



## LAND BANK AUTHORITY

**Rachel Nelson, Chair**  
**Gary Buren, Vice-Chair**  
**Pauline Jaquish, Secretary/Treasurer**  
**Tamara Buswinka**  
**Julie Griffis**

[www.manisteecountymi.gov](http://www.manisteecountymi.gov)  
**Manistee County Courthouse**  
**415 Third Street - Manistee, Michigan 49660**

## AGENDA

**October 11, 2021**  
**3:00 P.M.**

**Manistee County Court House**  
**Board of Commissioners' Meeting Room and via Zoom**  
**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 13, 2021
6. Finance Report (APPENDIX A)
  - a. Revenue & Expenditure Report (October 1, 2020 – September 30, 2021)
  - b. Trial Balance Report (as of September 30, 2021)
7. Old Business
  - a. Bear Lake (US-31) Property
    - a. Inquiries
    - b. Potential RFQ
  - b. Bear Lake (Maple St) Property
    - a. Extension
  - c. Follow-up from Manistee County Regional Summit
  - d. Potential ARPA Funds
    - a. Reschedule Special Meeting
8. New Business
9. Comments from the Authority Chair
10. Comments from Authority Members
11. Adjournment

APPENDIX A

Fund 238 - LAND BANK AUTHORITY FUND

| Account                 | Description  | 2020-21<br>Amended Budget | YEAR-TO-DATE<br>THRU 09/30/21 | Available<br>Balance | Used                     |
|-------------------------|--|---------------------------|-------------------------------|----------------------|--------------------------|
| <b>Revenues</b>         |  |                           |                               |                      |                          |
| Department 000: GENERAL |  |                           |                               |                      |                          |
| 404.000                 | TAX CAPTURE - LAND BANK                                    |                           |                               |                      |                          |
| 01/13/2021              | CR   |                           | 417.91                        | Receipt #:           | 65986                    |
| 07/28/2021              | CR LAND BANK   |                           | 161.66                        | Receipt #:           | 69745                    |
| 08/03/2021              | CR LAND BANK   |                           | 58.50                         | Receipt #:           | 69835                    |
| 404.000                 | TAX CAPTURE - LAND BANK                                    | 0.00                      | 638.07                        | (638.07)             | 100.00                   |
| 647.000                 | SALE OF LAND   |                           |                               |                      |                          |
| 03/10/2021              | CR SALE OF LAND BANK PARCEL                                |                           | 3,155.00                      | Receipt #:           | 66990                    |
| 05/05/2021              | CR SALE OF LAND (511003537504)                             |                           | 380.00                        | Receipt #:           | 68521                    |
| 647.000                 | SALE OF LAND   | 1,000.00                  | 3,535.00                      | (2,535.00)           | 353.50                   |
| 668.000                 | LAND CONTRACT  |                           |                               |                      |                          |
| 10/02/2020              | GJ JE #5809  |                           | 253.20                        | JE#                  | 5809                     |
| 11/02/2020              | GJ JE #5870  |                           | 253.20                        | JE#                  | 5870                     |
| 12/01/2020              | GJ JE #5902  |                           | 253.20                        | JE#                  | 5902                     |
| 01/01/2021              | GJ JE #6022  |                           | 253.20                        | JE#                  | 6022                     |
| 01/07/2021              | GJ JE #6023  |                           | 2,900.00                      | JE#                  | 6023                     |
| 02/10/2021              | GJ JE #6088  |                           | 253.20                        | JE#                  | 6088                     |
| 03/04/2021              | GJ JE #6122  |                           | 253.20                        | JE#                  | 6122                     |
| 04/06/2021              | GJ JE #6165  |                           | 253.20                        | JE#                  | 6165                     |
| 06/08/2021              | GJ JE #6238  |                           | 506.40                        | JE#                  | 6238                     |
| 07/01/2021              | GJ JE# 6304  |                           | 253.20                        | JE#                  | 6304                     |
| 08/02/2021              | GJ JE# 6341  |                           | 253.20                        | JE#                  | 6341                     |
| 09/01/2021              | GJ JE# 6389  |                           | 253.20                        | JE#                  | 6389                     |
| 668.000                 | LAND CONTRACT  | 3,038.00                  | 5,938.40                      | (2,900.40)           | 195.47                   |
| <b>Total - Dept 000</b> |  | <b>4,038.00</b>           | <b>10,111.47</b>              | <b>(6,073.47)</b>    | <b>250.41</b>            |
| <b>Total Revenues</b>   |  | <b>4,038.00</b>           | <b>10,111.47</b>              | <b>(6,073.47)</b>    | <b>250.41</b>            |
| <b>Expenditures</b>     |  |                           |                               |                      |                          |
| Department 000: GENERAL |  |                           |                               |                      |                          |
| 727.000                 | OFFICE SUPPLIES  |                           |                               |                      |                          |
| 04/08/2021              | AP JACKPINE BUSINESS CENTERS/ENVELOPES & LETTERHEAD        |                           | 229.00                        | Inv #:               | '463545-0' Vendor '3400' |
| 09/22/2021              | AP JACKPINE BUSINESS CENTERS/BROCHURE PAPER                |                           | 26.99                         | Inv #:               | '468430-0' Vendor '3400' |
| 09/22/2021              | AP JACKPINE BUSINESS CENTERS/PROCHURE PAPER                |                           | 26.99                         | Inv #:               | '468613-0' Vendor '3400' |
| 727.000                 | OFFICE SUPPLIES  | 413.00                    | 282.98                        | 130.02               | 68.52                    |
| 806.000                 | ATTORNEY FEES  |                           |                               |                      |                          |
| 11/19/2020              | AP LUCAS MIDDLETON/TINY DEVELOPERS DEED ECT                |                           | 150.00                        | Inv #:               | '35' Vendor '4175'       |
| 12/18/2020              | AP LUCAS MIDDLETON/TINY DEVELOPERS DEED ETC                |                           | 450.00                        | Inv #:               | '38' Vendor '4175'       |
| 02/10/2021              | AP LUCAS MIDDLETON/BOTTRELL ENCROACHMENT                   |                           | 100.00                        | Inv #:               | '56' Vendor '4175'       |
| 04/08/2021              | AP LUCAS MIDDLETON/BAKER SALE                              |                           | 200.00                        | Inv #:               | '70' Vendor '4175'       |
| 806.000                 | ATTORNEY FEES  | 0.00                      | 900.00                        | (900.00)             | 100.00                   |
| 812.000                 | DUES AND FEES  |                           |                               |                      |                          |
| 05/20/2021              | AP MICHIGAN ASSOCIATION OF LAND BANKS/2021 MEMBERSHIP DUES |                           | 125.00                        | Inv #:               | '2021' Vendor '4595'     |
| 812.000                 | DUES AND FEES  | 125.00                    | 125.00                        | 0.00                 | 100.00                   |

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Fund 238 - LAND BANK AUTHORITY FUND

| Account                          | Description  | 2020-21<br>Amended Budget | YEAR-TO-DATE<br>THRU 09/30/21 | Available<br>Balance                  | %<br>Used |
|----------------------------------|--|---------------------------|-------------------------------|---------------------------------------|-----------|
| Expenditures                     |  |                           |                               |                                       |           |
| Department 000: GENERAL          |  |                           |                               |                                       |           |
| 860.000                          | TRAVEL   |                           |                               |                                       |           |
| 04/08/2021                       | AP RACHEL NELSON/MILEAGE REIMBURSEMENT                     |                           | 37.24                         | Inv #: '4/6/21' Vendor '5022'         |           |
| 09/22/2021                       | AP RACHEL NELSON/MILEAGE REIMBURSEMENT                     |                           | 19.32                         | Inv #: '09/17/21' Vendor '5022'       |           |
| 860.000                          | TRAVEL   | 1,500.00                  | 56.56                         | 1,443.44                              | 3.77      |
| 901.000                          | ADVERTISING  | 1,000.00                  | 0.00                          | 1,000.00                              | 0.00      |
| 995.000                          | MISC. EXPENSE  |                           |                               |                                       |           |
| 12/03/2020                       | AP MANISTEE CO. REGISTER OF DEEDS/RECORD EASEMENT IN GROSS |                           | 30.00                         | Inv #: '12/1/2020' Vendor '4205'      |           |
| 12/03/2020                       | AP MANISTEE CO. REGISTER OF DEEDS/RECORD DEED (TO TINY DEV |                           | 30.00                         | Inv #: '12/1/2020' Vendor '4205'      |           |
| 01/14/2021                       | AP BEAR LAKE TOWNSHIP TREASURER/WINTER 2020 TAXES          |                           | 159.90                        | Inv #: '32-221-732-06' Vendor '1420'  |           |
| 02/11/2021                       | AP CITY OF MANISTEE/2020 WINTER TAX                        |                           | 16.45                         | Inv #: '51-664-703-05' Vendor '1800'  |           |
| 03/11/2021                       | AP MANISTEE CO. REGISTER OF DEEDS/RECORDING FEE - BAKER    |                           | 30.00                         | Inv #: '3/8/2021' Vendor '4205'       |           |
| 05/05/2021                       | AP MANISTEE CO. REGISTER OF DEEDS/RECORDING FEE - HAMRICK  |                           | 30.00                         | Inv #: '4/26/2021' Vendor '4205'      |           |
| 07/14/2021                       | AP STEVE SHIVELY/LAWN MOWING - BL, LYNN STREET             |                           | 120.00                        | Inv #: '10764' Vendor '5460'          |           |
| 07/19/2021                       | AP STEVE SHIVELY/Void Invoice 10764 5460                   |                           | (120.00)                      | Inv #: '10764' Vendor '5460'          |           |
| 07/19/2021                       | CD INV# 10764 - MOVING (BL-LYNN ST)                        |                           | 120.00                        | Check #: '57513 GENWS' Vendor '2923'. |           |
| 08/12/2021                       | AP GRIMM'S SNOW REMOVAL, LLC/LAWN MOVING (BL-LYNN ST)      |                           | 150.00                        | Inv #: '10769' Vendor '2923'          |           |
| 09/22/2021                       | AP GRIMM'S SNOW REMOVAL, LLC/LAWN MOVING (BL-LYNN ST)      |                           | 150.00                        | Inv #: '10786' Vendor '2923'          |           |
| 995.000                          | MISC. EXPENSE  | 1,000.00                  | 716.35                        | 283.65                                | 71.64     |
| Total - Dept 000                 |  | 4,038.00                  | 2,080.89                      | 1,957.11                              | 51.53     |
| Total Expenditures               |  | 4,038.00                  | 2,080.89                      | 1,957.11                              | 51.53     |
| NET OF REVENUES AND EXPENDITURES |  | 0.00                      | 8,030.58                      | (8,030.58)                            |           |

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| GL NUMBER                                 | DESCRIPTION               | 2020-21<br>AMENDED BUDGET | BALANCE<br>DEBIT | BALANCE<br>CREDIT |
|---|---------------------------|---------------------------|------------------|-------------------|
| Fund 238 - LAND BANK AUTHORITY FUND       |                           |                           |                  |                   |
| 238-000-001.000                           | CASH                      |                           | 25,311.51        |                   |
| 238-000-202.000                           | ACCOUNTS PAYABLE          |                           |                  |                   |
| 238-000-214.000                           | DUE TO OTHER FUNDS        |                           |                  |                   |
| 238-000-390.000                           | FUND BALANCE              |                           |                  | 17,280.93         |
| 238-000-400.000                           | REVENUE CONTROL           | 0.00                      |                  |                   |
| 238-000-404.000                           | TAX CAPTURE - LAND BANK   | 0.00                      |                  | 638.07            |
| 238-000-540.000                           | STATE REIMBURSEMENTS      | 0.00                      |                  |                   |
| 238-000-647.000                           | SALE OF LAND              | 1,000.00                  |                  | 3,535.00          |
| 238-000-668.000                           | LAND CONTRACT             | 3,038.00                  |                  | 5,938.40          |
| 238-000-699.020                           | TRANSFER IN - OTHER FUNDS | 0.00                      |                  |                   |
| 238-000-727.000                           | OFFICE SUPPLIES           | 413.00                    | 282.98           |                   |
| 238-000-800.000                           | CONTRACTED SERVICES       | 0.00                      |                  |                   |
| 238-000-806.000                           | ATTORNEY FEES             | 0.00                      | 900.00           |                   |
| 238-000-807.000                           | DUES                      | 0.00                      |                  |                   |
| 238-000-812.000                           | DUES AND FEES             | 125.00                    | 125.00           |                   |
| 238-000-860.000                           | TRAVEL                    | 1,500.00                  | 56.56            |                   |
| 238-000-901.000                           | ADVERTISING               | 1,000.00                  |                  |                   |
| 238-000-995.000                           | MISC. EXPENSE             | 1,000.00                  | 716.35           |                   |
| Total Fund 238 - LAND BANK AUTHORITY FUND |                           | 0.00                      | 27,392.40        | 27,392.40         |