

MANISTEE COUNTY LAND BANK AUTHORITY

AGENDA

April 4, 2023
2:00 P.M.

Manistee County Court House
Friend of the Court Hearing Room
415 Third St, Manistee, MI 49660

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
 - a. March 7, 2023 Regular Meeting
6. Finance Report (APPENDIX A)
 - a. Revenue & Expenditure Report (October 1, 2022 – March 31, 2023)
 - b. Trial Balance Report (as of March 31, 2023)
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
 - d. ARPA Funds
 - e. Blight Elimination Funds – Round 1 and Round 2 (and 3!)
 - f. Potential Collaboration with Habitat
 - g. Potential Collaboration with Charter Township of Filer/DDA

- h. Consultant RFQ/P
- 8. New Business
 - a. Procurement Policy
- 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 03/31/23	Available Balance	Used
Revenues					
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		
01/04/2023	CR CLEON TOWNSHIP/LAND BANK		3.33 Receipt #: 76942		
01/09/2023	CR NORMAN TOWNSHIP/2022 WINTER TAX DISBURSEMENT BLOCK: 12/		181.60 Receipt #: 76998		
03/16/2023	CR BEAR LAKE TOWNSHIP/LAND BANK PARCEL #: 32-221-732-06		556.44 Receipt #: 78063		
437.000	TAX CAPTURE - LAND BANK	600.00	1,260.67	(660.67)	210.11
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		
01/10/2023	GJ JE# 7349		598.00 JE# 7349		
01/10/2023	GJ JE# 7350		253.30 JE# 7350		
01/10/2023	GJ TO REVERSE MANUAL JOURNAL ENTRY: 7350		(253.30) JE# 7373		
01/10/2023	GJ JE# 7374		253.20 JE# 7374		
02/10/2023	GJ GJ# 7400		253.20 JE# 7400		
02/28/2023	GJ JE# 7446		253.20 JE# 7446		
667.001	LAND CONTRACT	3,038.00	2,117.20	920.80	69.69
Total - Dept 000		3,638.00	503,377.87	(499,739.87)	13,836
Total Revenues		3,638.00	503,377.87	(499,739.87)	13,836
Expenditures					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES				
01/26/2023	AP JACKPINE BUSINESS CENTERS/LAND BANK LETTERHEAD		103.00 Inv #: '481573-0' Vendor '3400'		
727.000	OFFICE SUPPLIES	500.00	103.00	397.00	20.60
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'		
03/23/2023	AP LUCAS MIDDLETON/BLIGHT ELIMINATION DOCUMENTS		637.50 Inv #: '206' Vendor '4175'		
806.000	ATTORNEY FEES	1,400.00	825.00	575.00	58.93
812.000	DUES AND FEES				
10/21/2022	AP VISA/MALB CONFERENCE/TRAVEL		100.00 Inv #: '0669-SEPT 22' Vendor '6780'		
02/23/2023	AP MICHIGAN ASSOCIATION OF LAND BANKS/2023 MEMBERSHIP DUES		125.00 Inv #: '2023' Vendor '4595'		
812.000	DUES AND FEES	175.00	225.00	(50.00)	128.57
860.000	TRAVEL				
10/20/2022	AP RACHEL NELSON/MILEAGE REIMBURSEMENT		327.50 Inv #: '10/18/2022' Vendor '5022'		

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Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 03/31/23	Available Balance	Used
Expenditures					
Department 000: GENERAL					
10/21/2022	AP VISA/MALB CONFERENCE/TRAVEL		530.82		
11/22/2022	AP VISA/ADOBE/PARKING CONFERENCE		56.00		
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				
03/09/2023	AP CITY OF MANISTEE/PURCHASE OF 1001 KOSCIUSKO AND 530 DAV		2.00		
955.001	MISC. EXPENSE	63.00	2.00	61.00	3.17
Total - Dept 000		3,638.00	2,069.32	1,568.68	56.88
Total Expenditures		3,638.00	2,069.32	1,568.68	56.88
NET OF REVENUES AND EXPENDITURES		0.00	501,308.55	(501,308.55)	

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 238 - LAND BANK AUTHORITY FUND				
238-000-001.000	CASH		528,876.98	
238-000-202.000	ACCOUNTS PAYABLE			
238-000-214.000	DUE TO OTHER FUNDS			
238-000-390.000	FUND BALANCE			27,568.43
238-000-404.000	REVENUE CONTROL	0.00		
238-000-437.000	TAX CAPTURE - LAND BANK	600.00		1,260.67
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		2,117.20
238-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
238-000-727.000	OFFICE SUPPLIES	500.00	103.00	
238-000-801.000	CONTRACTED SERVICES	500.00		
238-000-806.000	ATTORNEY FEES	1,400.00	825.00	
238-000-807.000	DUES	0.00		
238-000-812.000	DUES AND FEES	175.00	225.00	
238-000-860.000	TRAVEL	500.00	914.32	
238-000-901.000	ADVERTISING	500.00		
238-000-955.001	MISC. EXPENSE	63.00	2.00	
238-000-955.013	MISC EXPENSE (APPROPRIATION)	0.00		
Total Fund 238 - LAND BANK AUTHORITY FUND		0.00	530,946.30	530,946.30