



Leelanau County Government Center

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, December 17, 2024 at 9:00 am**
at the
Leelanau County Government Center

DRAFT AGENDA

PLEASE TURN OFF ALL CELL PHONES

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF OCTOBER 15, 2024 MEETING MINUTES pgs. 2-3

PUBLIC COMMENT

UNFINISHED BUSINESS

DISCUSSION/ ACTION ITEMS

1. Approve 2025 Proposed Budget pgs. 4-6
2. Year End Adjustments
3. New Business

CLAIMS & ACCOUNTS

1. Claims & Accounts \$400,000 pgs. 7-8

POST AUDIT

1. Post Audit \$37,029.80 pgs. 9-13

CORRESPONDENCE/COMMUNICATION ITEMS

PUBLIC COMMENT

MEMBER COMMENTS

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, October 15, 2024 at the Leelanau County Government Center.

CALL TO ORDER

Meeting was called to order at 9:01 am by Chair Gallagher who led the Pledge of Allegiance.

ROLL CALL

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

Members Absent: R. Foster
(prior notice)

Public Present: T. Searles, L. Mawby, C. Hartesvelt, C. Wood

Staff Present: A. Immel, Planning Secretary

APPROVAL OF AGENDA

Gallagher modified Claims and Accounts to \$206,508.80.
Heinz added Provemont Pines-Fund 277 to “New Business”, “Item #3”

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

PUBLIC COMMENT

Chris Wood, Owner/President Bay Area Demolition, introduced himself and thanked the LBA for the opportunity. Wood stated he would be available if the LBA had any questions.

APPROVAL OF SEPTEMBER 17, 2024 MEETING MINUTES

Gallagher pointed out on page 3 of 5 under Brewery Creek Update, “Searles said Adam from Wade Trim should be State Land Bank’.

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

UNFINISHED BUSINESS

1. Brewery Creek Update

Searles gave an update on the invoices stating that the copy of the check that Gallagher provided from Elmwood Township was sufficient for supporting documentation but they need a copy of the canceled check from Elmwood Township to Wade Trim.

2. TIF Handout

Gallagher reviewed the projected TIF revenue.

DISCUSSION/ ACTION ITEMS

Northport High Street Update/ partial payment for Demo, Site Restoration and Bonds

Searles stated demolition and site restoration has been completed. The only issue is the utility pole. Charter Communications indicated that the fiber lines on top of the AT&T pole is the fiber network for all of Northport. The land that the pole is on is no longer a public right of way and since it is now private land, they are working to relocate and redesign to the school that is adjacent to the current location. They are working on getting it removed with the property owner, AT&T and Charter Communications. Gallagher stated the site is restored and is done, for all intents and purposes this is out of the scope of the restoration. Searles stated the pole was originally in the scope of work and the State Land Bank wants it to be seen through.

Searles stated Bay Area Demolition had been paid for the asbestos abatement and universal waste removal. It was discussed to stagger the payout for this grant with demolition and restoration, but with it being so close to completion it was said to lump it all together. Last month the LBA agreed to pay once the utility pole was resolved. The contractor is still waiting for payment so that they can pay their subcontractors. With the exception of the lien waivers, they have all the documentation from Bay Area Demolition for the grant package with additional items for submittal. Gallagher stated with the posted Claims and Accounts they have paid a portion of the invoice.

Discussion ensued on the amount of payment that should be held until the project is complete.

2025 Proposed Budget

Gallagher reviewed the budget for 2025 and discussion ensued.

Provemont Pines – Fund 277

Heinz stated there were funds available in an account to be used for Provemont Pines but wanted to know if there were strings attached with using the 277 funds elsewhere. Hartesvelt stated per notes from Trudy Galla, the 277 Funds were to be used at Provemont Pines for sewer or the county could transfer the funds to Fund 276, however this fund has been closed out. Gallagher and Hartesvelt will look into what can be done with these funds to get Fund 277 closed out.

FINANCIALS

Claims & Accounts

Motion by Lewis, seconded by Allgaier, to approve Claims and Accounts with the change in Bay Area Demolition in the amount be \$276,250.00 which leaves \$25,000.00 retainer with a total of \$281,508.80. Motion carried 6-0.

CORRESPONDENCE/COMMUNICATION ITEMS- None.

PUBLIC COMMENT- None.

MEMBER COMMENTS- None.

CHAIRPERSON COMMENTS – None.

ADJOURNMENT

Meeting adjourned at 9:33 a.m.

2025 BOC WORK SESSION CHANGES

Fund 101 General Fund - Land Bank

Leelanau County Land Bank Authority

Department

Period Ending Date: September 30, 2024

Account Number	2021 Audited	2022 Audited	2023 Audited	2024 Year-to-date	2024 Amended Budget	2024 Budget Rolled to 2025	Department Changes or Requests	BOC Work Session Changes
Account Name								
Fund 101 General Fund - Land Bank								
Fiscal Year 2024								
Revenues								
000000-401.000								
Balance brought forward	0.00	0.00	0.00	0.00	0.00	0.00	0.00	_____
000000-402.000								
Tax Revenue - TIF	6,016.27	10,054.18	7,197.87	3,640.55	7,500.00	7,500.00	10,000.00	_____
000000-539.000								
Grant Revenue - High Street	0.00	0.00	0.00	0.00	409,000.00	409,000.00	0.00	_____
000000-539.001								
Grant Revenue - Brewery Creek	0.00	0.00	0.00	0.00	44,500.00	44,500.00	0.00	_____
000000-599.000								
Contribution from County	0.00	0.00	0.00	112,274.04	112,275.00	112,275.00	0.00	_____
000000-664.000								
Interest	41.82	36.54	41.03	38.62	125.00	125.00	125.00	_____
000000-669.000								
Misc Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	_____
000000-673.000								
Sale of Asset	0.00	0.00	1.00	20,042.17	20,043.00	20,043.00	0.00	_____
000000-694.000								
Cash over/short	0.00	0.00	0.00	0.00	0.00	0.00	0.00	_____
Revenues Total	6,058.09	10,090.72	7,239.90	135,995.38	593,443.00	593,443.00	10,125.00	_____
Expenses								
000000-801.000								
Contractual Services	0.00	0.00	15,000.00	0.00	15,000.00	15,000.00	0.00	_____
000000-801.001								
Contractual Brewery Creek	0.00	0.00	0.00	36,188.50	44,500.00	44,500.00	0.00	_____
000000-801.002								
Contractual Services NP High Street	0.00	0.00	0.00	97,814.28	409,000.00	409,000.00	0.00	_____
000000-802.000								
Brownfield Site Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	_____
000000-810.000								
Bank Charges	0.00	0.00	0.00	0.00	10.00	10.00	10.00	_____
000000-815.000								
Recording Fees	0.00	0.00	0.00	140.00	150.00	150.00	150.00	_____
000000-929.000								
Property Tax Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	_____
000000-990.000								
Debt Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	_____
000000-991.000								
Foreclosed Parcel Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	_____

2025 BOC WORK SESSION CHANGES

Fund 101 General Fund - Land Bank

Leelanau County Land Bank Authority

Period Ending Date: September 30, 2024

Department

Account Number	2021 Audited	2022 Audited	2023 Audited	2024 Year-to-date	2024 Amended Budget	2024 Budget Rolled to 2025	Department Changes or Requests	BOC Work Session Changes
Account Name								
000000-992.000 PROPERTY SALE EXPENSE	0.00	0.00	80,082.77	3,379.36	3,380.00	3,380.00	0.00	_____
100101-727.000 Office Operating	50.00	0.00	0.00	0.00	200.00	200.00	200.00	_____
100101-728.000 Postage	0.00	0.00	0.00	0.00	50.00	50.00	50.00	_____
100101-800.000 Attorney Fees	0.00	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	_____
100101-801.000 Contractual Services	0.00	0.00	1,225.00	0.00	0.00	0.00	2,000.00	_____
100101-807.000 Membership and Dues	0.00	125.00	125.00	250.00	250.00	250.00	250.00	_____
100101-860.000 Travel	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	_____
100101-891.000 Contingency	0.00	0.00	0.00	0.00	29,903.00	29,903.00	3,965.00	_____
100101-900.000 Printing & Publishing	23.90	0.00	106.20	0.00	500.00	500.00	500.00	_____
100101-955.000 Miscellaneous	0.00	0.00	1,381.12	0.00	0.00	0.00	0.00	_____
100101-960.000 Education	0.00	0.00	0.00	0.00	500.00	500.00	500.00	_____
100101-965.000 Contribution to other Agency	0.00	0.00	0.00	87,500.00	87,500.00	87,500.00	0.00	_____
100101-970.000 Capital Outlay > \$5,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	_____
Expenses Total	73.90	125.00	97,920.09	225,272.14	593,443.00	593,443.00	10,125.00	_____
	5,984.19	9,965.72	-90,680.19	-89,276.76	0.00	0.00	0.00	_____
Revenues Total	6,058.09	10,090.72	7,239.90	135,995.38	593,443.00	593,443.00	10,125.00	_____
Expenses Fund Total	73.90	125.00	97,920.09	225,272.14	593,443.00	593,443.00	10,125.00	_____
Net (Rev/Exp)	5,984.19	9,965.72	-90,680.19	-89,276.76	0.00	0.00	0.00	_____
Grand Total for Revenues	6,058.09	10,090.72	7,239.90	135,995.38	593,443.00	593,443.00	10,125.00	_____

2025 BOC WORK SESSION CHANGES

Fund 101 General Fund - Land Bank

Leelanau County Land Bank Authority

Department 100101 Land Bank Board

Period Ending Date: September 30, 2024

Account Number Account Name	2021 Audited	2022 Audited	2023 Audited	2024 Year-to-date	2024 Amended Budget	2024 Budget Rolled to 2025	Department Changes or Requests	BOC Work Session Changes
Grand Total for Expenses	73.90	125.00	97,920.09	225,272.14	593,443.00	593,443.00	10,125.00	_____
Grand Total Net Rev/Exp	5,984.19	9,965.72	-90,680.19	-89,276.76	0.00	0.00	0.00	_____

LEELANAU COUNTY
LAND BANK AUTHORITY

Claims and Accounts
December 17, 2024

12/09/2024	Leelanau County Repayment of Loan for Blight Elimination Grant 101.000.000.222.000	\$400,000
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CLAIMS AND ACCOUNTS	\$400,000.00
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AMOUNT RECOMMENDED FOR APPROVAL: _____

AMOUNT REJECTED: _____

Finance – ARPA – Point Broadband Contract:

#220-08202024 Regular Session

MOTION BY ALLGAIER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS COMMIT THE BALANCE OF THE ARPA FEDERAL ALLOTTED FUNDS INCLUDING INTEREST EARNED (TOTALING APPROXIMATELY \$862,897.00) TOWARD THE UNFUNDED BALANCE OF THE POINT BROADBAND CONTRACT IN THE AMOUNT OF \$1,800,000.00 AND THE REMAINING BALANCE OF THE CONTRACT LESS ALL COMMITTED AND EXPENDED ARPA FEDERAL FUNDS BE TRANSFERRED FROM DELINQUENT TAX REVOLVING FUND (DTR) (APPROXIMATELY \$937,103.00) AS INVOICES ARE PRESENTED FOR PAYMENT FROM POINT BROADBAND. SECONDED BY LAUTNER.

Discussion – none.

AYES – 6 (Allgaier, Lautner, O'Rourke, Rexroat, Ross, Wessell)

NO – 0

MOTION CARRIED.

Finance – Non-Union Wage Schedule Adjustment – IT Director:

#221-08202024 Regular Session

MOTION BY ALLGAIER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE SALARY ADJUSTMENT FOR THE POSITION OF IT DIRECTOR AS PRESENTED, AMEND THE 2024 BUDGET ACCORDINGLY, WHICH INCLUDES A RETROACTIVE LUMP SUM SALARY ADJUSTMENT PAYMENT IN THE AMOUNT OF \$4,382.86 TO IT DIRECTOR LIANA WILSON. SECONDED BY REXROAT.

Discussion – none.

AYES – 6 (Allgaier, Lautner, O'Rourke, Rexroat, Ross, Wessell)

NO – 0

MOTION CARRIED.

Planning – Northwest Michigan Community Action Agency (NMCAA) Contract Extension:

#222-08202024 Regular Session

MOTION BY REXROAT THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE A ONE (1) YEAR CONTRACT EXTENSION WITH NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY FOR HOUSING REHAB SERVICES, PENDING THE CONTRACT EXTENSION REVIEW BY CORPORATE COUNSEL. SECONDED BY ALLGAIER.

Discussion – none.

AYES – 6 (Rexroat, Ross, Wessell, Allgaier, Lautner, O'Rourke)

NO – 0

MOTION CARRIED.

Treasurer – Land Bank Authority Request:

#223-08202024 Regular Session

MOTION BY ALLGAIER THAT THE LEELANAU COUNTY BOARD OF COMMISSIONERS APPROVE THE TRANSFER OF UP TO \$400,000.00 IN GENERAL FUND FUNDS TO THE LEELANAU COUNTY LAND BANK AUTHORITY FOR THE BLIGHT ELIMINATION PROJECT AT 201 S. HIGH ST., NORTHPORT AND THE LAND BANK'S TRANSFER OF THE FUNDS IMMEDIATELY BACK TO THE COUNTY UPON RECEIPT OF THE GRANT FUNDS. SECONDED BY REXROAT.

Discussion ensued.

AYES – 6 (Allgaier, Lautner, O'Rourke, Rexroat, Ross, Wessell)

NO – 0

MOTION CARRIED.

LEELANAU COUNTY
LAND BANK AUTHORITY

Post Audit
December 17, 2024

10/31/2024	CK#1204 - Bay Area Demolition Final Payment – High St 101.000.000.801.002	\$33,500.00
11/21/2024	CK#1205 – Fishbeck - High St Consulting and Grant Reporting For Professional Services Rendered Thru 10/31/2024 101.000.000.801.002	\$3,384.80
11/21/2024	CK#1205 – Fishbeck – Brewery Creek Grant Admin For Professional Services Rendered Thru 10/31/2024 101.000.000.801.001	\$145.00

POST AUDIT	\$37,029.80
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AMOUNT RECOMMENDED FOR APPROVAL: _____

AMOUNT REJECTED: _____

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 : 444749
Invoice Date : 11/11/2024
Project : 232147
Project Name : LCLBA/201 S. High St.-
 Environmental Consultant & Blight
 Elimination Grant Reporting
Bill Term : BT1

For Professional Services Rendered Through 10/31/2024

	Fee	Available	Billings		
			To Date	Previous	Current
Consult - Environmental Consultant	22,395.08	1,289.65	22,355.23	21,105.43	1,249.80
<i>Rate Labor</i>		1,177.00			
<i>Unit Rate Expense</i>		72.80			
BE Grant Report - Blight Elimination Grant Reporting	6,000.00	2,158.00	5,977.00	3,842.00	2,135.00
<i>Rate Labor</i>		2,135.00			
			Current Billings		<u>3,384.80</u>
			Amount Due This Bill		<u><u>3,384.80</u></u>

Consult - Environmental Consultant

Rate Labor			
<i>Class</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Environmental Specialist	5.00	150.0000	750.00
Senior Geologist	3.50	122.0000	427.00
Total Rate Labor			1,177.00

Unit Rate Expenses

<i>Account / Unit</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
Mileage			
Mileage - Employee Vehicle	104.00	0.7000	72.80
Total Mileage			72.80
Total Unit Rate Expenses			72.80

Total Bill Task: Consult - Environmental Consultant	1,249.80
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BE Grant Report - Blight Elimination Grant Reporting

Rate Labor			
<i>Class</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Geologist	17.50	122.0000	2,135.00
Total Rate Labor			2,135.00

Total Project: 232147 - LCLBA/201 S. High St.-Environmental Consultant & Blight Elimination Grant Reporting	3,384.80
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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 : 444678
Invoice Date : 11/7/2024
Project : 232148
Project Name : LCLBA/Brewery Creek, South
 Fisherman Cove, Traverse City, MI
Bill Term : BT1

For Professional Services Rendered Through 10/31/2024

	Fee	Available	Billings		
			To Date	Previous	Current
BE Grant Admin - Blight Elimination Grant Administration	2,313.00	145.00	2,313.00	2,168.00	244.00
<i>Less Fee Exceeded</i>					-99.00
<i>Rate Labor</i> 244.00					
		<i>*Max Fee Exceeded</i>	Current Billings		145.00
			Amount Due This Bill		145.00

BE Grant Admin - Blight Elimination Grant Administration

Rate Labor

<i>Class</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Senior Geologist	2.00	122.0000	244.00
Total Rate Labor			244.00

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

244.00