

Heinz gave members an update that himself, Myer, Allgaier and others went to the Marek Rd. open house and they were very impressed. He met with the project manager who was very confident and professional. The first unit is going to be rented to a mother with four kids. He said Stimson hires aces to put in their places so he can handle Marek Rd, a project in Honor, a project in Manistee, and lots more projects. Heinz expressed thanks for what the LBA is doing.

Allen said on the 7/4 news there was coverage of a panel discussion on Housing North and other housing entities. She will look into getting more information and share that with members.

Allgaier said she has so much respect for the people in this area that at their end of their careers continue to give back.

CHAIRPERSON COMMENTS - None.

ADJOURNMENT

Meeting adjourned at 10:00 am.

Payment Options

Remit Wire/ACH payments to Acct: 100094457 ABA: 072413829
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
 Remittance Advice: accounts.receivable@fishbeck.com
 616.575.3824
 Federal I.D. No. 38-1841857 | Incorporated

Attention: John Gallagher, III
Leelanau County Land Bank Authority
8527 East Government Center, Suite 104
Suttons Bay, MI 49682
United States

Invoice : 434702
Invoice Date : 3/12/2024
Project : 232148
Project Name : LCLBA/Brewery Creek, South
 Fisherman Cove, Traverse City, MI
Bill Term : BT1

For Professional Services Rendered Through 2/29/2024

	Fee	Available	Billings		
			To Date	Previous	Current
BE Grant Admin - Blight Elimination Grant Administration	3,882.00	3,882.00	61.00	0.00	61.00
<i>Rate Labor</i>		61.00			
			Current Billings		61.00
			Amount Due This Bill		<u>61.00</u>

BE Grant Admin - Blight Elimination Grant Administration

Rate Labor

<u>Class</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Senior Geologist	0.50	122.0000	61.00
Total Rate Labor			61.00

Total Project: 232148 - LCLBA/Brewery Creek, South Fisherman Cove, Traverse City, MI

61.00

LEELANAU COUNTY
LAND BANK AUTHORITY

Claims and Accounts
March 19, 2024

03/12/2024	Fishbeck: Environmental Consultant – Blight Elimination Grant Administration – Brewery Creek	\$61.00
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CLAIMS AND ACCOUNTS	\$61.00
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AMOUNT RECOMMENDED FOR APPROVAL: _____

AMOUNT REJECTED: _____



Payment Options

Remit Wire/ACH payments to Acct: 100094457 ABA: 072413829
 Remit checks to: 1515 Arboretum Drive, SE, Grand Rapids, Michigan 49546
 Remittance Advice: accounts.receivable@fishbeck.com
 616.575.3824
 Federal I.D. No. 38-1841857 | Incorporated

Attention: John Gallagher, III
 Leelanau County Land Bank Authority
 8527 East Government Center, Suite 104
 Suttons Bay, MI 49682
 United States

Invoice : 432666
 Invoice Date : 1/8/2024
 Project : 232147
 Project Name : LCLBA/201 S. High St.-
 Environmental Consultant & Blight
 Elimination Grant Reporting
 Bill Term : BT1

For Professional Services Rendered Through 12/31/2023

	Fee	Available	Billings		
			To Date	Previous	Current
Consult - Environmental Consultant	33,000.00	33,000.00	149.35	0.00	149.35
<i>Rate Labor</i> 118.00					
<i>Unit Rate Expense</i> 31.35					
BE Grant Report - Blight Elimination Grant Reporting	6,000.00	6,000.00	0.00	0.00	0.00
			Current Billings		<u>149.35</u>
			Amount Due This Bill		<u><u>149.35</u></u>

101 801

John Gallagher

Consult - Environmental Consultant

Rate Labor

<u>Class</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Senior Geologist	1.00	118.0000	118.00

Total Rate Labor

118.00

Unit Rate Expenses

Account / Unit

<u>Account / Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
Mileage - Company Vehicle	33.00	0.9500	31.35

Total Unit Rate Expenses

31.35

Total Bill Task: Consult - Environmental Consultant

149.35

Total Project: 232147 - LCLBA/201 S. High St.-Environmental Consultant & Blight Elimination Grant Reporting

149.35

LEELANAU COUNTY
LAND BANK AUTHORITY

Post Audit
March 19, 2024

2/16/2024 Check #1186 – Fishbeck: \$149.35
 Environmental Consultant – Blight Elimination Grant Reporting

POST AUDIT	\$149.35
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AMOUNT RECOMMENDED FOR APPROVAL: _____

AMOUNT REJECTED: _____