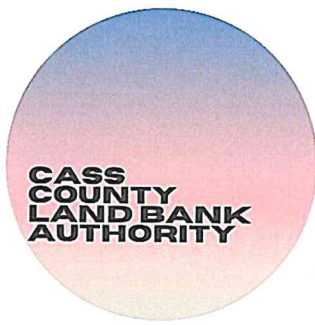




120 NORTH BROADWAY

Cassopolis, MI 49031

269-445-4468

Hope Anderson – Chairman Emilie LaGrow – Vice Chairman
Monica McMichael – Secretary Harry Shaffer – Member Jeremiah Jones – Member

AGENDA

June 29, 2026, 10 am

3rd Floor Conference Room 311, Cass County Building

- A. Call to Order – Hope Anderson
- B. Call the Roll – Monica McMichael
- C. Introduction of Visitors
- D. Public Comment
- E. Approval of Amended Agenda
- F. Approval of Minutes of May 13, 2026
- G. Motion to approve claims dated 5/09/26 to 6/28/26
- H. Old Business
 - a. Round 3 Blight Elimination: reimbursement received for all demo projects
 - i. 1219 Barron Lake Rd. Rehabilitation update from Fishbeck/Barton Group.
 - ii. \$8,980 received from Gateway Foundation for driveway
 - b. Round 4 Blight Elimination
 - 1. Rehabilitation of 117 S. Broadway: update from Emilie LaGrow
 - 2. Stabilization of Village of Marcellus former Tailgater. Reimbursement has been received. \$333,566.52
 - c. Neighborhood Stabilization Program: 2 new homes, update from Emilie LaGrow.
 - i. Purchase Agreement signed for 310 N. Disbrow St.
 - 1. CCLBA paid \$25,000 for acquisition
 - ii. 419 S. East St. still available: four incomplete applications – see list
 - iii. Motion to purchase the land at 419 S. East St. for \$10,000.
 - iv. Motion to sell 126 N. Disbrow to the Village of Cassopolis for \$10,000 if transaction is approved by the State Land Bank Authority.
 - 1. 126 N. Disbrow: 14-041-117-014-50 & 14-041-117-013-00
 - 2. 419 S East St.: 14-041-136-056-00
 - d. Hope will attend the MLBA Leadership Summit, October 7-9, 2026 in Battle Creek
- I. New Business
 - a. CDBG Grant: Reservation Memo received 5/5/26.
 - i. Motion to Determine Program Administration Method (Third-Party Administrator or In-House Administration)
 - b. 307 Pokagon St. : request from City to purchase
 - c. State of Michigan Whole Home Performance Pilot Program Update
 - d. 117 S Broadway Apartments
 - i. Cass County Maintenance Dept. will assist with maintenance needs

- J. Board Member Comments/Announcements
- K. Adjournment

Next Board Meeting Tuesday, July 21, 2026 at 10am

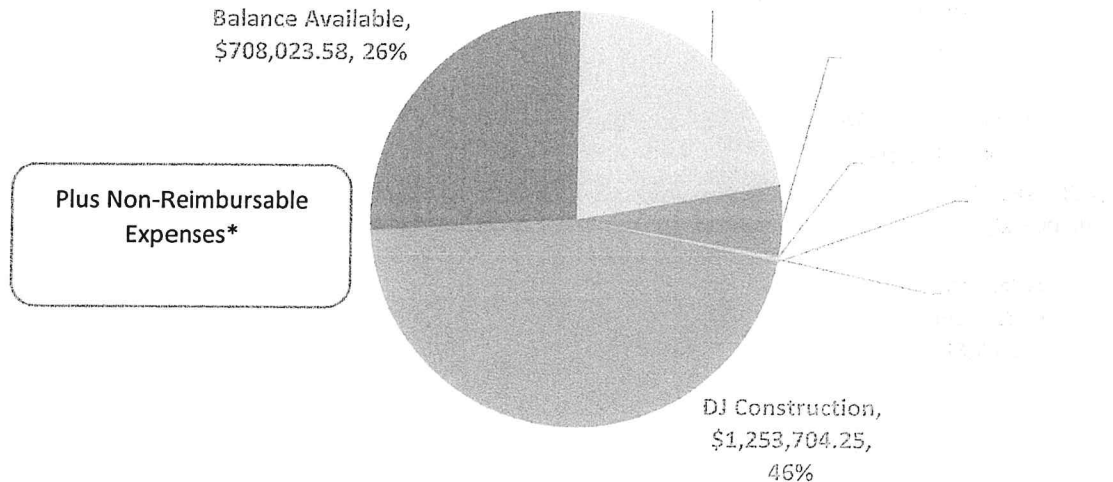
Blight Elimination Funding

TOTAL: \$4,377,923.87

Round 1	Round 2	Round 3 (ARPA funds)**	Round 4 (ARPA funds)**
AWARD:	AWARD:	AWARD: \$600,000	AWARD: \$3,087,662.72
\$159,226.40	\$531,034.75		
Released	Released	Letters of Acceptance of Grant	Competitive RFP Release
10-01-2022	early April 2023	Funds by Local Land Banks*	10-1-2023
		Letters sent out by 7-10-2023	
Proposals Due	Proposals Due	Responses Due 8-1-2023	Proposals Due
1-31-2023	5-31-2023		12-8-2023
Project	Project	Grant Agreements Issued to Local	Awards Announced/Grant
Completed	Completed	Land Banks*	Agreements Issued
12-31-2023	8-31-2024	Sent by 8-31-2023	2-15-2024
		Approved & Executed by 9-30-2023	
		Proposals Due for Pre-approval	Project Completion
		3-31-2024	9-30-2026
		Project Completion	
		9-30-2026	

COMPLETE

117 S. BROADWAY REHABILITATION: \$2,732,950 PLUS FACADE GRANT



*Property taxes and utilities

MI-HOPE Funding TOTAL: \$975,000

Phase 2	Phase 4	Hi-Performer	Phase 6
AWARD:	AWARD:	AWARD:	Hi-Performer
\$500,000	\$250,000	\$125,000	AWARD: \$100,000
Project Dollars	Project Dollars	Project Dollars	Project Dollars
\$450,000	\$225,000	\$112,500	\$90,000
Administration Dollars	Administration Dollars	Administration Dollars	Administration Dollars
\$50,000	\$25,000	\$12,500	\$10,000

Calvin-6, Howard-2, Jefferson-5, LaGrange-4, Village of Marcellus-2, Mason-2, Milton-4, Ontwa-2, Village of Vandalia-6, Pokagon-2, Porter-1, Silver Creek-1, Wayne-4

NSP Formerly CHILL Funding (CDBG)

TOTAL: \$472,000

218 N. Broadway St.
Cassopolis, MI
NEW HOME CONSTRUCTION

419 S. East St
Cassopolis, MI
NEW HOME CONSTRUCTION

Meeting Schedule 2026

Tuesday, January 6, 2026, at 10a.m.

Tuesday, February 17, 2026, at 10a.m.: Public Hearing for MI Neighborhood CDBG Funding,
ALSO, adopt CDBG Authorizing Resolution

~~Tuesday, March 17, 2026, at 10a.m.~~

Tuesday, May 13, 2026, at 10 a.m.

Monday, June 29, at 10 a.m.

Tuesday, July 21, 2026, at 10 a.m.

Tuesday, September 22, 2026, at 10 a.m.

Tuesday, November 17, 2026, at 10 a.m.

Cass County Land Bank Authority Mission Statement

The Mission of the Cass County Land Bank Authority is to alleviate blight and enhance its communities by increasing property value and economic opportunity through the acquisition and redevelopment of foreclosed, vacant, and abandoned properties. Which can be accomplished through collaboration and open communication with community organizations, local government units and the public.

**CASS COUNTY LAND BANK AUTHORITY
REGULAR MEETING**

May 13, 2026

The Cass County Land Bank Authority met in regular session on Wednesday, May 13, 2026, in the third-floor conference room of the County Building.

Chair Hope Anderson called the meeting to order at 10:00 a.m.

Secretary Monica McMichael called roll:

MEMBERS PRESENT: Hope Anderson, Roseann Marchetti, Emilie LaGrow, Harry Shaffer and Monica McMichael.

MEMBERS ABSENT: None.

INTRODUCTION OF VISITORS

Visitors present introduced themselves.

PUBLIC COMMENT

None.

APPROVAL OF THE AGENDA

Emilie LaGrow moved, seconded by Harry Shaffer, to approve the May 13, 2026, Cass County Land Bank Authority Agenda. Motion carried by voice vote.

MINUTES

Emilie LaGrow moved, seconded by Monica McMichael, to approve minutes from the February 17, 2026, Land Bank Authority Meeting. Motion carried by voice vote.

CLAIMS

Harry Shaffer moved, seconded by Monica McMichael, to approve claims dated 2/17/2026 to 8/8/2026. Motion carried by voice vote.

UNFINISHED BUSINESS

ROUND 3 BLIGHT ELIMINATION

Chair Anderson provided an update on Round 3 Blight Elimination, sharing that the Land Bank had been reimbursed for all projects.

1219 Barron Lake Road: Amelia from the Barton Group provided a brief update on rehabilitation of the home at 1219 Barron Lake Road. Chair Anderson announced that the Michigan Community Gateway Foundation awarded the Land Bank \$8,980 to fund a new driveway.

ROUND 4 BLIGHT ELIMINATION

Stabilization of former Tailgater in the Village of Marcellus: Chair Anderson announced that the Land Bank was very close to requesting reimbursement for the project.

Rehabilitation of 117 S. Broadway: Emilie LaGrow provided a project update on the rehabilitation of 117 S. Broadway.

Neighborhood Stabilization Program: Emilie LaGrow reported that both properties were expended to finish by the end of May.

NEW BUSINESS

CDBG Grant: Emilie LaGrow moved, seconded by Harry Shaffer, to accept funding reservation and allow Chair Anderson to sign. Discussion followed. Motion carried by voice vote.

Chair Anderson announced that she and Foreclosure Prevention Specialist Ana McCoy planned to attend the Tier 1 Regional Environmental Review Training.

MLBA Leadership Summit: Monica McMichael moved, seconded by Emilie LaGrow, to send Chair Anderson to the MLBA Leadership Summit at a cost not to exceed \$1,000. Motion carried by voice vote.

Right of First Refusal: Monica McMichael moved, seconded by Harry Shaffer, to purchase tax foreclosed parcel 14-020-270-023-90 (unknown owner) to sell to adjacent parcel owner for \$500 + \$30 for recording fees. Per the assessor, no tax value would be added to the parcel until 2027. Motion carried by voice vote.

State of Michigan Whole Home Performance Pilot Program: Chair Anderson informed board members that she was preparing a Request for Proposals (RFP) for a Program Manager. Discussion followed regarding the allocation of administrative dollars.

Land Bank e-mail: The cost to add a license to create a county email for the Land Bank would be \$250 per year. Chair Anderson would work with county IT to create a distribution email address at no cost.

117 S. Broadway apartments: A progress report was shared with board members. Discussion was held on a rental manager and the management of shared spaces. Board members should read through the RFP in the packet.

BOARD MEMBER COMMENTS/ANNOUNCEMENTS

None.

ADJOURNMENT

Monica McMichael moved, seconded by Roseann Marchetti, to adjourn. The meeting adjourned at 10:58 a.m.

Approved:

Secretary Monica McMichael

Date

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 510 LAND BANK AUTHORITY FUND							
Dept 690	CASS COUNTY - PART H PROGRAM						
510-690-801.000	PROFESSIONAL SERVICES	CASS COUNTY CLERK/REG	RECORDING FEE FOR CCLBA PURCHASE O	LB-2474	05/18/26	30.00	120814
510-690-801.000	PROFESSIONAL SERVICES	VILLAGE OF CASSOPOLIS	CEDAM FELLOWSHIP EXPENSES 50 % OF	LB-2483	06/03/26	2,411.08	120833
510-690-801.220	PROFESSIONAL SERVICES	TOTAL ENVIRONMENTAL S	1219 BARRON LAKE RD - ASBESTOS ABA	LB-2485	06/03/26	7,000.00	120836
510-690-801.220	PROFESSIONAL SERVICES	DJ CONSTRUCTION	R3 BEP 1219 BARRON LAKE RENOVATION	LB-2480	06/03/26	31,339.50	28501
510-690-801.220	PROFESSIONAL SERVICES	FISHBECK	R3 BEP GRANT ADMIN & OVERSIGHT PRO	LB-2479	06/03/26	1,165.00	28509
510-690-801.220	PROFESSIONAL SERVICES	FISHBECK	R3 BEP GRANT ADMIN & OVERSIGHT PRO	LB-2482	06/03/26	538.75	28509
510-690-801.220	PROFESSIONAL SERVICES	MATERIALS TESTING CON	1219 BARRON LAKE RD - ASBESTOS AIR	LB-2484	06/03/26	800.00	28524
510-690-801.220	PROFESSIONAL SERVICES	SERVPRO OF CASS & ST.	GENERAL CLEANING - 1219 BARRON LAK	LB-2486	06/15/26	18,565.81	120843
510-690-801.224	PROFESSIONAL SERVICES	DJ CONSTRUCTION	R4 BEP 117 S BROADWAY DRAW 4 REHAB	LB-2477	05/18/26	253,493.54	28407
510-690-801.224	PROFESSIONAL SERVICES	ELITE COMPANIES, LLC	R4 BEP MARCELLUS TAILGATER	LB-2479	05/21/26	423.00	28411
510-690-801.224	PROFESSIONAL SERVICES	RED CEDAR CONSULTING	R4 BEP 136-140 E MAIN ST VISUAL AS	LB-2478	05/19/26	550.00	28453
510-690-801.224	PROFESSIONAL SERVICES	DJ CONSTRUCTION	R4 BEP 117 S BROADWAY DRAW 5 REHAB	LB-2481	06/03/26	339,187.32	28501
510-690-920.000	ELECTRICITY	INDIANA MICHIGAN POWE	117 S BROADWAY UTILITY BILL 4/16/2	LB-2475	05/18/26	1,369.82	120817
510-690-920.000	ELECTRICITY	INDIANA MICHIGAN POWE	117 S BROADWAY UTILITY BILL 5/15/2	LB-2488	06/16/26	1,088.56	120841
510-690-972.000	CAPITAL OUTLAY	CASS COUNTY TREASURER	RIGHT OF FIRST REFUSAL PURCHASE OF	LB-2473	05/18/26	453.08	120815
510-690-972.227	CAPITAL OUTLAY - NSP	MODWAY HOMES LLC	NSP-PI GRANT - 419 S EAST ST CONST	LB-2472	05/11/26	65,000.00	28386
510-690-972.227	CAPITAL OUTLAY - NSP	MODWAY HOMES LLC	NSP-PI GRANT - 310 DISBROW CONSTRU	LB-2476	05/18/26	65,000.00	28443
Total For Dept 690 CASS COUNTY - PART H PROGRAM						788,415.46	
Total For Fund 510 LAND BANK AUTHORITY FUND						788,415.46	

NSP Housing Application Status

Madeline Collins & Henri Dejesus Jr - June 3, 2026	
Homebuyer Application Packet	✓
2 Years of Federal Tax Returns	✓
5 Recent Pay Stubs/3 Months Bank Stmt	✓
Government-Issued ID	✓
Mortgage Pre-Approval Letter	✓
Financial Counseling/Homebuyer Ed Cert	✓

Additional Notes: Complete application submitted. In process of purchasing 310 N Disbrow

Wendy Colburn - June 26, 2026	
Homebuyer Application Packet	✓
2 Years of Federal Tax Returns	X
5 Recent Pay Stubs/3 Months Bank Stmt	X
Government-Issued ID	X
Mortgage Pre-Approval Letter	X
Financial Counseling/Homebuyer Ed Cert	X

Additional Notes: Incomplete application submitted. Stated docs would be sent via email, we have yet to receive anything.

Kassandra Benson - June 3, 2026	
Homebuyer Application Packet	✓
2 Years of Federal Tax Returns	X
5 Recent Pay Stubs/3 Months Bank Stmt	X
Government-Issued ID	X
Mortgage Pre-Approval Letter	X
Financial Counseling/Homebuyer Ed Cert	X

Additional Notes: In complete application submitted. Stated docs would be brought in person, has yet to deliver them even after follow up. *Income listed in Application would also be over 80% AMI

Krystal Northrop - June 15, 2026	
Homebuyer Application Packet	✓
2 Years of Federal Tax Returns	X
5 Recent Pay Stubs/3 Months Bank Stmt	X
Government-Issued ID	X
Mortgage Pre-Approval Letter	X
Financial Counseling/Homebuyer Ed Cert	X

Additional Notes: Incomplete application submitted. Stated docs would be sent via email, we have yet to receive anything.
*Income listed in Application would also be over 80% AMI

Request for Proposal (RFP)

MSHDA CDBG MI Neighborhood Grant Administrator

The proposal deadline is August 3rd, 2026, by 4:00 p.m.

The Cass County Land Bank Authority is seeking proposals from Certified Grant Administrators for management and third-party administrative (TPA) services required for implementation of a Community Development Block Grant (CDBG) funded MI Neighborhood Grant through the Michigan State Housing Development Authority (MSHDA).

Project Summary

The Cass County Land Bank Authority has been awarded a \$1,500,000 CDBG Homeowner Rehabilitation Grant through the MSHDA MI Neighborhood Program. The term of the grant is December 1, 2026, to December 31, 2027. A total of up to 30 homeowner rehabilitation projects will be supported with this grant: the total grant amount of \$1,500,000, including a maximum 18% earmark for planning and administration activities.

Eligible households must be owner-occupied and at or below 80% of Area Median Income (AMI). Priority will be given to homes with urgent health and safety needs, including lack of heat, active leaks, structural deficiencies, and electrical or plumbing hazards, as well as to elderly homeowners, people with disabilities, veteran households, and households with children. Eligible rehabilitation activities may include roof and structural repairs, window and door replacement, siding and insulation, HVAC replacement, plumbing and electrical upgrades, lead hazard reduction (as required), and accessibility improvements.

The Cass County Land Bank Authority's program will be implemented through an application-based process supported by public outreach via flyers, local nonprofit coordination, social media, the County website, newspaper notices, and public meetings. Homeowner eligibility will be verified through income documentation, proof of ownership, insurance, and property tax status. Properties must be single-family, owner-occupied units within Cass County and meet environmental and feasibility standards.

The Cass County Land Bank Authority is seeking a qualified TPA to administer the MHIP Program in compliance with all MSHDA and HUD requirements. The TPA will manage outreach, application intake and eligibility verification, environmental review coordination, procurement assistance, financial management support, construction and labor compliance monitoring, reporting, and grant closeout. The Cass County Land Bank Authority will retain ultimate responsibility for grant compliance while leveraging the TPA to ensure regulatory adherence and successful program execution.

Form of Contract

The Cass County Land Bank Authority will award a fixed-sum contract, subject to approval by and funding from the MSHDA. CDBG funds can be used to cover the overall program administration costs associated with the funded CDBG project. The total budget for the project is \$1,500,000, with \$225,000 allocated to grant administration costs, including Third-Party Administrative services.

PART ONE: SCOPE

Scope of Services

The selected TPA will assist the Cass County Land Bank Authority with all aspects of program administration, compliance, and reporting, including but not limited to:

General Tasks

Review project files in the Cass County Treasurer's office or digitally to facilitate easy file sharing between the Cass County Land Bank Authority and MSHDA. These files must demonstrate compliance with applicable federal regulations and CDBG guidelines. The project files must be monitored throughout the program to ensure they are complete and that all necessary documentation is retained in the Cass County Land Bank Authority's files.

Standards

1. Advise the Cass County Land Bank Authority on the format and content of grant metric reports. These reports include, but are not limited to: Progress Reports, Audit Reports, Job Creation Reports, and Milestones.
2. Assist in preparing income verification/compliance reports.
3. Other general tasks related to program compliance.

Program Development, Marketing, and Implementation

1. Collaborates with the Cass County Land Bank Authority Staff on the Grant Management Plan.
2. Supports the development of Program Guidelines, Policies, and Procedures.
3. Manages day-to-day operations of the MHIP program: Conducts applicant outreach, intake, and eligibility verification.
4. Performs home inspections, scope-of-work development, and cost estimates.
5. Manages procurement by soliciting bids from approved contractors, reviewing proposals, and recommending selections.
6. Oversee job scheduling, progress monitoring, final inspections, and quality control.

3. Financial Management

1. Prepares Payment Requests at least quarterly in accordance with CDBG's financial management procedures.
2. Prepares invoices and documents and works with the Cass County Land Bank Authority to ensure a timely drawdown of CDBG funds.
3. Advise the Cass County Land Bank Authority on any procedural steps or financial tracking requirements that may be imposed by MSHDA, in addition to their established account procedures.
4. Make progress inspections and confirm local match documentation each time a payment request is issued.
5. Advise, prepare, and review any Change Orders.
6. Assist the Cass County Land Bank Authority in drafting, processing, and recording a neutral five-year second mortgage establishing lien rights in favor of MSHDA for any project receiving \$10,000 or more in CDBG funds per home. MSHDA will provide template forms and guidance; the TPA is responsible for ensuring proper execution and recording.
7. Assist the Cass County Land Bank Authority with grant-related submissions to MSHDA.
8. Provide and organize all supporting documentation for disbursement requests, including IGX forms, invoices/proof of services, contractor statements or waivers, payroll deduction authorizations, and SAM/HUD deniability information for new subcontractors.

4. Environmental Review

1. Conduct Tier 1 (general) ER for program-wide activities.
2. Conduct Tier 2 (site-specific) ER for each assisted property.
3. Prepare all required ER documentation, certifications, and mitigation measures for Categorical Excluded Subject to 58.5 projects.
4. Submit ER documentation for review and clearance before project implementation.
5. Prepare Environmental Review amendments as needed for changes in project scope and ensure ongoing compliance throughout the project lifecycle.
6. Coordinate the collection of all necessary property and site information and respond to any inquiries to support timely review and approval.

5. Procurement

1. Conduct the complete procurement process in compliance with 2 CFR Part 200, including drafting and publicizing bid opportunities, managing the selection process, and maintaining all required procurement records (e.g., advertisements, bid openings, selection rationale, minutes, and procurement reports).

2. Verify contractor qualifications, including licensing, insurance, SAM/HUD clearance, and HUD Limited Denial of Participation checks, and ensure all agreements meet program requirements.
3. Prepare and submit all contractor bids and supporting documentation to MSHDA for review and approval and coordinate any required MSHDA approvals.
4. Collect and file all procurement-related documentation, including executed contracts, insurance, selection rationale, and bid opening minutes.

Non-Davis Bacon Projects

1. Prepares bid documents consistent with federal regulations and CDBG guidelines.
2. Check payroll documentation (if required).
3. Review Contractor Payment Application materials and verify that sufficient documentation is included for submittal to the MSHDA for reimbursement.
4. Confirm contractor clearances, specific to applicable Lead and Asbestos Abatement.
5. Review any inspection reports related to the project.

Monitoring and Close Out

1. Attend and assist the Cass County Land Bank Authority during the MSHDA's monitoring visit(s).
2. Assist with close-out documentation.

PART TWO: PROPOSALS

Qualifications and Requirements

The proposal must include:

1. Cover Letter: A one-page letter summarizing the vendor's interest and qualifications.
2. Company Profile: A brief history of the firm, including years in business, staff qualifications, and relevant certifications.
3. Experience: Description/s of previous experience of administering CDBG and MSHDA housing grants, with no significant unresolved findings or delays.
4. Cost Proposal: Itemized budget, including hourly rates, total estimated cost (not exceeding 18% of the grant award for administrative services), and any additional fees.
5. References: Contact information for three (3) professional references familiar with the vendor's previous work.
6. Certifications: Proof of relevant certifications and compliance with federal procurement standards, including a Grant Management Plan if applicable.

The responsible consultant whose proposal will be most advantageous to the Cass County Land Bank Authority will be selected.

Evaluation and Selection Criteria

Proposals will be evaluated in accordance with the Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) Program, including Chapter 13 – Third-Party Administrators, and applicable federal procurement standards under 24 CFR Part 570 and 2 CFR Part 200. The Cass County Land Bank Authority will utilize a competitive procurement process in which price is a required consideration but not the sole determining factor. The contract will be awarded to the responsive and responsible proposer whose proposal is determined to be most advantageous to the County.

1. Cost Proposal (Fixed Fee) – 20 Points

The total quoted fixed fee shall be considered as part of the evaluation. Cost will represent twenty percent (20 points) of the total possible score. The proposal with the lowest total fixed fee will receive the maximum points. All other proposals will receive a proportionally reduced score using the following formula:

$$\text{Cost Score} = (\text{Lowest Proposed Cost} \div \text{Proposer's Cost}) \times 20$$

2. Qualifications and Experience – 40 Points

Evaluation will consider the firm's demonstrated experience administering Michigan CDBG-funded projects; knowledge of MSHDA policies, procedures, and reporting requirements; familiarity with 24 CFR Part 570 and 2 CFR Part 200; experience serving as a Third-Party Administrator as defined in MSHDA Chapter 13; and the qualifications of the individual(s) assigned to the project.

3. Availability and Capacity to Perform the Work – 20 Points

Proposals will be evaluated based on the firm's staffing capacity, workload availability, ability to meet required timelines, and demonstrated ability to manage compliance, reporting, and monitoring requirements.

4. Proximity and Responsiveness – 20 Points

Consideration will be given to the firm's geographic proximity to Cass County and its ability to provide timely, responsive, and on-site support as necessary.

Total Possible Points: 100

Proposal Procedure

All applicants shall submit all information requested herein in the proposal document in its entirety, in order for the proposal to be deemed responsive. Failure to do so may result in the proposal being declared non-responsive and rejected.

The proposed documents shall be submitted to:

Cass County Treasurer's Office
Re: TPA CDBG Proposal Program
120 North Broadway—Suite 220
Cassopolis, MI 49031

Or emailed to landbank@cassco.org

Any questions must be in writing and submitted by email to:

Hope Anderson
Land Bank Chairman
landbank@cassco.org

Proposals shall be submitted no later than August 3rd by 4:00 p.m.

ANTICIPATED AWARD SCHEDULE

Date of Request:	July 1 st , 2026
Last day of Questions:	July 13 th , 2026
Proposal Due Date:	August 3 rd , 2026, by 4:00 p.m.

Bid Notes

1. All services requested should be addressed. If a service cannot be provided, it should be noted in the proposal. Information should be provided regarding all charges associated with each service. If no cost is stated, it will be assumed that no fees are to be charged.
2. Any substitutions, alternates, or combinations should be clearly marked.
3. The Cass County Land Bank Authority is not responsible for any costs incurred before the awarding of the contract by the Cass County Land Bank Authority.
4. Bidders must include current proof of workers' compensation (statutory limits) and a certificate of public liability and property damage insurance in the amount of

\$500,000 and be willing to add The Cass County Land Bank Authority as an additional insured.

5. All proposals must be valid for a period of sixty (60) days from the time of bid submission.
6. The Cass County Land Bank Authority Grant Application to the MSHDA CDBG MI Neighborhood Program is available upon request.

Proposals must be received by 4:00 p.m. by August 3rd, 2026. Proposals will be publicly opened, read, and available for review at the time specified. Following the proposal opening, the proposals are reviewed by the Cass County Land Bank Authority. Proposals will be awarded at the next regularly scheduled Cass County Land Bank meeting following the due date for proposal receipt.

NON-DISCRIMINATION CLAUSE

In the performance of any Contract or Purchase order resulting here from, the Contractor agrees to obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work, and all ordinances and requirements of the County regulating or applying to public improvements.

Furthermore, the Contractor agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this Contract or Purchase Order with respect to his or her hire, tenure, terms, conditions, or privileges of employment because of religion, race, color, national origin, ancestry, age, sex, height, weight, marital status or physical or mental disability except when said disability prevents such individual from performing the essential job functions and the disability cannot be reasonably accommodated.

The Contractor further agrees that every subcontract entered into for the performance of this Contract or Purchase Order will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract or Purchase Order.

ADA COMPLIANCE

The Cass County Land Bank Authority will provide necessary and reasonable auxiliary aids and services, as well as assistance in completing forms, to individuals with disabilities when conducting business with the Cass County Land Bank Authority. Individuals requiring such auxiliary aids or services should be requested.

Hope Anderson

Cass County Land Bank Authority Chairman

Date Posted: _____



Outlook

Re: URGENT - 307 POKAGON

From Hope Anderson <HopeA@cassco.org>
Date Wed 6/3/2026 9:02 AM
To Kevin Anderson <kanderson@dowagiac.org>
Cc Amanda Sleigh <ACM@dowagiac.org>

Hi Kevin,

I can bring this to the next CCLBA meeting. Unfortunately, we do not have \$22,612.31 to pay the delinquent property taxes right now. How would the Land Bank be reimbursed for that cost?

Hope



Hope Anderson
Treasurer
Land Bank Chairman
Cass County Treasurer's Office
a: 120 N. Broadway
Suite 220
Cassopolis, MI 49031
t: 269-445-4468
f: 269-445-4497
w: <https://www.casscountymi.org> e: hopea@cassco.org

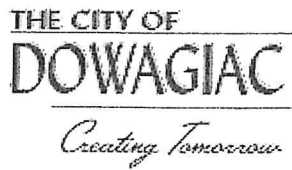
From: Kevin Anderson <kanderson@dowagiac.org>
Sent: Wednesday, June 3, 2026 8:13 AM
To: Hope Anderson <HopeA@cassco.org>
Cc: Amanda Sleigh <ACM@dowagiac.org>
Subject: Re: URGENT - 307 POKAGON

Hope,

Is there a possibility that the Land Bank would be able to acquire? The city will work to find a builder to put a new house on this lot.

Kevin Anderson
City Manager

Office: 269-783-2530
kanderson@dowagiac.org



From: Emily Cornwell <ecornwell@dowagiac.org>
Sent: Wednesday, June 3, 2026 7:55 AM
To: Kevin Anderson <kanderson@dowagiac.org>
Subject: Fw: URGENT - 307 POKAGON

Emily Cornwell-Kathaway
City Hall Operations Administrator
Riverside Cemetery
City of Dowagiac
241 S Front St
Dowagiac, MI 49047
(269) 782-2195
www.cityofdowagiac.com

From: Ana Maria Sojo <asojo@equityandhelp.com>
Sent: Tuesday, June 2, 2026 9:28 PM
To: Treasurer <treasurer@dowagiac.org>; Hope Anderson <HopeA@cassco.org>; BuildingDept <BuildingDept@dowagiac.org>
Subject: URGENT - 307 POKAGON

Dear City Administration / Department of Regulatory Compliance:

I hope this message finds you well.

I am writing to inquire about the property located at 307 Pokagon St, Dowagiac, MI 49047. As you know, there is currently an outstanding balance on this property related to demolition costs and subsequent accrued interest.

We are fully committed to finding a mutually beneficial solution for this property. To that end, we would like to formally propose the possibility of transferring or donating the property to the City of Dowagiac.

Specifically, we would like to know if the City would be willing to accept the deed to the property in exchange for a waiver, release, or full cancellation of the demolition liens, fees, and all associated interest.

Could you let us know if the City has an active land donation program, or if we can submit a formal request to the City or the relevant department to consider this proposal?

Also, the document states that if we do not pay the debt by 2027, the city will take the land in lieu of payment --what does this mean? We would like clarification on this matter and its

consequences.

Thank you very much for your time, consideration, and guidance on this matter.

We look forward to hearing from you.

Sincerely,

Ana Maria Sojo

Director of Property
Preservation



P: +1 (727) 616-0720

P: +1 (844) 552-8828 Ext. 409

E: asojo@equityandhelp.com

Equity & Help, Inc

600 Cleveland St Suite 780

Clearwater, FL 33755

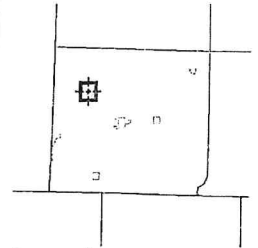


www.equityandhelp.com

CAUTION: This email originated from outside the City of Dowagiac Maintain caution when opening external links/attachments



Overview



Legend

Roads

-  Berrien County Maintained
-  City/Village Local
-  City/Village Major
-  County Local
-  County Primary
-  Elkhart County Maintained
-  Federal Trunkline
-  Private
-  St Joseph County Maintained
-  State Trunkline
-  Van Buren County Maintained
-  <all other values>

 Parcels

 Parcel Numbers

 Municipalities Low Level

 Townships

Parcel ID 14-160-100-173-00

Twp/Rng -

Property Address 307 POKAGON ST
DOWAGIAC

Alternate ID n/a

Class 401 - RESIDENTIAL-IMPROVED

Acreage 0.2

Owner Address 307POK047 TRUST

PO BOX 360

CLEARWATER, FL 33757

District 160 CITY OF DOWAGIAC

Brief Tax Description . DW 410 COM AT THE INTERSECTION OF S SIDE OF POKAGON ST AND CEN LINE OF SEC 1 TH W PARALLEL WITH POKAGON ST 12 RDS FOR PLACE OF BEG TH S 8 RDS TH W 4 RDS TH N 8 RDS TH E 4 RDS TO BEG. UNPLATTED - POKAGON SEC 1 CITY OF DOWAGIAC.

(Note: Not to be used on legal documents)

Date created: 6/29/2026

Last Data Uploaded: 6/29/2026 5:25:32 AM

Developed by  **SCHNEIDER**
GEOSPATIAL

Issued By:
CASS COUNTY TREASURER
120 N BROADWAY SUITE 220
CASSOPOLIS, MI 49031

DELINQUENT PROPERTY TAX NOTICE
CASS COUNTY
For Property #: 14-160-100-173-00

Assessed To:
307POK047 TRUST
PO BOX 360
CLEARWATER FL 33757

You may call us at 269-445-4468 for further info, Mon-Fri, 8:00 am - 4:30 pm.

14-160-100-173-00
307POK047 TRUST

Property Address: 307 POKAGON ST
DOWAGIAC MI 49047

C/O EQUITY & HELP INC AS TRUSTEE
PO BOX 360
CLEARWATER FL 33757

Legal Description for 14-160-100-173-00
. DW 410 COM AT THE INTERSECTION OF S SIDE OF POKAGON ST AND
CEN LINE OF SEC 1 TH W PARALLEL WITH POKAGON ST 12 RDS FOR
PLACE OF BEG TH S 8 RDS TH W 4 RDS TH N 8 RDS TH E 4 RDS TO BEG.
UNPLATTED - POKAGON SEC 1 CITY OF DOWAGIAC.

CC LBA purchase?

THE OLDEST TAX YEAR MUST BE PAID FIRST.

PARTIAL PAYMENTS CAN BE MADE AT ANY TIME.

PAYMENT CAN ALSO BE MADE ONLINE BY CREDIT OR DEBIT CARD OR E-CHECK
AT WWW.CASSCOUNTYMI.ORG. CLICK ON THE "PAYMENTS" LINK.
PLEASE REFER TO THIS STATEMENT FOR YOUR PARCEL ID NUMBER.

Status Code	Tax Year	Payoff Starting 06/01/26	Payoff Starting 07/01/26	Payoff Starting 08/01/26
FRF	2024	22,612.31	22,873.54	23,134.77
Total Amount Due		22,612.31	22,873.54	23,134.77

Make your check or money order payable to:
CASS COUNTY TREASURER and mail to:
120 N. BROADWAY, SUITE 220
CASSOPOLIS, MI 49031

If your check is returned by the bank, your receipt will be voided and your taxes will be unpaid. Also an additional fee will be charged.

After February 1 of any year, no personal checks will be accepted for payment on taxes with a Status of "FRF" facing foreclosure on March 31 of that same year.

PLEASE RETURN THIS NOTICE WITH YOUR PAYMENT. A receipt will be promptly issued. Please tell us if you feel this notice is in error.

14-041-117-014-50
CASS COUNTY
LAND BANK

14-041-117-013-00
CASS COUNTY
LAND BANK

Darwin St Darwin St

901 ft

E State St

E State St

890 ft

W Jefferson St

W Jefferson St

E Jefferson St

Lake St

E Water St

E Water St

E Water St

Pioneer Log
Cabin Museum

E South St

879 ft

14-041-136-056-00
VILLAGE OF
CASSOPOLIS

Harding St

Johnson St

S East St

Railroad St

Canadian National

Railroad St

Sherman St

Park St

Parcel Number:

14-041-136-056-00

OWNERS ADDRESS:

VILLAGE OF CASSOPOLIS

121 N DISBROW

CASSOPOLIS, MI 49031

PROPERTY ADDRESS:

419 S EAST ST

CASSOPOLIS, MI 49031

DATE PRINTED: 06/28/2026

2026 LEGAL DESCRIPTION:

3921168 V-492-B COM AT PT ON E LINE EAST ST 264.58 FT N OF N LINE JOHNSON
ST, TH N ON E MARGIN EAST ST 63.60 FT, E 99 FT, S 63.60 FT, W 99 FT TO BEG.
UNPLATTED VILLAGE OF CASSOPOLIS SEC 36.

Parcel Number:

14-041-117-013-00

OWNERS ADDRESS:

CASS COUNTY LAND BANK

120 N BROADWAY ST STE 113
CASSOPOLIS, MI 49031

PROPERTY ADDRESS:

126 N DISBROW ST
CASSOPOLIS, MI 49031

DATE PRINTED: 06/28/2026

2026 LEGAL DESCRIPTION:

380229 V-240-A LOT 13 B1N-1W VIL CASSOPOLIS.

Parcel Number:

14-041-117-014-50

OWNERS ADDRESS:

CASS COUNTY LAND BANK

120 N BROADWAY ST STE 113

CASSOPOLIS, MI 49031

PROPERTY ADDRESS:

126 N DISBROW ST

CASSOPOLIS, MI 49031

DATE PRINTED: 06/28/2026

2026 LEGAL DESCRIPTION:

LC 443-315 317-104 V-242 W 51 FT OF LOT 14 B1N-1W VIL CASSOPOLIS.

Land Bank: Cass County Land Bank	
Round: 3	
Project Address: 126 N Disbrow	
Reimbursement Request	
Taking Admin Fee for Project?	No
Admin Amount requested:	\$ -
Project Cost Amount Requested:	\$ 33,607.70
Total Requested:	\$ 33,607.70
Submitted Paid Invoices	
Description	Amount
Cass County Title Office Inc (acquisition)	\$ 32,774.60
Cass County Title Office Inc (acquisition)	\$ 833.10
SUBTOTAL	\$ 33,607.70
Admin based on documentation	\$ -
GRAND TOTAL	\$ 33,607.70
Does it Match Amount Requested?	Yes
Difference:	\$ -
EFT Sent	
Reference	Date
EFT 24*872588	08-13-24

Land Bank:		MI-Cass	
Round:	3		
Project Address:	126 N Disbrow St Cassopolis, MI 49031		
Reimbursement Request			
Admin Amount requested:	\$ 4,375.81		
Project Cost Amount Requested:	\$ 21,089.97	EFT #	EFT Date
Total Requested:	\$ 25,465.78	EFT, 186,260000263959	1/7/26
Submitted Paid Invoices			
Description	Amount		
Melching Inc (abate & demo)	\$ 15,500.00		
MTC (Asbestos survey Draw 1)	\$ 983.66		
MTC (Asbestos survey Draw 2)	\$ 1,006.31		
MTC (Phase I)	\$ 3,600.00		
SUBTOTAL	\$ 21,089.97		
Admin based on documentation			
	\$ 4,375.81	Admin from draw 1 included	
GRAND TOTAL	\$ 25,465.78		