

# **MANISTEE COUNTY LAND BANK AUTHORITY**

## **AGENDA**

**January 3, 2023**  
**2:00 P.M.**

**Manistee County Court House**  
**Board of Commissioners' Meeting Room**  
**415 Third St, Manistee, MI 49660**

1. Call to Order
2. Roll Call
3. Election of Vice Chair and Secretary/Treasurer
4. Approval of Agenda
5. Public Comment
6. Approval of Minutes
  - a. December 6, 2022 Regular Meeting
6. Finance Report (APPENDIX A)
  - a. Revenue & Expenditure Report (October 1, 2022 – December 31, 2022)
  - b. Trial Balance Report (as of December 31, 2022)
7. Old Business
  - a. Bear Lake (US-31) Property
    - a. Inquiries
    - b. Potential RFP
    - c. Sewer Project/Two Lakes Sewer Authority
    - d. Other Uses for Property
      - i. Flowers/plants
  - b. Bear Lake (Maple St) Property
  - c. Land Bank Project Manager Position
    - a. Schedule Special Meeting for Second Interview (APPENDIX B)
  - d. ARPA Funds
  - e. Blight Elimination Funds – January 31, 2023 deadline
    - a. Schedule Special Meeting to Approve Application (APPENDIX B)

- f. Potential Collaboration with the City of Manistee
  - g. Potential Collaboration with Habitat
  - h. Potential Collaboration with Charter Township of Filer/DDA
  - i. Fishbeck Proposal/RFP
8. New Business
- a. Set 2023/24 Meeting Schedule (APPENDIX C)
9. Comments from the Authority Chair
10. Comments from Authority Members
11. Adjournment

APPENDIX A

Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 12/31/22	Available Balance	% Used
<b>Revenues</b>					
Department 000: GENERAL					
437.000	TAX CAPTURE - LAND BANK				
10/21/2022	CR VILLAGE OF EASTLAKE/2022 PORTION OF LAND BANK TAXES PAR		238.88 Receipt #: 76120		
12/22/2022	CR MAPLE GROVE TOWNSHIP/2022 WINTER TAX DISBURSEMENT RANGE		280.42 Receipt #: 76834		
437.000	TAX CAPTURE - LAND BANK	600.00	519.30	80.70	86.55
615.019	APPROPRIATIONS REVENUE				
11/09/2022	CR MANISTEE COUNTY/LAND BANK ARPA APPROPRIATION 2022		500,000.00 Receipt #: 76373		
615.019	APPROPRIATIONS REVENUE	0.00	500,000.00	(500,000.00)	100.00
667.001	LAND CONTRACT				
10/07/2022	GJ JE# 7073		253.20 JE# 7073		
11/21/2022	GJ JE# 7187		253.20 JE# 7187		
12/13/2022	GJ JE# 7275		253.20 JE# 7275		
667.001	LAND CONTRACT	3,038.00	759.60	2,278.40	25.00
<b>Total - Dept 000</b>		<b>3,638.00</b>	<b>501,278.90</b>	<b>(497,640.90)</b>	<b>13,778</b>
<b>Total Revenues</b>		<b>3,638.00</b>	<b>501,278.90</b>	<b>(497,640.90)</b>	<b>13,778</b>
<b>Expenditures</b>					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES	500.00	0.00	500.00	0.00
801.000	CONTRACTED SERVICES	500.00	0.00	500.00	0.00
806.000	ATTORNEY FEES				
11/03/2022	AP LUCAS MIDDLETON/TINY DEVELOPERS EXTENSION		187.50 Inv #: '185' Vendor '4175'		
806.000	ATTORNEY FEES	1,400.00	187.50	1,212.50	13.39
812.000	DUES AND FEES				
10/21/2022	AP VISA/MALB CONFERENCE/TRAVEL		100.00 Inv #: '0669-SEPT 22' Vendor '6780'		
812.000	DUES AND FEES	175.00	100.00	75.00	57.14
860.000	TRAVEL				
10/20/2022	AP RACHEL NELSON/MILEAGE REIMBURSEMENT		327.50 Inv #: '10/18/2022' Vendor '5022'		
10/21/2022	AP VISA/MALB CONFERENCE/TRAVEL		530.82 Inv #: '0669-SEPT 22' Vendor '6780'		
11/22/2022	AP VISA/ADOBE/PARKING CONFERENCE		56.00 Inv #: '0669 - OCT 2022' Vendor '6780'		
860.000	TRAVEL	500.00	914.32	(414.32)	182.86
901.000	ADVERTISING	500.00	0.00	500.00	0.00
955.001	MISC. EXPENSE	63.00	0.00	63.00	0.00
<b>Total - Dept 000</b>		<b>3,638.00</b>	<b>1,201.82</b>	<b>2,436.18</b>	<b>33.04</b>
<b>Total Expenditures</b>		<b>3,638.00</b>	<b>1,201.82</b>	<b>2,436.18</b>	<b>33.04</b>

12/29/2022 10:11 AM  
User: RANELSON  
DB: Manistee

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY  
Balances as of 12/31/2022

*AZ*

Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 12/31/22	Available Balance	Used
NET OF REVENUES AND EXPENDITURES		0.00	500,077.08	(500,077.08)	

PERIOD ENDING 12/31/2022

A-3

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 238 - LAND BANK AUTHORITY FUND				
238-000-001.000	CASH		527,645.51	
238-000-202.000	ACCOUNTS PAYABLE			
238-000-214.000	DUE TO OTHER FUNDS			
238-000-390.000	FUND BALANCE			25,111.51
238-000-404.000	REVENUE CONTROL	0.00		
238-000-437.000	TAX CAPTURE - LAND BANK	600.00		519.30
238-000-540.000	STATE REIMBURSEMENTS	0.00		
238-000-615.019	APPROPRIATIONS REVENUE	0.00		500,000.00
238-000-642.010	SALE OF LAND	0.00		
238-000-667.001	LAND CONTRACT	3,038.00		759.60
238-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
238-000-727.000	OFFICE SUPPLIES	500.00		
238-000-801.000	CONTRACTED SERVICES	500.00		
238-000-806.000	ATTORNEY FEES	1,400.00	187.50	
238-000-807.000	DUES	0.00		
238-000-812.000	DUES AND FEES	175.00	100.00	
238-000-860.000	TRAVEL	500.00	914.32	
238-000-901.000	ADVERTISING	500.00		
238-000-955.001	MISC. EXPENSE	63.00		
238-000-955.013	MISC EXPENSE (APPROPRIATION)	0.00		
Total Fund 238 - LAND BANK AUTHORITY FUND				
NET OF REVENUES/EXPENDITURES - 2021-22		0.00	528,847.33	2,456.92
				528,847.33

# APPENDIX B

# January 2023

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 	3 	4 	5 	6 9am - 1pm	7
8	9 10am - 4pm	10 9am - 4pm	11 11am - 4pm	12 1pm - 4pm	13 	14
15	16 	17 9am - 4pm	18 9am - 4pm	19 9am - 4pm	20 9am - 4pm	21
22	23 10am - 4pm	24 9am - 4pm	25 9am - 4pm	26 	27 9am - 4pm	28
29	30 	31 	1	2	3	4

# February 2023 - January 2024

**February 2023**

Su	Mo	Tu	We	Th	Fr	Sa
			<del>1</del>	2	<del>3</del>	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<del>20</del>	21	22	23	<del>24</del>	25
26	27	28				

**March 2023**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**April 2023**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	<del>7</del>	8
9	10	11	12	13	<del>14</del>	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**May 2023**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	<del>5</del>	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	<del>29</del>	30	31			

**June 2023**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	17
18	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	24
25	26	27	28	29	30	

**July 2023**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	<del>4</del>	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August 2023**

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	<del>7</del>	<del>8</del>	<del>9</del>	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September 2023**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	<del>4</del>	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October 2023**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November 2023**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	<del>10</del>	11
12	13	14	15	16	17	18
19	20	21	22	<del>23</del>	<del>24</del>	25
26	27	28	29	30		

**December 2023**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	<del>22</del>	23
24	<del>25</del>	26	27	28	<del>29</del>	30

**January 2024**

Su	Mo	Tu	We	Th	Fr	Sa
	<del>1</del>	2	3	4	5	6
7	8	9	10	11	12	13
14	<del>15</del>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

X = Courthouse holiday<sup>31</sup>  
 - = Rachel unavailable  
 O = Proposed meeting dates