

A G E N D A

GRAND TRAVERSE COUNTY LAND BANK AUTHORITY

Friday, January 27, 2023
Governmental Center, 400 Boardman Avenue
Great Lakes Conference Room 3rd Floor
8:00 A.M.

1. Approval of December 16, 2022, minutes	1-3
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PUBLIC COMMENT/INPUT

Any person shall be permitted to address a meeting of the Land Bank Authority (LBA), which is required to be open to the public under the provisions of the Michigan Open Meetings Act, as amended. (MCLA 15.261, *et. seq.*) Public comment shall be carried out in accordance with the following County Board Rules and Procedures:

- A. Any person wishing to address the LBA shall state his or her name and address.
- B. Persons may address the LBA on matters, which are relevant to county government issues.
- C. No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Board questions. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes; except as follows:
 - 1. Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.
 - 2. Whenever a group wishes to address the Authority, the Chairperson may require that the group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak, which shall not exceed fifteen (15) minutes.

5. Other Business

6. Adjournment

GRAND TRAVERSE COUNTY
LAND BANK AUTHORITY (GTCLBA)

Minutes of Regular Meeting
December 16, 2022

Chair Scheppe called the meeting to order at 8:01 a.m. in the Great Lakes Conference Room, 3rd Floor Governmental Center

Members Present: Ron Clous, Dean Bott, James Baker (8:35 a.m.), Gary Howe and Heidi Scheppe, Chair
Staff Present: Chris Forsyth and Bonnie Scheele (Recording Secretary)
Others Present: Max Anderson, Marc McKellar, Jr., Ray Minervini, Scott Sieffert, and Anne Jamieson (remote)

MINUTES

MOVED by Bott, seconded by Clous to approve the minutes of October 28, 2022.

MOTION CARRIED

STATE LAND BANK AUTHORITY BLIGHT ELIMINATION PROGRAM

Chris Forsyth, Anne Jamieson and Ray Minervini explained the proposed project located in Building 34 at the Commons. The Land Bank will have to adopt a resolution authorizing engagement in the program proposal process.

RESOLUTION 1-2022

**GRAND TRAVERSE COUNTY LAND BANK AUTHORITY RESOLUTION
AUTHORIZING SUBMISSION OF A PROPOSAL TO THE STATE LAND
BANK AUTHORITY FOR A BLIGHT ELIMINATION PROGRAM GRANT**

WHEREAS, on September 15, 2022, the State Land Bank Authority (SLBA) released a request for proposals (RFP) related to its Blight Elimination Program; and

WHEREAS, the purpose of this program is to provide grant dollars to land bank authorities to address blighted properties in their communities; and

WHEREAS, blighted structures currently exist at the Village of Grand Traverse Commons, (the Commons) which is owned by the Minervini Group LLC, and is in the City of Traverse City and the Charter Township of Garfield Township, Grand Traverse County, and

WHEREAS, the structures at the Commons are blighted because they are vacant commercial property that has had utilities, plumbing, heating, or sewerage disconnected, destroyed, removed, or rendered ineffective for a period of 1 year or more, rendering the property unfit for its intended use; and

WHEREAS, representatives with the Minervini Group LLC has provided the Grand Traverse County Land Bank Authority, at its December 16, 2022 meeting, a

detailed cost estimate to perform abatement and remediation activity at Building 34, which is a blighted structure at the Commons; and

WHEREAS, the proposed abatement and remediation activity at Building 34 is an eligibility activity as provided in the SLBA RFP for the Blight Elimination Program because the activity if completed would result in the abatement of hazardous materials, and would also result in the stabilization of a vacant commercial structure identified for future rehabilitation; and

WHEREAS, the SLBA RFP requires that a land bank authority seeking a grant under this program, must submit as part of the grant application, a board resolution authorizing engagement regarding the blight elimination program RFP.

THEREFORE, BE IT RESOLVED the Grand Traverse County Land Bank Authority through this resolution hereby authorizes the Chairperson to engage in the SLBA blight elimination program RFP, with the grant funds to be used to perform abatement and remediation activity at Building 34, which is a blighted structure at the Village of Grand Traverse Commons.

BE IT FUTHER RESOLVED that the Chairperson, with the assistance of staff, is authorized to execute all other documentation and complete all necessary work needed to implement this resolution and submit a proposal to the SLBA RFP Blight Elimination Program.

MOVED by Howe, seconded by Clous to adopt Resolution 1-2022
MOTION CARRIED

VILLAGE OF KINGSLEY DOWNTON DEVELOPMENT AUTHORITY (DDA) PROJECT

Chris Forsyth indicated that a closed session was necessary to consider the purchase or lease of real property.

CLOSED SESSION

MOVED by Howe, seconded by Clous to go into closed session at 8:23 a.m. to consider the purchase or lease of real property as permitted under MCL 15.268(d)
MOTION CARRIED UNANIMOUSLY

MOVED by Clous, seconded by Howe to return to regular session at 8:58 a.m.
MOTION CARRIED

VILLAGE OF KINGSLEY DDA PROJECT

MOVED by Howe, seconded by Clous to authorize the Land Bank to enter into a cooperative agreement with the Kingsley Village DDA and to commit \$700,000.00 fund balance toward the proposed DDA development project.

MOTION CARRIED

PUBLIC COMMENT:

None

OTHER BUSINESS:

None

ADJOURNMENT:

Meeting adjourned at 9:03 a.m.

Approved Date

Heidi Scheppe, Chair

LAND BANK AGENDA ITEM

SUBJECT: Trial Balance

FROM: Heidi Scheppe, Treasurer

FOR MEETING DATE: January 27, 2023



SUMMARY OF ITEM TO BE PRESENTED:

Please find attached the December 2022 Trial Balance for Land Bank and Housing Trust Fund and Property Inventory.

RECOMMENDATION:

For Information.

GTC Trial Balance

Company Grand Traverse County

Ledger Actuals

Period 2022 - P12 Dec

Time Period Current Period YTD

Ledger Accounts and SummariesWorktags Fund: FD223 Housing Trust
Fund

Fund: FD550 Land Bank

Balancing Worktags**Book****Additional Options**

Fund	Total	FD223 Housing Trust	FD550 Land Bank
		Fund Balance	Balance
Assets			
1001:CLAIM ON CASH	1,318,992.61	178,387.95	1,140,604.66
1020:PROPERTY TAX	1,225,730.38	178,387.95	1,047,342.43
RECEIVABLE	(130,997.77)	0	(130,997.77)
LEVY - TAXES	(5,559.65)	0	(5,559.65)
RECEIVABLE			
LEVY - TAXES	(125,438.12)	0	(125,438.12)
RECEIVABLE			
1120:LAND	224,260.00	0	224,260.00
Liabilities			
2000:ACCOUNTS	(172,867.78)	0	(172,867.78)
PAYABLE	0.00	0	0.00
2200:UNEARNED			
REVENUE	(172,867.78)	0	(172,867.78)
Revenues			
Expenditures	(266,683.04)	(2,688.61)	(263,994.43)
	85,222.34	75,539.92	9,682.42
Equity			
3753:NET POSITION -	(964,664.13)	(251,239.26)	(713,424.87)
RESTRICTED LAND	(224,260.00)	0	(224,260.00)
HOLDING ACCT			
3910:NET POSITION -	(740,404.13)	(251,239.26)	(489,164.87)
UNRESTRICTED			
Total	0.00	0.00	0.00

LAND BANK INVENTORY

1/23/2023

Tax Year	Township	Parcel #	Address	Taxable value	Purchase Price	Annual Totals	Status
2013	City	51-011-001-01	RR ROW	123,000.00			
2018	Garfield	05-027-0114-00	RR Easement	16,000.00			
2020	City	51-674-007-00	1028 Carver St	85,260.00			Homesstretch

Total Purchase Prices of Land Bank Parcels
Total Taxable Value of Land Bank Parcels

224,260.00

THE PARCELS ABOVE SHOULD BE RECORDED AS LAND BANK OWNED

Parcels Sold	Address	Taxable value	Minimum Bid	Status	Deed Recorded	Date sold	Sale Price	Annual Totals	Status
2015 Mayfield	09-006-010-00 County Rd 633	15,545.00	1,823.79		7/14/2015	7/14/2015	2,499.00		
2015 Mayfield	09-007-006-00 County Rd 633	11,638.00	1,560.75		7/14/2015	7/14/2015	2,192.00		
2014 Blair	02-683-186-00 878 Jayvors Ct	11,000.00	1,864.63		7/20/2015	7/20/2015	11,750.00		
2014 Garfield	05-031-008-30 N East Silver lake Rd	9,750.00	1,462.66		9/23/2015	9/23/2015	8/24/2015		
2015 Garfield	05-314-006-00 Stonefield Dr	19,300.00	3,952.09		9/23/2015	9/23/2015	8/24/2015		
2015 Union	12-031-009-70 Marsh Rd	12,456.00	1,654.81		8/5/2015	8/5/2015	8/3/2015		
2012 Garfield	05-221-002-00 Lynch Drive	131,400.00	33,229.50		8/27/2015	8/27/2015	157,000.00		
2013 East Bay	03-219-025-00 N Three Mile Rd	34,547.00	6,658.27		11/4/2015	11/4/2015	6,800.00		
2015 Garfield	05-280-015-00 1537 Ridge View Ct	46,462.00	13,168.56		10/16/2015	10/16/2015	13,168.56		
2012 Blair	02-007-046-12 Old Maple Trail	162.00	374.32		11/13/2015	11/13/2015	374.32		
2015 East Bay	03-102-072-20 Caley Bay	500.00	909.46		11/13/2015	11/13/2015	250.00		
2012 Long Lake	08-185-028-00 Sunset Dr	2,800.00	460.09		11/13/2015	11/13/2015	150.00		
2016 Garfield	05-340-020-00 Linden Avenue	18,500.00	2,536.38		11/13/2015	11/13/2015	1,178.19		
2016 Garfield	05-006-001-04 Barney Rd	19,400.00	3,979.32		11/13/2015	11/13/2015	3,000.00		
2012 Long Lake	08-003-004-40 East Traverse Highway	52,600.00	4,338.08		11/13/2015	11/13/2015	3,000.00		
2016 Fife Lake	05-149-051-00 5165 Heritage Way	89,532.00	16,588.68		11/13/2015	11/13/2015	6,798.83		
2015 Fife Lake	04-001-013-02 US 31	1,200.00	924.07		11/13/2015	11/13/2015	1,000.00		
2012 Green Lake	07-180-009-00 9723 First St	24,140.00	2,789.33		11/13/2015	11/13/2015	1,450.00		
2017 Peninsula	11-580-031-00 18929 Bay St	33,991.00	3,664.71		3/1/2016	3/1/2016	3,000.00		
2017 City	51-878-046-00 134 E Fifteenth St	76,223.00	11,637.74		4/6/2016	4/6/2016	12,050.37		
2017 Whitewater	13-600-033-00 5632 Millbrook Dr	3,800.00	1,192.91		8/17/2017	8/17/2017	1,192.91		
2017 Whitewater	13-600-034-00 5634 Millbrook Dr	3,800.00	1,192.91		12/15/2017	12/15/2017	1,192.91		
2017 Whitewater	13-600-035-00 5647 Millbrook Dr	3,800.00	1,192.91		12/15/2017	12/15/2017	1,192.91		
2017 Whitewater	13-600-036-00 5645 Millbrook Dr	3,800.00	1,192.91		12/15/2017	12/15/2017	1,192.91		
2017 Whitewater	13-600-037-00 5653 Millbrook Dr	3,800.00	1,192.91		12/15/2017	12/15/2017	1,192.91		
2017 Whitewater	13-600-038-00 5638 Millbrook Dr	3,800.00	1,192.91		12/15/2017	12/15/2017	1,192.91		
2017 Whitewater	13-600-043-00 5575 Millbrook Dr	3,800.00	1,192.91		12/15/2017	12/15/2017	1,192.91		
2017 Whitewater	13-600-044-00 5577 Millbrook Dr	3,800.00	1,192.91		12/15/2017	12/15/2017	1,192.91		
2018 Blair	02-005-002-10				3/1/2018	3/1/2018	370,914.30		
2018 Blair	02-005-002-11				6/8/2018	6/8/2018	-		
2018 Blair	02-005-002-12				6/8/2018	6/8/2018	-		
2018 Blair	02-005-002-13				6/8/2018	6/8/2018	-		
2018 Blair	02-005-002-20				6/8/2018	6/8/2018	-		
2018 Blair	02-005-002-30 Rennie School Rd				12/12/2018	12/12/2018	274,162.00		
2020 Blair	04-060-108-00 11770 Lake Shore Dr				10/15/2020	10/15/2020	450,000.00		
2020 Blair	04-060-110-00 11774 Lake Shore Dr				10/15/2020	10/15/2020	1,271.25		
2020 Acme	01-013-026-02 Bates Rd				10/29/2020	10/29/2020	11,930.35		
2021 East Bay	03-220-008-00 Vandenberg Rd				10/29/2020	10/29/2020	1,213.38		
2021 Garfield	05-027-027-00 1383 Cass Rd				10/29/2020	10/29/2020	1,572.88		
2021 Paradise	42-060-010-00 206 Cottage Dr				10/29/2020	10/29/2020	314,882.27		
2021 Peninsula	11-545-009-00 Maple Terrace Ave				10/29/2020	10/29/2020	7,231.57		
2021 Peninsula	11-545-011-50 Maple Terrace Ave				10/29/2020	10/29/2020	1,680.64		
2021 City	51-674-007-00 1028 Carver St				10/29/2020	10/29/2020	800.18		
2022 Long Lake	08-010-018-01 N Long Lake Rd				10/29/2020	10/29/2020	175,260.00		
2022 East Bay	03-216-047-05 N Four Miler Rd				10/29/2020	10/29/2020	614.05		
2022 Peninsula	11-336-003-99 Peninsula Dr				10/29/2020	10/29/2020	1,295.89		
					5/12/2021	5/12/2021	1,295.89		
					6/9/2022	6/9/2022	721.86		
							644,982.16		



Memorandum

Grand Traverse County
County Administration
400 Boardman Avenue
Traverse City, Michigan 49684
(231) 922-4780 Fax (231) 922-4636

TO: Grand Traverse County Land Bank Authority

FROM: Christopher J. Forsyth, Deputy County Administrator *CF*

DATE: January 23, 2023

SUBJECT: Summary of Land Bank Projects and Activity; Update Strategic Plan

Over the last three years, the Land Bank has supported projects throughout Grand Traverse County. The list of projects include:

- The development of 80 acres, and installation of public infrastructure improvements at Rennie School Road and U.S. 31 in Blair Township
- Gap funding Homestretch's planned 10-unit affordable housing project on Carver Street in Traverse City
- The installation of the Fitness Court on land banked property behind Oryana Community Co-op as part of the Boardman Lake Loop
- The potential redevelopment and public infrastructure improvements in East Bay Township through the temporary land banking of property adjoining Keith Charters State Park
- The potential redevelopment of property in downtown Kingsley through a partnership with the Village of Kingsley Downtown Development Authority
- The improvement of Building 34 at the Commons by applying for blight elimination funds through the State Land Bank Authority

In addition, the Land Bank is responsible for the administration of the Home Rehabilitation Trust Fund by providing grants to nonprofits. These grants have allowed Habitat for Humanity to purchase building materials needed for critical home repairs. Finally, the Land Bank has worked with homeowners who have gone through tax foreclosure to allow them to either remain in their homes, or negotiate a fair sale of a home, with 3353 Panorama Lane a good example of the latter.

Although the Land Bank has been active, the Land Bank Board has not reviewed or updated its strategic plan and policies in several years. Attached are the last adopted plan and policy documents. I am requesting the Land Bank consider updating its strategic plan and policy in 2023. I will provide further information and a suggested approach at the January 27th meeting.

Please let me know if you have any questions concerning the above.



Department Strategic Plan

Version 1.0

Department:	Land Bank Authority
Chair:	William Rokos, County Treasurer
Director:	Jean Derenzy
Staff:	1.5
Date:	June 24, 2010

Mission Statement:

The mission of the Grand Traverse County Land Bank Authority is to utilize tax-reverted properties, acquired properties and other resources for affordable housing and economic development opportunities through collaboration with community organizations and local governmental units.

Core Services:

- Focuses on the conversion of vacant, abandoned, and tax-delinquent properties into productive use.
- Provides opportunities for affordable housing and economic development
- Collaborates with local units of government to assist in meeting goals and objectives through development tools (brownfield redevelopment authority, economic development corporation, land bank authority, etc.).

Accomplishments:

- Land Bank Authority met with local officials to develop policy for local units of government.
- Land Bank Authority cleaned up a property in East Bay Township that will result in two new affordable homes constructed by Habitat for Humanity.
- Land Bank Authority developed brownfield plan to assist in the siting of a new regional cancer center in Garfield Township.

Trends/Issues:

Over the next 25 years, Grand Traverse County is expected to see a population increase of 40,000 to 50,000 new residents. This increase will have a considerable impact on the communities and landscape of the County. Maintaining and improving the quality of life for County residents takes a proactive approach. It will be important to preserving the natural beauty of the County while providing for prosperity for its residents. The Land Bank Authority will be working in its role to create affordable housing opportunities and jobs along with restoring properties in a way that achieves this goal.

2009

Board of Commissioner Goals

1. Preserve beautiful/healthy environment
2. Safety of community
3. Focus on health and economic well-being of all people
4. Collaborate with other units of government
5. Risk-taking and innovation to increase efficiency/effectiveness of services
6. Ready/easy access to government services
7. Emphasize fiscal responsibility in planning for today and future

Board Goal	Department Goal	Department Tactic	Analysis/Key Results Issues/Lesson Learned
6	A. Implement Communication Plan.	a. Continue to conduct public meetings and meetings with local officials.	Initial facilitation to develop policies has been done.
		b. Conduct public relations activities for all Land Bank Authority projects.	
3	B. Obtain training for the Board and staff.	a. Attend annual Land Bank Conference.	Attended Conference in Traverse City.
		b. Continue to receive updated legislative changes.	
3	C. Expand foreclosure prevention program.	a. Work with Northwest Michigan Human Services Agency.	Delayed until staff is available.
		b. Meet with property owner requesting different resources available to them.	

2010

Board Goals

1. Preserve beautiful/healthy environment
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6. Ready/easy access to government services
7. Emphasize fiscal responsibility in planning for today and future

Board Goal	Department Goal	Tactic	Estimated Duration (No. of Months)	Estimated Completion Date (Month/Year)
4, 6	A. Maintain communications with aligned organizations, local units of government and the public.	a. Conduct policy development meetings with local officials.	1	February, 2010
		b. Conduct public relations activities for all Land Bank Authority projects.	Per project	Ongoing
	B. Obtain training for the Land Bank board and staff.	a. Attend annual Land Bank Conference in Lansing.	1	May, 2010
		b. Monitor and continue to receive updated legislative changes.		Ongoing
3, 5, 6, 7	C. Development County approach to address affordable and workforce housing.	a. Work with County Board, committees, departments and housing representatives.	12	December, 2010
		b. Draft policy to address the sale of tax-foreclosed property for affordable housing projects and programs.		
		c. Establish procedures for management of foreclosed properties.		
		d. Develop housing trust fund proposal with housing representatives.		
3, 5	D. Develop an economic development policy for the Land Bank.	a. Work with County Board, committees, departments and economic development representatives on the role of the Land Bank in economic development.	12	December, 2010
3, 6	E. Expand foreclosure prevention program.	a. Work with Northwest Michigan Human Services Agency and other organizations.	9	September, 2010

2011

Board Goals

1. Preserve beautiful/healthy environment
2. Safety of community
3. Focus on health and economic well-being of all people
4. Collaborate with other units of government
5. Risk-taking and innovation to increase efficiency/effectiveness of services
6. Ready/easy access to government services
7. Emphasize fiscal responsibility in planning for today and future

BoC Goal	LBA Goal	LBA Tactic	Estimated Duration (No. of Months)	Estimated Completion Date (Month/Year)
	A. Improve staff to sufficiently support Land Bank activities.	a. Identify and dedicate financial resources. b. Work with Planning & Development Department to appropriate staff to the Land Bank.	1 1	January, 2011 January, 2011
3, 5, 6, 7	C. Finalize and evaluate housing trust fund proposal.	a. Conclude evaluation of housing trust fund proposal subject to Board of Commissioner approval. b. If approved, initiate housing trust fund program.	7 1	January, 2011 Subject to Staff Availability
4, 6	D. Maintain communications with aligned organizations, local units of government and the public.	a. Continue policy development with local governmental officials and community stakeholders. b. Conduct public relations activities for all Land Bank Authority projects.		Subject to Staff Availability Ongoing
	E. Obtain training for the Land Bank board and staff.	a. Attend annual Land Bank Conference in Detroit. b. Monitor and continue to receive updated legislative changes.	1	June, 2011 Ongoing
3, 5	F. Develop an economic development policy for the Land Bank.	a. Work with County Board, committees, departments and economic development representatives on the role of the Land Bank in economic development.		Subject to Staff Availability
3, 6	G. Expand foreclosure prevention program.	a. Work with Northwest Michigan Human Services Agency and other organizations.		Subject to Staff Availability

**GRAND TRAVERSE COUNTY
LAND BANK AUTHORITY**

**PRIORITIES AND POLICIES
FOR
PROPERTY ACQUISITION AND DISPOSITION**

As approved by the Board of Directors on _____

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C. Right of Repurchase by the Transferor	

The acquisition and disposition of properties acquired by the Treasurer of Grand Traverse County through tax foreclosure procedures in accordance with 1893 P.A. 206, as amended by 1999 P.A. 123, MCL §211.1 et. seq., and properties that are owned by the Grand Traverse County Land Bank Fast Track Authority (the "LBA"), shall be governed by the following basic priorities and policies.

The acquisition, use, and disposition of such properties shall at all times be consistent with the authority granted by the Constitution of Michigan, the laws of the state of Michigan, the Land Bank Agreement by and between Grand Traverse County, Michigan and the State of Michigan dated August 29, 2006, the articles of incorporation and bylaws of the Grand Traverse County Land Bank Fast Track Authority, and the public purposes set forth therein.

1. Policies Governing the Acquisition of Properties

In determining which, if any, properties shall be acquired by purchase that become available through the tax foreclosure processes for acquisition by Grand Traverse County or by the Land Bank Authority, the LBA shall give consideration to the following factors:

1. Proposals and requests by nonprofit corporations that identify specific properties for ultimate acquisition and redevelopment.
2. Proposals and requests by governmental entities that identify specific properties for ultimate use and redevelopment.
3. Residential properties that are available for immediate occupancy without need for substantial rehabilitation.
4. Improved properties that are the subject of an existing order for demolition of the improvements and properties that meet the criteria for demolition of improvements.
5. Vacant properties that best used would be to place the property into the Side Lot Disposition Program.
6. Properties that would be in support of local plans, and have a determined timeline in place which also meets the mission of the Grand Traverse County Land Bank Authority.
7. Properties that would form a part of a land assemblage development plan by the Grand Traverse County Land Bank Authority.
8. Properties that will generate operating resources for the functions of the Grand Traverse County Land Bank Authority.
9. Properties that will result in the planned development that benefits the community, and are supported by the local government.

10. All properties must have clear title and be absent of any financial liabilities. Grand Traverse County Land Bank Authority must be aware of any environmental conditions, if any adverse conditions are determined, a remediation plan must be in place.

The LBA may request the Treasurer to combine properties from one or more of the foregoing categories in structuring the terms and conditions of the statutorily required auctions of the tax foreclosure properties, and may acquire any such properties prior to auctions, at such auctions, or subsequent to auctions as authorized by law. In determining the nature and extent of the properties to be acquired the LBA shall also give consideration to underlying values of the subject properties, the financial resources available for acquisitions, the operational capacity of the LBA, and the projected length of time for transfer of such properties to the ultimate transferees.

2. Priorities Concerning the Disposition of Properties

The disposition of properties shall be based upon a combination of three different factors. The first factor involves the intended or planned use of the property. The second factor considers the nature and identity of the transferee of the property. The third factor addresses the impact of the property transfer on the short and long term neighborhood and community development plans. Within each factor is a ranking of priorities. The disposition of any given parcel will be based upon an assessment of the most efficient and effective way to maximize the aggregate policies and priorities. The Board and Staff of the LBA shall at all times retain flexibility in evaluating the appropriate balancing of the priorities for the use of property, priorities as to the nature of the transferee of properties, and priorities concerning neighborhood and community development.

Priorities for Use of Property

1. Affordable housing.
2. Neighborhood revitalization.
3. Return of the property to productive tax paying status.
4. Land assemblage for economic development.
5. Provision of financial resources for operating functions of the Grand Traverse County Land Bank Authority.
6. Long term "banking" of properties for future strategic uses.

7. Provision of financial resources for operating functions of the Grand Traverse County Land Bank Authority.

Priorities as to the Nature of the Transferee

1. Qualified nonprofit corporations that will hold title to the property on a long-term basis (primarily rental properties) or hold title to the property for purposes of subsequent reconveyance to private third parties for homeownership.
2. Entities that are a partnership, limited liability corporation, or joint venture comprised of a private nonprofit corporations and a private for-profit entity.
3. Individuals who own and occupy residential property for purposes of the Side Lot Disposition Program.
4. Businesses who own commercial property for purposes of the Side Lot Disposition Program.
5. Nonprofit institutions such as academic institutions and religious institutions.
6. Governmental entities.

Individuals and entities that were the prior owners of property at the time of the tax foreclosure which transferred title to the Treasurer shall be ineligible to be the transferee of such property from the Treasurer.

3. Factors in Determining Consideration Due Upon Transfers

The following factors shall constitute general guidelines for determination of the consideration to be received by the LBA for the transfer of properties. In each and every transfer of real property the LBA shall require good and valuable consideration in an amount determined by the LBA in its sole discretion. The LBA will consider both the fair market value of the property and the Property Costs in its determination of consideration for each property. "Property Costs" shall mean the aggregate costs and expenses of the LBA attributable to the specific property in question, including costs of acquisition, maintenance, repair, demolition, marketing of the property and indirect costs of the operations of the LBA allocable to the property.

The consideration to be provided by the transferee to the LBA may take the form of cash, deferred financing, performance of contractual obligations, imposition of restrictive covenants, or other obligations and responsibilities of the transferee, or any combination thereof.

1. Transfers to Nonprofit entities for affordable housing.

- (a) Transfers of property to nonprofit entities for the development, operation or maintenance of affordable housing shall require consideration not less than the Property Costs.
- (b) Consideration shall be established at a level between the Property Costs and fair market value of the property. To the extent that the consideration exceeds the Property Costs, such amount shall be reflected by a combination of contractual obligations to develop, maintain, or preserve the property for specified affordable housing purposes. Such amount may be secured by subordinate financing in which amortization of the obligation occurs by virtue of annual performance of the required conditions.
- (c) The dominant priority in determining the amount of and method of payment of the consideration shall be to facilitate the development of affordable housing and simultaneously to ensure that the property is dedicated over an appropriate period of time for affordable housing.

2. Transfers to Governmental Entities.

- (a) To the extent that transfers of property to governmental entities are designed to be held by such governmental entities in perpetuity for governmental purposes, the aggregate consideration for the transfer shall be based upon deed restrictions upon the use of the property.
- (b) To the extent that transfers of property to governmental entities are anticipated as conduit transfers by such governmental entities to third parties, the consideration shall consist of not less than Property Costs, to be paid in cash. The difference between the Property Costs and the fair market value may be included in consideration depending upon the relationship between the anticipated uses and the governing priorities of the LBA.

3. Side Lot Disposition Program.

The pricing policies applicable to the Side Lot Disposition Program shall be as set forth in the policies and procedures applicable to the Side Lot Disposition Program.

4. Transfers of Property at Open Market Conditions.

Property that is transferred on the open real estate market, whether through auction or negotiated transfers, without restrictions as to future use shall be based upon consideration equal to the fair market value of the property. Such consideration shall be paid in full at the time of the transfer.

4. Side Lot Disposition Program

Individual parcels of property may be acquired by the Treasurer, the County, or the Land Bank Authority, and transferred to individuals in accordance with the following policies. The transfer of any given parcel of property in the Side Lot Disposition Program is subject to override by higher priorities as established by the LBA.

A. Side Lot Disposition Policies

1. Qualified Residential Properties. Parcels of property eligible for inclusion in the Side Lot Disposition Program shall meet the following minimum criteria:

- (a) The property shall be vacant unimproved real property.
- (b) The property shall be physically contiguous (with not less than a 75% common boundary line at the side).
- (c) The property shall consist of no more than one lot capable of development. Initial priority shall be given to the disposition of properties of insufficient size to permit independent development.
- (d) No more than one lot may be transferred per contiguous lot.

2. Qualified Commercial Properties

- (a) The property shall be vacant unimproved real property.
- (b) The property shall be physically contiguous.
- (c) The property shall consist of only properties that are of insufficient size to permit independent development.

3. Transferees.

- (a) All transferees must own and occupy the contiguous property, and priority is given to Transferees who personally occupy the contiguous property.

- (b) The transferee must not own any real property (including both the contiguous lot and all other property in Grand Traverse County) that is subject to any unremediated citation of violation of the state and local codes and ordinances.
- (c) The transferee must not own any real property (including both the contiguous lot and all other property in Grand Traverse County) that is tax delinquent.
- (d) The transferee must not have been the prior owner of any real property in Grand Traverse County that was transferred to the Treasurer or to a local government as a result of tax foreclosure proceedings unless the LBA approves the anticipated disposition prior to the effective date of completion of such tax foreclosure proceedings.

4. Pricing

- (a) Parcels of property that are not capable of independent development may be transferred for nominal consideration.
- (b) Parcels of property that are capable of independent development or non-residential properties shall be transferred for consideration in an amount not less than the amount of the costs incurred in acquisition, demolition and maintenance of the lot.

5. Additional Requirements

- (a) In the event that multiple adjacent property owners desire to acquire the same side lot, the lot shall either be transferred to the highest bidder for the property, or divided and transferred among the interested contiguous property owners.
- (b) In the event that a contiguous property needs land for a driveway or other local code compliance issues this subsection will rule.

B. Side Lot Disposition Requirements

1. The prospective buyer must submit the following documents to the LBA Transaction Specialist:

- (1) List of property address(es)

- (2) Project Description – property use must be consistent with current zoning requirements
- (3) Picture Identification
- (4) Evidence of compliance with all Grand Traverse County Land Bank Authority Side Lot Disposition Policies

5. Land Transfers

A. Land Transfer Policies

These policies pertain to transfers whose future use is residential. At time of transfer the property may be vacant, improved or ready to occupy.

- 1. The transferee must not own any real property that has any unremediated citation of violation of the state and/or local codes and ordinances.
- 2. The transferee must not own any real property that is tax delinquent.
- 3. The subject property must not have been used by the transferee or a family member of the transferee as his or her personal residence at any time during the twelve (12) months immediately preceding the submission of application (except in rental cases).
- 4. The transferee must not have been the prior owner of any real property in Grand Traverse County that was transferred to the Treasurer or to a local government as a result of tax foreclosure proceedings unless the LBA approves the anticipated disposition prior to the effective date of completion of such tax foreclosure proceedings.
- 5. Parcels of property shall be transferred for consideration in an amount not less than the costs incurred in acquisition, demolition and maintenance of the lot/building.
- 6. All development projects should be started and completed within a time frame negotiated with LBA.
- 7. Options are available for 10% of the parcel price for up to a 12-month period. This fee will be credited to the parcel price at closing. If closing does not occur, the fee is forfeited. All option agreements are subject to all policies and procedures of the LBA pertaining to property transfers.
- 8. A precise narrative description of future use of the property is required.

9. Transactions shall be structured in a manner that permits the LBA to enforce recorded covenants or conditions upon title pertaining to development and use of the property for a specified period of time. Such restrictions may be enforced, in certain cases, through reliance on subordinate financing held by the LBA.
10. The transferee must agree to pay future property taxes from time of transfer.
11. If code or ordinance violations exist with respect to the property at the time of the transfer, the transfer agreements shall specify a maximum period of time for elimination or correction of such violations, with the period of time be established as appropriate to the nature of the violation of the anticipated redevelopment or reuse of the property.
12. The proposed use must be consistent with current zoning requirements or a waiver for non-conforming use is a condition precedent to the transfer.
13. The propose development should comply with the ten principles of smart growth.
14. Where part or all of the consideration for the transfer is the prospective affordability of the housing units, affordability requirements may be set forth in the transfer agreement and enforceable through recorded covenants, conditions or limitations upon title.
15. Where rehabilitation of a property by the transferee is a condition of the transfer, the requirement for such rehabilitation shall be in accordance with rehabilitation standards as established by the LBA and adequate completion of such rehabilitation shall be a condition to the release of restrictions or lien securing such performance.

The following additional policies shall apply to properties to be transferred to individual transferees as part of a homeownership program.

B. Land Transfer Requirements - Individual Transferees

1. The prospective transferee must submit the following documents to the LBA:
 - (1) List of property address
 - (2) Rehabilitation / Improvement Specifications
 - (3) Time Line for Rehabilitation / Improvement Completion (if applicable)
 - (4) Project Financing (Pre-Qualification Letter for Lender)
 - (5) Development Budget (if applicable)
 - (6) Picture Identification

C. Land Transfer Requirements – Corporate Transferees

1. **Required Application Documentation.** The prospective buyer must submit the following documents to the LBA.
 - (1) List of property address(es)
 - (2) Project Description
 - (3) Development Team Description, including complete information on the following parties:
 - (a) Developer:
 - (b) Co-developer/Partner:
 - (c) Owner:
 - (d) General Contractor:
 - (e) Consultants:
 - (f) Architect:
 - (g) Project Manager (during construction):
 - (h) Lead Construction Lender:
 - (i) Marketing Agent:
 - (j) Project Management (post-construction):
 - (4) Market Information / Plan
 - (5) Project Financing
 - (6) Development Budget
 - (7) All Rental Transactions Must Attach an Operating Budget
 - (8) Most Recent Audited Financial Statement
 - (9) List of Potential Tenants and pre-lease agreements
 - (10) Evidence of compliance with all applicable LBA policies

8. Land Banking Policies

The LBA is willing to receive title to properties from community development corporations and other entities, and hold title to such properties pending future use by the LBA, by the transferor of the property, or by other third parties. The receipt by the LBA of any and all conveyances of real property shall at all times be solely within the discretion of the LBA, and nothing in this policy shall be deemed to require the LBA to take title to any properties nor to limit the discretion of the LBA in negotiating the terms of its acquisition of any property, whether as donated transfers or otherwise.

All conveyances received by the LBA in its land banking capacity must comply with the requirements set forth below in Part A, and will be reviewed and considered by the LBA in accordance with the procedures set forth in Part B. If the transfer is approved by the LBA, the LBA shall hold the subject property, and

may use or convey the subject property or any interest in the subject project, subject only to the right of repurchase set forth in Part C.

Following the transfer of any properties to the LBA in accordance with this policy, the LBA shall have the right, but not the obligation, to maintain, repair, demolish, clean, and grade the subject property and perform any and all other tasks and services with respect to the subject property as the LBA may deem necessary and appropriate in its sole discretion.

A. Requirements for Conveyances to the LBA in its Land Banking Capacity

1. Property that is intended to be conveyed to the LBA and to be held by the LBA in its land banking capacity shall be clearly designated as such in the proposal for the transfer, and in the records of the LBA.
2. No property shall be transferred to the LBA pursuant to this land banking policy unless the transferor is either a private nonprofit entity or a governmental entity.
3. The subject property must not be occupied by any party or parties as of the date of transfer to the LBA.
4. The subject property must, as of the date of the transfer to the LBA, be free of any and all liens for ad valorem taxes, special assessments, and other liens or encumbrances in favor of local, state or federal government entities.
5. The subject property must, as of the date of the transfer to the LBA, be free of all outstanding mortgages and security instruments.

B. Requirements for Conveyances to the LBA in its Land Banking Capacity

1. The transferor of any proposed conveyance to the LBA in its land banking capacity shall prepare a written proposal containing the following information:
 - (a) A legal description of the property.
 - (b) A title report, or other similar evidence, indicating that the property is free of all liens and encumbrances specified in Part A.
 - (c) A description of the transferor's intended uses of the property and the time frame for use and development of the property by the transferor.
2. Following receipt of the proposal, the LBA shall review the proposal and notify of the transferor of its approval or disapproval, and of any changes

or additions that may be necessary as determined by the LBA in its sole discretion.

C. Right of Repurchase by the Transferor

1. The transferor shall have a right to repurchase the subject property from the LBA at any time within a timeline determined by the LBA on a case by case basis
2. The right of repurchase may be exercised by the transferor upon payment to the LBA of the Purchase Price. The Purchase Price shall be an amount equal to (i) all expenditures of the LBA (whether made directly by the LBA or through payments to a third party contractor) in connection with the subject property incurred subsequent to the date of conveyance to the LBA, and (ii) an amount determined by the LBA as its average indirect costs, on a per parcel basis, of holding its portfolio of properties.
3. The LBA shall have the right, at any time within the determined time period following the date of the original transfer, to require the transferor to exercise its right of repurchase by giving written notice to the transferor of the requirement that it exercise its right of repurchase and the amount of the Purchase Price. The transferor must exercise its right of repurchase, and close the reconveyance of the property within sixty (60) days of receipt of such notice. Failure of the transferor to exercise and close upon its right of repurchase within such period of time shall result in a termination of all rights of repurchase with respect to the subject property.

LAND BANK AGENDA ITEM

SUBJECT: Habitat for Humanity Grant Expenditures

FROM: Dean Bott, Director of Finance

FOR MEETING DATE: January 27, 2023

SUMMARY OF ITEM TO BE PRESENTED:

The following request has been received for reimbursement of material costs:

Various Projects	\$13,326.10
------------------	-------------

RECOMMENDATION:

Review and approval of payment request from Habitat.

25



Grantee Name: Habitat for Humanity Grand Traverse Region **Date:** January 2023

Contact Info: Wendy Irvin, CEO; 231-941-4663, ext. 323; wendyi@habitatgtr.org

Project Location: Grand Traverse County **Date of Projects:** November/December 2022

Grant Requested : \$50,000 **Grant amount remaining:** \$24,460.08

Projects and amounts requested for reimbursement by GTLBA

Homeowner Name	Work Completed	Project Amount Submitted	Amount Approved
M. Jorae	Removed and replaced roof.	\$4,235.45 ✓	
T and M Gavar	Remove and replace front and back doors, replace 8 windows and any needed trim around doors and windows.	\$897.04 ✓	
M. Gayford	Removed and replaced roof, replaced furnace, insulated and closed skylights.	\$6,243.48 ✓	
L. Horn	Remove and replace bathroom flooring and sub floor, repair/replace all faucets, shower heads, etc in bathroom, repair active plumbing leaks.	\$1,950.13 ✓	
TOTAL		\$13,326.10	

Grant amount remaining after approvals: \$ 11,133.98

26

M. Jorae

Address: 2600 Jorae Dr Traverse City, MI 49685

Inspected by: Bill Bageris- Absolute Home Services

Date of Inspection: 1/4/22

Work completed on : 12/13/22

Repairs completed:

Removed and replaced roof, soffit, and fascia.

Total cost: \$14,824.57

Materials: \$4,235.45 ✓

Before



After





Traverse City
2981 Cass Road
Traverse City, Michigan 49684
Phone: 231-947-1550
Email: tc@eikenhout.com

Sales Order

1498855

10/28/2022

Invoice Address
HABITAT FOR HUMANITY
P. O. BOX 5412
TRAVERSE CITY, MI, 496965412
231-941-4663
accounting@habitatgtr.org

Delivery Address
2600 JORAE DR
TRAVERSE CITY, MI

Order # 1498855
Order Date 10/28/2022
Customer # 845990
Contact Name DAYANARA
Contact # 231-941-4663
Job
P.O. # JORAE
Delivery ON 11/14/22
Taken By Tyler Vaughan
Sales Rep HOUSE - TRAVERSE CITY
Sale Type Delivered
This is a reprint

Printed: 10/28/2022 11:20 am By: tvaughn

Page 1 of 1

Special Instructions			Notes			
Line	Product Code	Description	Qty	Price	UOM	Total
1	LMKMB	MOIRE BLACK - LANDMARK AR CERTAINEED 32.8 SQFT/BDL	54 BDL	37.62	BDL	2,031.48
2	CTHRMB	MOIRE BLACK H&R C-TEED SHADOW RIDGE ACCESSORY 30'/BDL	3 BDL	64.41	BDL	193.23
3	STARSS	SWIFTSTART CERTAINEED STARTER SHINGLE METRIC 116 LFT	2 BDL	58.14	BDL	116.28
4	OSB716	7/16 OSB 4X8	25 PC	19.85	PC	496.25
5	1X6X162CT	#3 BETTER CEDAR 1X6 16' 2-COAT CABOT-ULTRA WHITE LATEX	3 PC	51.98	PC	155.94
6	WG2SQ	WINTER GUARD ICE BARRIER (2)SQ)	4 RL	90.63	RL	362.52
7	CTRR10	ROOF RUNNER UNDERLayment 4'X250' 10 SQ CERTAINEED	4 RL	106.40	RL	425.60
8	TDS112WHJB	WHITE STEEL "T" DRIP 1-1/2" JENSEN BRIDGE	25 PC	9.63	PC	240.75
9	CRN11472	1 1/4" COILED ROOFING NAILS 7.2 CTN	1 CTN	55.80	CTN	55.80
10	88BKPBBG	BLACK 8"X8" PREBENT STEP FLASHING - BERGER SFK448	100 PC	0.90	PC	90.00
11	A11-T50	A11-T50 3/8 STAPLE 5M/CTN	1 BOX	12.60	BOX	12.60
12	Delivery Charge - Auto	Delivery Charge - Auto				55.00

Weight: 6,305.54

28

Total Amount	\$4,235.45
Sales Tax	\$0.00
Order Total	\$4,235.45

Gavar

Address: 919 Centre St Traverse City, MI 49686

Inspected by Absolute Home Services

Date of Inspection: 12/22/21

Work Completed on: 11/9/22

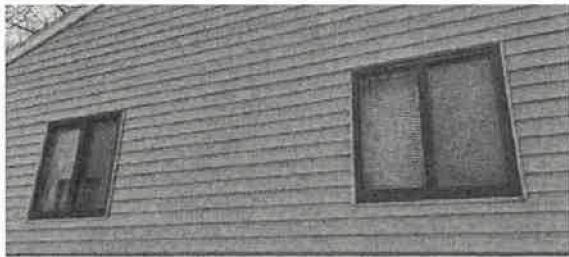
Repairs Completed: Removed and replaced 2 Doors and 6 windows (windows reframed as well)

Total Cost: \$ 12,591.74

Materials: \$3,591.29

Total Request: \$897.04 (the rest of materials were covered by another source.)

Before



After



29.

Use Your
BIG CARD 2%
REBATE
MENARDS®

MENARDS - TRVSE CITY
4155 US 31 South
Traverse City 49684

KEEP YOUR RECEIPT
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for
items on this receipt will be in the form
of an in-store credit voucher if the
return is done after 01/29/23

If you have questions regarding the
charges on your receipt, please
email us at:
TRVCfrontend@menards.com

*Page Total:
\$ 1279.85*



Sale Transaction

SLIDER (GOOD)		
4040462	3	6204.99
SINGL HUNG (GOOD)		614.97
4040510	1	6100.37
SLIDER BASEMENT WINDOW		679.98
4038084	2	6102.99
RD FOAM & FILL WINDOW/DOOR		205.98
5631648	3	64.99
4"X33" ULTRA TAPE		14.97
4364520		
COMPOSITE 10Z CAULK GUN		19.99
5619758		10.97
TOTAL		
TAX STATE OF MI 6%		1246.86
TOTAL SALE		74.81
CASH		1321.67
CHANGE		1400.00
		78.33

TOTAL NUMBER OF ITEMS = 12

THE FOLLOWING REBATE RECEIPTS WERE
PRINTED FOR THIS TRANSACTION:
1933

NR = Non-Returnable item. If opened, we
cannot accept returns of herbicides,
pesticides, or aerosols. Opened product
will be replaced or refunded. Guest will
keep the opened item. Unopened product
may be returned in accordance with the
regular return policy.

See menards.com for return policy.

Sign in for

30

Use Your
BIG CARD 2%
REBATE
MENARDS®

MENARDS - TRVSE CITY
4155 US 31 South
Traverse City 496

KEEP YOUR RECEIPT
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for
items on this receipt will be in the form
of an in-store credit voucher if the
return is done after 01/28/23

If you have questions regarding the
charges on your receipt, please
email us at:
TRVCfrontend@menards.com



Sale Transaction

SAF MAG NUT DRIVER SET		
2520491		5.99
3/4" ZINC SELF-DRILL SCR		
2299482	3	610.99
1" ZINC SELF-DRILL SCREW		
2299495		10.99
TOTAL		49.95
TAX STATE OF MI 6%		3.00
TOTAL SALE		52.95
CASH		53.00
CHANGE		0.05
TOTAL NUMBER OF ITEMS	=	5

THE FOLLOWING REBATE RECEIPTS WERE
PRINTED FOR THIS TRANSACTION:
1932

Sign up for our email program at
Menards.com/Emails to receive our weekly
flyer and exclusive online offers!

THANK YOU, YOUR CASHIER, Morgan

30553 08 3991 10/30/22 05:03PM 3197

Gayford

Address: 2847 Frank St Traverse City, MI 49686

Inspected by: Al Jarosz

Date of Inspection: 8/18/21

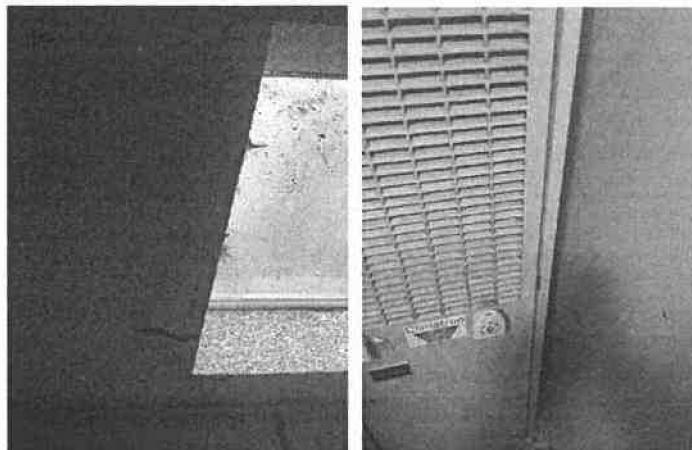
Work Completed on: 10/26/22

Repairs Completed: Replaced furnace, Removed and replaced roof, sealed and insulated skylights.

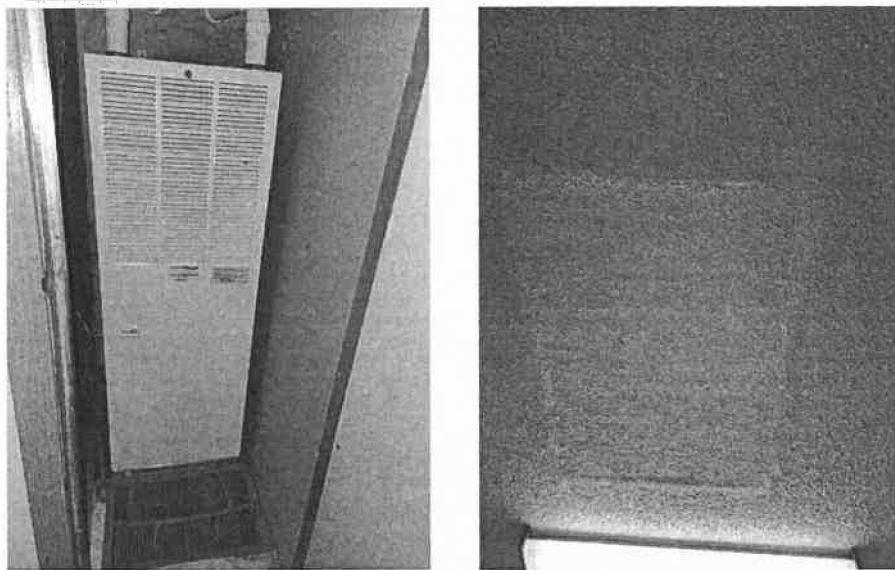
Total Cost: \$12,591.74

Materials: \$6,243.48

Before



After :



4 skylights were sealed, only one is pictured to save room. Roof was not pitched, no picture could be taken from the ground.

31

Sherry D. Gaylor

10/22/2021

Third Generation Heating & Cooling
1225 Marsh Rd.
Minocqua, MI 49647
231-372-6510 thirdgenhgc@aol.com

Contractors Invoice

To: Habitat For Humanity Grand Traverse
P.O. Box 6412
Traverse City, MI 49686

DATE

10/19/21

TIME WORK PERFORMED

281-620-6382

OUR BLD NO.

WORK PERFORMED AT
Maureen Gaylor,
2847 Front St.
Traverse City, MI

DESCRIPTION OF WORK PERFORMED
1. Miller MGDK-0721AAM1 9.5% Nat Gas Furnace.
MISC. 2" PVC Venting
Condensate Piping
Misc. Gas + Electric
Disposal of Permit Fees

Maureen Gaylor
2847 Front Street Kings Court
Traverse City

New Furnace

Materials, Labor, ~~4310~~

~~4310~~ - 1 = ~~1810~~

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of

Dollars (\$ 4310.00)

This is a Partial Full invoice due and payable by 10/25/2021
in accordance with our Agreement Proposal
 estimate 4310

32



Traverse City
2981 Cass Road
Traverse City, Michigan 49684
Phone: 231-947-1550
Email: tc@eikenhout.com

Sales Order

1056420

01/24/2022

Order # 1056420
Order Date 01/24/2022
Customer # 845990
Contact Name
Contact #
Job
P.O. # gayford roof
Delivery BY 11/05/21
Taken By Charlie Leiby
Sales Rep HOUSE - TRAVERSE CITY
Sale Type Delivered
This is a reprint

Invoice Address

HABITAT FOR HUMANITY
P. O. BOX 5412
TRAVERSE CITY, MI, 496965412
231-941-4663

Delivery Address

2847 FRANK ST
231-499-3081
KINGS COURT
TRAVERSE CITY, MI

Printed: 02/18/2022 10:28 am By: joswalt

Page 1 of 1

Special Instructions			Notes			
Line	Product Code	Description	Qty	Price	UOM	Total
1	LMKMB	MOIRE BLACK - LANDMARK AR CERTAINTEED 32.8 SQFT/BDL	63 BDL	31.92	BDL	2,010.96
2	WG2SQ	WINTER GUARD ICE BARRIER (2)SQ)	5 RL	77.71	RL	388.55
3	TUDL	TITANIUM UDL-30 UNDERLayment 4'X250' 10 SQ	1 RL	168.15	RL	168.15
4	TDS112BKJB	BLACK STEEL "T" DRIP 1-1/2"JENSEN BRIDGE	22 PC	6.99	PC	153.78
5	LOOMNI	LO-OMNI RIDGE VENT 30' ROLL LOMANCO	2 RL	88.82	RL	177.64
6	CTHRMB	MOIRE BLACK H&R C-TEED SHADOW RIDGE ACCESSORY 30/BDL	3 BDL	55.10	BDL	165.30
7	CRN11472	1 1/4" COILED ROOFING NAILS 7.2 CTN	1 CTN	62.10	CTN	62.10
8	A11-T50	A11-T50 3/8 STAPLE 5M/CTN	1 BOX	12.50	BOX	12.50
9	OSB12	1/2" OSB BOARD 4X8 SHEETS	4 PC	35.81	PC	143.24
10	Delivery Charge - Auto	Delivery Charge - Auto				45.00

Customer Copy

Weight: 5,964.54

Total Amount	\$3,327.22
Sales Tax	\$0.00
Order Total	\$3,327.22

Subject to our terms and conditions of sale. To view, please visit www.eikenhout.com.

33

*Curtis Cole*

Traverse City
2981 Cass Road
Traverse City, Michigan 49684
Phone: 231-947-1550
Email: tc@eikenhout.com

04/13/2022

Invoice Address

HABITAT FOR HUMANITY
P. O. BOX 5412
TRAVERSE CITY, MI, 496965412

Delivery Address

HABITAT FOR HUMANITY
P. O. BOX 5412
TRAVERSE CITY, MI,
496965412

Sales Invoice

Invoice # 222401
Invoice Date 04/12/2022
Terms NET 30 PROX
Customer # 845990
Contact Name
Contact #
Job
P.O. # GAYFORD
Order # 1136155
Taken By Tracy Sluiter
Sales Rep HOUSE - TRAVERSE CITY



Page 1 of 1

Remit To: Eikenhout, Inc., PO Box 2806, Grand Rapids, MI 49501-2806

Printed: 04/13/2022 5:00 am By: Admin

Special Instructions	Notes

Line	Product Code - Description	Quantity	Price	UOM	Total
1	LOOMNI - LO-OMNI RIDGE VENT 30' ROLL LOMANCO	1 RL	90.72	RL	90.72
2	PC501TB - LUCAS 100 NEOPRENE 10 OZ TUBE FLASHING CEMENT PHR	2 TB	5.04	TB	10.08

The invoice is due on 05/30/2022.

Subject to our terms and conditions of sale. To view, please visit www.eikenhout.com.

Total Amount	\$100.80
Sales Tax 6.00%	\$0.00
Invoice Total	\$100.80

34



Curtis Cobb

04/13/2022

Traverse City
2981 Cass Road
Traverse City, Michigan 49684
Phone: 231-947-1550
Email: tc@eikenhout.com

Sales Invoice

222480

04/12/2022

NET 30 PROX

845990

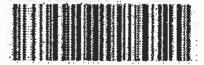
Invoice #
Invoice Date
Terms
Customer #
Contact Name
Contact #
Job
P.O. #
Order #
Taken By
Sales Rep

gayfod step flashing

1135185

Charlie Leiby

HOUSE - TRAVERSE CITY



Page 1 of 1

Remit To: Eikenhout, Inc., PO Box 2806, Grand Rapids, MI 49501-2806

Printed: 04/13/2022 5:00 am By: Admin

Special Instructions	Notes

Line	Product Code - Description	Quantity	Price	UOM	Total
1	88BKPQQA - BLACK - 8"X8" PREBENT STEP FLASHING - QUALITY ALUMINUM	100 PC	0.90	PC	90.00

PHR

The invoice is due on 05/30/2022.

Subject to our terms and conditions of sale. To view, please visit www.eikenhout.com.

35

Total Amount	\$90.00
Sales Tax 6.00%	\$0.00
Invoice Total	\$90.00

Invoice



Flawless Finishes, 4495 Goldenrod Dr, Traverse City MI 49685, United States

BILL TO

Habitat For Humanity
2487 Rice St
Traverse City MI 49684
United States

Invoice No.: 100
Issue date: Oct 26, 2022
Due date: Nov 9, 2022
Payment method: Transfer

Invoice No.:	Issue date:	Due date:	Total due
100	Oct 26, 2022	Nov 9, 2022	\$1,425.46

Description	Qty.	Unit price (\$)	Amount (\$)
Repair of Skylights	1	1,200.00	1,200.00
Installation of Insulation			
Framing of skylights			
Installation of Drywall			
Finishing Drywall/Application of Popcorn Ceiling			
Reimbursement for Materials	1	111.88	111.88
2x6x8 Boards: \$21.84			
Drywall Screws: \$4.98			
Drywall Tape: \$6.70			
Drywall Mud: \$20.70			
Insulation: \$51.33			
Reimbursement for Materials	1	74.16	74.16
Popcorn ceiling texture			
Reimbursement for Material	1	21.79	21.79
Drywall sheets			
Reimbursement for Material	1	17.63	17.63
Roller covers. textured/thick nap			
Total (USD):			\$1,425.46

page total: \$225.46

Angel Mariani

231-534-0266

Flawless Finishes
4495 Goldenrod Dr
Traverse City MI 49685
United States

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Horn

Address: 1782 Flamingo Dr E Traverse City, MI 49685

Inspected by Absolute Home Services

Date of Inspection: 3/7/22

Completed: 12/9/22

Repair Completed: Removed and replaced bathroom toilet, shower, and floors, added stabilization to bathroom floor.

Total Cost: \$8,625.10

Materials: \$1,950.13

Before



After



Bob Horn
Use Your 2%
BIG CARD REBATE
MENARD'S
Flamingo Rd TC Mi
MENARD'S TRVERSE CITY
4155 US 31 South
Traverse City 49684

KEEP YOUR RECEIPT
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for
items on this receipt will be in the form
of an in store credit voucher if the
return is done after 02/20/22

If you have questions regarding the
charges on your receipt, please
email us at:
TRVCfrontend@menards.com



Sale Transaction

Tax Exempt Certificate ID: 3138702
Exempt Type: Construction Contractor

5-1-1 DAY PROG T-STAT
6360210 34.89 NT

TOTAL SALE 34.89
Menard Contractor Card 9647 34.89
Job # or Name :
Auth Code:086991
Chip Inserted:
a000000817002001
TC - 1801ce6e4fa0007c

TOTAL NUMBER OF ITEMS = 1

THE FOLLOWING REBATE RECEIPTS WERE
PRINTED FOR THIS TRANSACTION:
820

GUEST COPY

The Cardholder acknowledges receipt of
goods/services in the total amount shown
hereon and agrees to pay the card issuer
according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP
PLEASE RETAIN FOR YOUR RECORDS.

THANK YOU, YOUR CASHIER, Jackie

30307 04 4537 11/22/21 03:32PM 3197

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Invoice

Date	Invoice #
12/5/2022	3623

PO Box 191, Lake Ann, MI 49650-0191
 Hours: Mon-Fri 9a to 5p Phone: 231-943-2422
 trish@libertysupplyandservice.com

Bill To

Lois Horn
 1782 Flamingo Dr E
 Traverse City, MI 49685

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	Service Charge	125.00	125.00
	Labor	5,700.00	5,700.00
2	4" Lavatory Faucets w/popup's	64.70	129.40T
	Misc plumbing, fittings, pipe, shut offs and connectors	148.79	148.79T
	Misc lumber, OSB, vinyl, trim and hardware	347.52	347.52T
	60" Shower base & surround	899.95	899.95T
	Debris Disposal	150.00	150.00
	Replace existing tub with shower and surround walls. Build wall to support shower surround.		
	Repair floor around and underneath toilet.		
	Replace vanity faucets and popup drains with overflows		
	Remove existing standup shower and create closet in it's place		
	Addition		
1	Single Lever Shower faucet kit (we could not use the old one)	159.65	159.65T
1	White Round Toilet (cracked and leaking causing original damage)	229.90	229.90T
	Sales Tax	6.00%	114.91

Thank you for your business.

A \$30 Fee will be added to the Invoice if not paid in full at time of Service.

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	Total	\$8,005.12
	Payments/Credits	\$3,796.10