

MANISTEE COUNTY LAND BANK AUTHORITY

AGENDA

September 5, 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. Approval of Agenda
4. Public Comment
5. Approval of Minutes
 - a. August 1, 2023 Regular Meeting
6. Finance Report (APPENDIX A)
 - a. Revenue & Expenditure Report (October 1, 2022 – August 31, 2023)
 - b. Trial Balance Report (as of August 31, 2023)
7. Old Business
 - a. Bear Lake (US-31) Property
 - a. Inquiries
 - b. Potential RFP
 - c. Other Uses for Property
 - i. Thank you note
 - b. Bear Lake (Maple St) Property
 - a. Ribbon Cutting Ceremony
 - c. Land Bank Project Manager Position
 - d. Blight Elimination Funds
 - a. Round 1 & 2 Progress
 - b. Round 3
 - i. Grant Agreement

- e. County Appropriation Funds
 - f. Potential Collaboration
 - a. Habitat for Humanity
 - b. Wagoner Center
8. New Business
- a. Regional Summit – September 21, 2023 (APPENDIX B)
 - b. Land Bank 101 Session
9. Comments from the Authority Chair
10. Comments from Authority Members
11. Adjournment

APPENDIX A

Fund 283 - LAND BANK FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 08/31/23	Available Balance	% Used
Revenues					
Department 000: GENERAL					
437.000	TAX CAPTURE - LAND BANK				
05/05/2023	GJ JE# 7539		2,115.70 JE# 7539		
05/23/2023	CR MANISTEE COUNTY TREASURER/DLQ TAXES PAYABLE - DUE TO MA		115.12 Receipt #: 79499		
07/25/2023	CR NORMAN TOWNSHIP/2023 TAX DISBURSEMENT SUMMER: 7/03/23		61.58 Receipt #: 80451		
07/27/2023	CR MANISTEE COUNTY TREASURER/50% OF DLQ TAXES DUE TO COUNT		174.20 Receipt #: 80503		
08/17/2023	CR MAPLE GROVE TOWNSHIP/COUNTY LAND BANK		175.79 Receipt #: 80776		
437.000	TAX CAPTURE - LAND BANK	0.00	2,642.39	(2,642.39)	100.00
615.019	APPROPRIATIONS REVENUE				
05/05/2023	GJ JE# 7539		500,000.00 JE# 7539		
615.019	APPROPRIATIONS REVENUE	0.00	500,000.00	(500,000.00)	100.00
667.001	LAND CONTRACT				
05/05/2023	GJ JE# 7539		2,623.60 JE# 7539		
06/14/2023	GJ JE 7636		253.20 JE# 7636		
07/05/2023	GJ JE 7638		253.20 JE# 7638		
08/01/2023	GJ JE# 7681		253.20 JE# 7681		
667.001	LAND CONTRACT	0.00	3,383.20	(3,383.20)	100.00
Total - Dept 000		0.00	506,025.59	(506,025.59)	100.00
Total Revenues		0.00	506,025.59	(506,025.59)	0.00
Expenditures					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES				
05/05/2023	GJ JE# 7539		103.00 JE# 7539		
08/10/2023	AP JACKPINE BUSINESS CENTERS/LAND BANK LETTERHEAD		103.00 Inv #: '486923-0' Vendor '3400'		
727.000	OFFICE SUPPLIES	0.00	206.00	(206.00)	100.00
801.021	CONTRACTED SERVICES - CONSULTANT				
08/11/2023	AP FISHBECK/CONSULTANT FEES - BLIGHT ELIMINATION 30		2,177.42 Inv #: '426299' Vendor '2520'		
801.021	CONTRACTED SERVICES - CONSULTA	0.00	2,177.42	(2,177.42)	100.00
806.000	ATTORNEY FEES				
05/05/2023	GJ JE# 7539		825.00 JE# 7539		
06/14/2023	AP LUCAS MIDDLETON/TINY BUILDERS, FISHBEC, POLICY		1,162.50 Inv #: '243' Vendor '4175'		
806.000	ATTORNEY FEES	0.00	1,987.50	(1,987.50)	100.00
812.000	DUES AND FEES				
05/05/2023	GJ JE# 7539		225.00 JE# 7539		
07/13/2023	AP CENTER FOR COMMUNITY PROGRESS/NATIONAL LAND BANK NETWORK		375.00 Inv #: '27237595' Vendor '9999'		
08/18/2023	AP VISA/HOTE EXPENSES./TOOL BOX/CER CLASS/ZOOM		150.00 Inv #: '1436 - JULY 23' Vendor '6780'		
812.000	DUES AND FEES	0.00	750.00	(750.00)	100.00
860.000	TRAVEL				
05/05/2023	GJ JE# 7539		1,063.01 JE# 7539		

A-2

Fund 283 - LAND BANK FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 08/31/23	Available Balance	% Used
Expenditures					
Department 000: GENERAL					
08/18/2023	AP VISA/HOTE EXPENSES./TOOL BOX/CER CLASS/ZOOM		304.33	Inv #: '1436 - JULY 23' Vendor '6780'	
860.000	TRAVEL	0.00	1,367.34	(1,367.34)	100.00
901.000	ADVERTISING				
03/23/2023	AP VISA/ONLINE INDEED/STAFF DEVELOPMENT/ADOBE/HO		160.90	Inv #: '0669 - FEB 23' Vendor '6780'	
05/05/2023	GJ JE# 7539		75.00	JE# 7539	
901.000	ADVERTISING	0.00	235.90	(235.90)	100.00
955.001	MISC. EXPENSE				
05/05/2023	GJ JE# 7539		2.00	JE# 7539	
05/26/2023	AP MANISTEE CO. TREASURER/2022 DELQ TAX		10.38	Inv #: '51-644-702-06' Vendor '4199'	
08/09/2023	AP GRIMM'S SNOW REMOVAL, LLC/LAWN MOVING - 1001 KOSCIUSKO		150.00	Inv #: '15220' Vendor '2923'	
08/09/2023	AP GRIMM'S SNOW REMOVAL, LLC/LAWN MOVING - 530 DAVIS		150.00	Inv #: '15221' Vendor '2923'	
955.001	MISC. EXPENSE	0.00	312.38	(312.38)	100.00
Total - Dept 000		0.00	7,036.54	(7,036.54)	100.00
Total Expenditures		0.00	7,036.54	(7,036.54)	0.00
NET OF REVENUES AND EXPENDITURES		0.00	498,989.05	(498,989.05)	

PERIOD ENDING 08/31/2023

A-3

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 283 - LAND BANK FUND				
283-000-001.000	CASH		526,718.38	
283-000-202.000	ACCOUNTS PAYABLE			
283-000-214.101	DUE TO GENERAL FUND			160.90
283-000-390.000	FUND BALANCE			27,568.43
283-000-404.000	REVENUE CONTROL	0.00		
283-000-437.000	TAX CAPTURE - LAND BANK	0.00		2,642.39
283-000-540.000	STATE REIMBURSEMENTS	0.00		
283-000-615.019	APPROPRIATIONS REVENUE	0.00		500,000.00
283-000-642.010	SALE OF LAND	0.00		
283-000-667.001	LAND CONTRACT	0.00		3,383.20
283-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
283-000-727.000	OFFICE SUPPLIES	0.00	206.00	
283-000-801.000	CONTRACTED SERVICES	0.00		
283-000-801.021	CONTRACTED SERVICES - CONSULTANT	0.00	2,177.42	
283-000-806.000	ATTORNEY FEES	0.00	1,987.50	
283-000-812.000	DUES AND FEES	0.00	750.00	
283-000-860.000	TRAVEL	0.00	1,367.34	
283-000-901.000	ADVERTISING	0.00	235.90	
283-000-955.001	MISC. EXPENSE	0.00	312.38	
283-000-955.013	MISC EXPENSE (APPROPRIATION)	0.00		
Total Fund 283 - LAND BANK FUND		0.00	533,754.92	533,754.92

MANISTEE COUNTY PROUDLY PRESENTS

THE 19TH ANNUAL REGIONAL SUMMIT

Thursday, September 21, 2023

8:30 A.M. to 3:00 P.M.

Registration and Continental Breakfast 8:00 A.M. – 8:30 A.M.

at

The Wagoner Center

260 St. Mary S. Parkway

Manistee, MI 49660

Who should attend?

Every elected official, as well as members of the public and businesses that would like to be an active participant in creating Manistee County's future!

Why should you attend?

The purpose of the Regional Summit is to bring Manistee County's city, townships and villages together to hold discussions regarding issues that are affecting our communities. Collaboration and communication are key essentials to ensuring the best for our county residents. This summit is a perfect way to come together to share and gain knowledge from one another.

Save your spot by completing the attached RSVP. For more information, please contact Kristyn Malkowski at kmalkowski@manisteecountymi.gov or 231.398.3504

~ Registrations are due by September 1, 2023 ~