

# **MANISTEE COUNTY LAND BANK AUTHORITY**

## **AGENDA**

**October 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. Approval of Agenda
4. Public Comment
5. Approval of Minutes
  - a. September 5, 2023 Regular Meeting
6. Finance Report (APPENDIX A)
  - a. Revenue & Expenditure Report (October 1, 2022 – September 30, 2023)
  - b. Trial Balance Report (as of September 30, 2023)
7. Old Business
  - a. Bear Lake (US-31) Property
    - a. Inquiries
    - b. Potential RFP
    - c. Other Uses for Property
  - b. Bear Lake (Maple St) Property
    - a. Ribbon Cutting Ceremony – October 11, 2023, at 1:00 P.M.
  - c. Land Bank Project Manager Position
  - d. Blight Elimination Funds
    - a. Round 1 & 2 Progress
    - b. Round 3 (guaranteed funds)
    - c. Round 4 (competitive)
  - e. County Appropriation Funds

- f. Potential Collaboration
    - a. Habitat for Humanity
    - b. Wagoner Center
  - g. Land Bank 101 Session – November 7, 2023, at 1:00 P.M.
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- 8. New Business
  - 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 09/30/23	Available Balance	Used
<b>Revenues</b>					
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		
09/21/2023	CR CLEON TOWNSHIP/2023 SUMMER TAX DISBURSEMENT BLOCK: 461-		3.01 Receipt #: 81222		
437.000	TAX CAPTURE - LAND BANK	0.00	2,645.40	(2,645.40)	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		
09/08/2023	GJ JE# 7723		253.20 JE# 7723		
667.001	LAND CONTRACT	0.00	3,636.40	(3,636.40)	100.00
<b>Total - Dept 000</b>		<b>0.00</b>	<b>506,281.80</b>	<b>(506,281.80)</b>	<b>100.00</b>
<b>Total Revenues</b>		<b>0.00</b>	<b>506,281.80</b>	<b>(506,281.80)</b>	<b>0.00</b>
<b>Expenditures</b>					
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'		
09/30/2023	GJ JE #7754		32.00 JE# 7754		
812.000	DUES AND FEES	0.00	782.00	(782.00)	100.00

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Fund 283 - LAND BANK FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 09/30/23	Available Balance	% Used
<b>Expenditures</b>					
Department 000: GENERAL					
860.000	TRAVEL				
05/05/2023	GJ JE# 7539		1,063.01 JE# 7539		
08/18/2023	AP VISA/HOTE EXPENSES./TOOL BOX/CER CLASS/ZOOM		304.33 Inv #: '1436 - JULY 23' Vendor '6780'		
09/06/2023	AP HILTON GARDEN INN FLINT DOWNTOWN/LODGING (SEPT 20-22) N		270.90 Inv #: '3396257594' Vendor '9999'		
860.000	TRAVEL	0.00	1,638.24	(1,638.24)	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'		
09/06/2023	AP GRIMM'S SNOW REMOVAL, LLC/LAWN MOWING - 530 DAVIS		375.00 Inv #: '15241' Vendor '2923'		
955.001	MISC. EXPENSE	0.00	687.38	(687.38)	100.00
<b>Total - Dept 000</b>		<b>0.00</b>	<b>7,714.44</b>	<b>(7,714.44)</b>	<b>100.00</b>
<b>Total Expenditures</b>		<b>0.00</b>	<b>7,714.44</b>	<b>(7,714.44)</b>	<b>0.00</b>
<b>NET OF REVENUES AND EXPENDITURES</b>		<b>0.00</b>	<b>498,567.36</b>	<b>(498,567.36)</b>	

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 283 - LAND BANK FUND				
283-000-001.000	CASH		526,296.69	
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		2,645.40
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		3,636.40
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	782.00	
283-000-860.000	TRAVEL	0.00	1,638.24	
283-000-901.000	ADVERTISING	0.00	235.90	
283-000-955.001	MISC. EXPENSE	0.00	687.38	
283-000-955.013	MISC EXPENSE (APPROPRIATION)	0.00		
Total Fund 283 - LAND BANK FUND		0.00	534,011.13	534,011.13