



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 August 20, 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

PUBLIC COMMENT

APPROVAL OF JUNE 18, 2024 MEETING MINUTES AND JULY 23, 2024 SPECIAL MEETING MINUTES **pgs. 2-6**

UNFINISHED BUSINESS

DISCUSSION/ ACTION ITEMS

1. Approval of Bridge Loan between Leelanau County and Land Bank Authority
2. Projected TIF revenue **pg. 7**
3. Budget Amendment 24-001 **pg. 8**
4. Any other business

FINANCIALS

1. Claims & Accounts \$7,481.85 **pg. 9-14**
2. Post Audit \$88,536.50 **pg. 15**

CORRESPONDENCE/COMMUNICATION ITEMS

PUBLIC COMMENT

MEMBER/CHAIRPERSON COMMENTS

ADJOURN

Members

John A. Gallagher III-Chair
Dan Heinz- Vice Chair
Gail Myer- Secretary
Rick Foster-Treasurer
Gwenne Allgaier
Richard Lewis
David King

A regular meeting of the Leelanau County Land Bank Authority (LCLBA) was held on Tuesday, June 18, 2024 at the Leelanau County Government Center.

CALL TO ORDER

Meeting was called to order at 9:00 am by Chair Gallagher who led the Pledge of Allegiance

ROLL CALL

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

Members Absent: R. Lewis
(prior notice)

Public Present: T. Galla, W. Irvin, T. Allen, C. Hartesvelt

Staff Present: J. Herman, Senior Planner

Gallagher welcomed King onto the LBA, he also serves on the Leelanau County Brownfield Redevelopment Authority (LCBRA).

PUBLIC COMMENT- None.

APPROVAL OF AGENDA

Motion by Heinz, seconded by Foster, to approve the agenda as presented. Motion carried 6-0.

APPROVAL OF MAY 21, 2024 MEETING MINUTES

Heinz pointed out that there were six voting members. Staff will double check and make revisions as needed. Gallagher moved the minutes for next months “Unfinished Business”.

UNFINISHED BUSINESS

Agreement with Habitat for Humanity – New Waves Development

Gallagher presented a Purchase Agreement drafted by corporate counsel between the LBA and Habitat for Humanity Grand Traverse Region for the purchase of seven units in the New Waves Development. He stated that the purchase price shall not exceed \$175,000.00 and the LBA and Habitat for Humanity shall contribute one-half of the purchase price, not to exceed \$12,500.00 per unit from each party. The terms of the Purchase Agreement may include a restriction on the use of the Subject Property to provide affordable housing opportunities, for a period of up to 25 years.

Gallagher also said, that the reversionary clause that was in the previous master agreement has been removed and is now consistent with their intent of receiving fair marketable title to these units. Habitat for Humanity will be able to transfer titles to the new homeowner without any issues outside of the deed restrictions.

Allgaier asked if there was a 25-year period? Wendy Irvin, Habitat for Humanity Representative, said it is that they must maintain affordable housing for a period of time. She continued saying, that Habitat for Humanity has right of first refusal for the length of the mortgage. Allgaier asked up to a 50-year period. Gallagher said it would tie the land value and the market rate of the house for 50 years, may not be a marketable title for the bank to leverage. It would be different if it were a land trust.

Heinz was glad to see that Habitat for Humanity received a \$50,000.00 grant for the construction of using concrete walls which will reduce build time, enhance home quality and energy efficiency. He said he read an article in the Record Eagle newspaper stating that their will be rentals. Tina Allen, New Waves United Church of Christ, said the original plan was to have seven units that would be purchased between the LBA and Habitat for Humanity be rentals. Irvin will send the Record Eagle a press release with corrected information.

Gallagher said there is a directive for Habitat for Humanity to be the developer of said units and to execute the Purchase Agreement for affordable housing. He explained that the LBA is not a developer but simply a co-owner at the time of closing, this agreement will move forward by this body to be presented to Habitat for Humanity so that they can countersign. Habitat for Humanity will have the authorization and finances to present and offer to New Waves Development.

Gallagher continued, saying that they will not get into the finances or hold/costs because once they take possession, it will come off the tax roll. Any building or construction is not assessed until it has been completed. There will be no hold costs for taxes and insurance will be under the general liability for property held by the LBA. Heinz asked if they are going to receive any money at the time of closing. Gallagher replied, no, there is no proceeds that will be distributed to the LBA.

***Motion by Allgaier, seconded by Foster, to move this agreement for the sale of purchase of real estate of the New Waves Development pursuant to this Purchase Agreement.
Motion carried 6-0.***

DISCUSSION/ ACTION ITEMS

Land Bank “Fast Track”

Gallagher said the Articles of Incorporation document references this board as “Leelanau County Land Bank Fast Track Authority”. He brought this up as a point of clarification as he did not want to confuse the public that they are not simply just the Land Bank, but they are also by designation, Fast Track Authority and elected to be called the Land Bank Authority. Heinz pointed out that the copy of the Articles of Incorporation was unsigned and undated. Gallagher suggested they leave the name to include “Fast Track” so that all documents are valid. He will also look for the signed copy.

Any Other Business- None.

CLAIMS & ACCOUNTS – \$3,860.53

Galla said that there is no update at this time for the Elmwood Township project. Galla gave a brief update on the Northport demolition project and said that the demolition is moving along. The demolition contractor has applied for permits and is waiting on confirmation for utility cut off and capping of water before applying for the demolition permit. They have a schedule for completion by August 31. They currently have been working on cleaning up contents of the building and installed fencing so that there are no trespassers.

Motion by Heinz, seconded by Allgaier, to approve Claims & Accounts in the amount of \$3,860.53. Motion carried 6-0.

POST AUDIT- \$140.00

Motion by Heinz, seconded by Foster, to approve Post Audit in the amount of \$140.00. Motion carried 6-0.

CORRESPONDENCE/COMMUNICATION ITEMS

Gallagher brought up the trial balance dated through May 31, 2024. He said the LBA has \$85,000.00 cash and are anticipating funding from the County be dispersed soon. He will come forward with budget amendments and a new presentation for next month after they make the acquisition with Habitat for Humanity.

PUBLIC COMMENT- None.

MEMBER COMMENTS

Heinz asked if Gallagher will be creating a spreadsheet on what their 5/50 income will be for the next five years combined with their \$110,000.00. Gallagher said they are waiting for the July tax roll first, so they have accurate numbers to work with once the assessor's database has been updated.

CHAIRPERSON COMMENTS - None.

ADJOURNMENT

Meeting adjourned at 9:31 a.m.

A Special Session meeting of the Leelanau County Land Bank Authority (LCLBA) was held on Tuesday, July 23, 2024 at the Leelanau County Government Center.

CALL TO ORDER

Meeting was called to order at 9:00 am by Chair Gallagher who led the Pledge of Allegiance

ROLL CALL

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

Members Absent: D. King
(prior notice)

Members Absent: R. Lewis

Public Present: T. Galla, Fishbeck

Staff Present: J. Herman, Senior Planner

PUBLIC COMMENT- None.

DISCUSSION/POTENTIAL ACTION:

Proposal for environmental services (Otwell Mawby, P.C. Consulting Engineers)

Gallagher said this is a proposal for environmental services from Otwell Mawby, P.C. Consulting Engineers, to have a third-party verification that the LBA's work is complete. Gallagher said this was not in the original scope but it falls under the grant reimbursement criteria. Fishbeck will continue to monitor and handle the site demolition reporting but they need someone to verify that the work has been completed.

Motion by Allgaier, seconded by Foster, to authorize LBA Chair, Gallagher, to enter into an agreement with Otwell Mawby, P.C. Consulting Engineers for the proposed environmental services for an amount not to exceed of \$5,000.00.

Discussion:

Allgaier asked if \$5,000.00 was for a one-day inspection? Gallagher was unsure how long the inspection will take or how many tests will be involved.

Galla said Searles and herself were on site last Tuesday and they are waiting to start demolition once these environmental services are done.

Heinz asked if the work by Otwell Mawby will be done after all of the asbestos is removed or during the removal? Galla said they plan to come in to do an inspection to make sure all of the asbestos is removed and that there is none remaining. Galla clarified that the contractor and the

asbestos company will handle the removal and proper disposal of the asbestos and that Otwell Mawby will conduct an inspection of completion. Gallagher asked what initiated this request? Galla stated that this is something that has to be done by any of the jobs and that the abatement contractor who did the work cannot be the one to inspect it.

Heinz asked of the LBA was responsible for following requirements for competitive bids? Gallagher said this proposal is under \$5,000.00 so they did not need to seek competitive bids or BOC approval.

Motion on the table carried 5-0.

PUBLIC COMMENT- None.

MEMBER COMMENTS- None.

CHAIRPERSON COMMENTS- None.

ADJOURNMENT

Meeting adjourned at 9:41 a.m.

DRAFT

Projected TIF Revenue

Owner's Name	Parcel Number	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
GRANT JOHN &	45001-956-002-00			55.48	59.11	62.15	65.43	67.07				
URBANO MICHAEL CHARLES	45007-956-004-50					590.02	607.38	622.57	638.13	654.08		
GARCIA JODI ANN	45007-956-004-51					592.15	609.58	624.82	640.44	656.45		
EMBURY ERICA LEE	45007-956-004-52					645.60	664.60	681.21	698.25	715.70		
EGGEMAN KRISTINA RAE	45007-956-004-53					645.60	664.60	681.21	698.25	715.70		
BIGELOW JACCOB L & THOMAS EMM	45007-956-004-54						648.39	664.60	681.21	698.25	715.70	
OMIGIS BEACH ROAD OWNERS ASSO	45008-119-007-00	AG RECAPTURE PA 261 NO TAX COLLECTED										
WELSH COLLEEN J	45008-360-134-00						402.02	412.07	422.37	432.93	443.76	
VINEYARD VIEW LIMITED DIVIDEND	45011-020-004-13	ACT 211.7M NO TAX COLLECTED										
MCSAUBY MARY JO H	45011-642-011-20					1322.10	1344.36	1377.97	1412.42	1447.73		
CLEMENTS ANDREW W &	45041-956-001-00	AG RECAPTURE PA 261 NO TAX COLLECTED										
BROWN ADAM	45042-480-001-00		1366.03	1261.90	1224.00	1281.19	1307.77					
FISCHER KELLY	45042-480-002-00		1366.03	1261.90	1224.00	1281.19	1307.77					
RODRIGUEZ RUDY & ANGELA	45042-480-003-00		1366.03	1261.90	1224.00	1281.19	1307.77					
SCHWIND ELIZABETH A	45042-480-004-00		1366.03	1261.90	1224.00	1281.19	1307.77					
HOMESTRETCH	002-500-017-00						80.52	82.54	84.60	86.71	88.88	
HOMESTRETCH	004-240-033-00						66.61	68.27	69.98	71.73	73.52	
HOMESTRETCH	008-410-269-00						88.32	90.52	92.79	95.11	97.48	
HOMESTRETCH	008-750-003-00						145.21	148.84	152.56	156.38	160.29	
HABITAT - NEW WAVES	004-675-011-00						1168.11	1197.31	1227.24	1258.92	1291.38	
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PROJECTED TOTAL TIF \$5,464.12 \$5,103.08 \$4,955.11 \$8,982.38 \$26,971.61 \$22,284.05 \$22,772.41 \$23,355.59 \$19,658.95

LEELANAU COUNTY LAND BANK AUTHORITY
 BUDGET AMENDMENT RESOLUTION
 RESOLUTION AMENDING LAND BANK AUTHORITY GENERAL FUND

FISCAL YEAR 2024 AMENDMENT NUMBER 24-001

WHEREAS, budgets were adopted by the Leelanau Land Bank Authority Board on December 19, 2023 to govern the receipts and expenditures of the various Land Bank Funds for the next fiscal year of the Authority, and,

WHEREAS, as a result of unanticipated changes in revenues and/or needed expenditures, it is necessary to modify the aforesaid budget; and

NOW THEREFORE, BE IT HEREBY RESOLVED, that the aforesaid budget be hereby modified as follows:

REVENUE/EXPENSE BUDGET ACCOUNT	DESCRIPTION	PREVIOUS BUDGET	AMENDED BUDGET	CHANGE +/-
Revenue:				
101.000.000.401.000	General Fund Fund Balance	95,083.00	(31,075.00)	(126,158.00)
101.000.000.539.000	General Fund Grant Revenue (Reimbursement for High Street)	0.00	405,000.00	405,000.00
101.000.000.539.001	General Fund Grant Revenue (Reimbursement for Brewery Creek)	0.00	44,500.00	44,500.00
101.000.000.599.000	General Fund Contribution from County (CDBG Non-Program Incoi)	0.00	112,275.00	112,275.00
101.000.000.673.000	General Fund Sale of Asset	0.00	20,043.00	20,043.00
				455,660.00
Expense:				
101.000.000.801.001	General Fund Contractual Services - Brewery Creek	0.00	44,500.00	44,500.00
101.000.000.802.002	General Fund Contractual Services - NP High Street	0.00	405,000.00	405,000.00
101.000.000.992.000	General Fund Property Sale Expense	80,083.00	2,208.00	(77,875.00)
101.100.101.807.000	General Fund Membership Dues	0.00	250.00	250.00
101.100.101.891.000	General Fund Contingency	3,715.00	0.00	(3,715.00)
101.100.101.965.000	General Fund Contribution to other Agency (Habitat/New Waves)	0.00	87,500.00	87,500.00
				455,660.00


 Catherine L. Hartesvelt, Finance Director

08/15/2024
 Prepared by: Catherine L Hartesvelt, Finance Director
 Reviewed by:

LEELANAU COUNTY
LAND BANK AUTHORITY

Claims and Accounts
August 20th, 2024

8/7/2024	Otwell Mawby, PC Inspection of Abatement Areas on 7/24/2024 Inspection of Abatement Areas, Air Clearance, Sampling/Laboratory Analysis and Reporting on 7/31/2024 101.000.000.801.002	\$1,400.00
8/13/2024	Fishbeck – Brewery Creek Blight Elimination Grant Administration Services through July 31, 2024 101.000.000.801.001	\$1,627.00
8/13/2024	Fishbeck – Hight Street Blight Elimination Grant Reporting and Environmental Consultant Services through July 31, 2024 101.000.000.801.002	\$4,454.85

CLAIMS AND ACCOUNTS

\$7,481.85

AMOUNT RECOMMENDED FOR APPROVAL: _____

AMOUNT REJECTED: _____



Otwell Mawby, PC
 309 E. Front Street
 Traverse City, MI 49684

www.admin@otwellmawby.com

Invoice

Invoice #	Project Number
22608	07-154B Northport Highlands

Leelanau County Land Bank Authority
 John Gallagher
 8527 E Government Center Drive
 Suttons Bay, MI 49682

Date	Billing Period
8/7/2024	7/1/24 - 7/31/24

Description	Qty	Rate	Amount
Visual Inspection of Abatement Areas on 7/24/24	1	700.00	700.00
Visual Inspection of Abatement Areas, Air Clearance, Sampling / Laboratory Analysis and Reporting on 7/31/24	1	700.00	700.00
<p>10000000 801002</p> <p><i>John A. Gallagher III</i></p>		8/12/24	

Thank you for your payment.

Total	\$1,400.00
Payments/Credits	\$0.00
Balance Due	\$1,400.00

Payment Options

NEW: Remit Wire/ACH payments to Acct: 585033205 ABA: 072000326
 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 : 441195
Invoice Date : 8/13/2024
Project : 232148
Project Name : LCLBA/Brewery Creek, South
 Fisherman Cove, Traverse City, MI
Bill Term : BT1

For Professional Services Rendered Through 7/31/2024

		<u>Billings</u>				
		<u>Fee</u>	<u>Available</u>	<u>To Date</u>	<u>Previous</u>	<u>Current</u>
BE Grant Admin - Blight Elimination Grant Administration		2,313.00	2,130.00	1,810.00	183.00	1,627.00
Rate Labor	1,627.00					
					Current Billings	<u>1,627.00</u>
					Amount Due This Bill	<u><u>1,627.00</u></u>

BE Grant Admin - Blight Elimination Grant Administration

Rate Labor

<i>Class</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Production Support	1.00	88.0000	88.00
Senior Environmental Specialist	0.50	150.0000	75.00
Senior Geologist	12.00	122.0000	1,464.00
Total Rate Labor			1,627.00

Total Bill Task: BE Grant Admin - Blight Elimination Grant Administration **1,627.00**

Total Project: 232148 - LCLBA/Brewery Creek, South Fisherman Cove, Traverse City, MI **1,627.00**

Payment Options

NEW: Remit Wire/ACH payments to Acct: 585033205 ABA: 072000326
 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 : 441183
Invoice Date : 8/13/2024
Project : 232147
Project Name : LCLBA/201 S. High St.-
 Environmental Consultant & Blight
 Elimination Grant Reporting
Bill Term : BT1

For Professional Services Rendered Through 7/31/2024

	Fee	Available	Billings		
			To Date	Previous	Current
Consult - Environmental Consultant	33,000.00	20,070.62	17,340.23	12,929.38	4,410.85
<i>Rate Labor</i>		3,302.50			
<i>Expenses</i>		512.60			
<i>Unit Rate Expense</i>		595.75			
<i>Total Expense</i>		1,108.35			
BE Grant Report - Blight Elimination Grant Reporting	6,000.00	6,000.00	44.00	0.00	44.00
<i>Rate Labor</i>		44.00			
			Current Billings		4,454.85
			Amount Due This Bill		4,454.85

Consult - Environmental Consultant

Rate Labor			
<i>Class</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Environmental Specialist	5.75	150.0000	862.50
Senior Geologist	20.00	122.0000	2,440.00
Total Rate Labor			3,302.50

Expenses			
<i>Account / Vendor</i>	<i>Cost</i>	<i>Multiplier</i>	<i>Amount</i>
Subconsultant			
Merit Laboratories	466.00	1.10	512.60
Total Expenses			512.60

Unit Rate Expenses			
<i>Account / Unit</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
Company Vehicle Use			
Mileage - Company Vehicle	473.00	0.9500	449.35
Meals			
Per Diem - Partial Day	2.00	55.0000	110.00
Total Meals			110.00
Mileage			
Mileage - Employee Vehicle	52.00	0.7000	36.40
Total Unit Rate Expenses			595.75

Total Bill Task: Consult - Environmental Consultant **4,410.85**

BE Grant Report - Blight Elimination Grant Reporting

Rate Labor			
<i>Class</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Production Support	0.50	88.0000	44.00
Total Rate Labor			44.00

Total Project: 232147 - LCLBA/201 S. High St.-Environmental Consultant & Blight Elimination Grant Reporting **4,454.85**

LEELANAU COUNTY
LAND BANK AUTHORITY

Post Audit
August 20, 2024

7/9/2024	Check #1194 – Habitat for Humanity Purchase of 7 Units New Waves Development	\$87,500.00
7/16/2024	Check #1195 - Fishbeck – High St Environmental Consultant Services Rendered Through 6/30/2024	\$1,036.50

POST AUDIT

\$88,536.50

AMOUNT RECOMMENDED FOR APPROVAL: _____

AMOUNT REJECTED: _____