



MANISTEE COUNTY LAND BANK AUTHORITY AGENDA

November 7, 2023
2:00 P.M.*

Manistee Downtown Education Center
Classroom A
400 River St, Manistee, MI 49660

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
 - a. October 3, 2023 Regular Meeting
 - b. October 20, 2023 Special Meeting
 - c. November 1, 2023 Special Meeting
6. Finance Report (APPENDIX A)
 - a. Revenue & Expenditure Report (October 1, 2022 – September 30, 2023) UPDATED
 - b. Trial Balance Report (as of September 30, 2023) UPDATED
 - c. Revenue & Expenditure Report (October 1, 2023 – October 31, 2023)
 - d. Trial Balance Report (as of October 31, 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
 - c. Land Bank Project Manager Position
 - d. Blight Elimination Funds
 - a. Round 1 & 2 Progress
 - b. Round 3 (guaranteed funds)

- c. Round 4 (competitive)
 - i. Grant application progress for 518 1st St (Compeau)
 - ii. Grant application progress for 540 1st St (Water Works Building)
 - iii. Consider additional application for 141 Washington St (Northern Hotel)
 - e. County Appropriation Funds
 - f. Potential Collaboration
 - a. Habitat for Humanity
 - b. Wagoner Center
 - c. Tiny Developers
- 8. New Business
- 9. Comments from the Authority Chair
- 10. Comments from Authority Members
- 11. Adjournment

Upcoming Meetings:

Dec. 5th at 2:00 P.M. – regular meeting at Courthouse

Jan. 2nd at 2:00 P.M. – organizational meeting at Courthouse

* The meeting will begin after the Land Bank 101 session (which begins at 1:00 P.M.), and is expected to be approximately 2:00 P.M.

APPENDIX A

Fund 283 - LAND BANK FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 09/30/23	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		
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
Total - Dept 000		0.00	506,281.80	(506,281.80)	100.00
Total Revenues		0.00	506,281.80	(506,281.80)	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'		
09/30/2023	AP FISHBECK/CONSULTANT FEES - BLIGHT ELIMINATION		8,988.15 Inv #: '428933' Vendor '2520'		
801.021	CONTRACTED SERVICES - CONSULTA	0.00	11,165.57	(11,165.57)	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		

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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
Expenditures					
Department 000: GENERAL					
812.000	DUES AND FEES	0.00	782.00	(782.00)	100.00
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'		
09/30/2023	GJ JE# 7836		291.91 JE# 7836		
860.000	TRAVEL	0.00	1,930.15	(1,930.15)	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'		
09/30/2023	AP GRIMM'S SNOW REMOVAL, LLC/LAWN MOWING - 530 DAVIS		150.00 Inv #: '15260' Vendor '2923'		
09/30/2023	AP GRIMM'S SNOW REMOVAL, LLC/LAWN MOWING - 1001 KOSCIUSKO		150.00 Inv #: '15261' Vendor '2923'		
955.001	MISC. EXPENSE	0.00	987.38	(987.38)	100.00
Total - Dept 000		0.00	17,294.50	(17,294.50)	100.00
Total Expenditures		0.00	17,294.50	(17,294.50)	0.00
NET OF REVENUES AND EXPENDITURES		0.00	488,987.30	(488,987.30)	

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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		526,004.78	
283-000-202.000	ACCOUNTS PAYABLE			9,288.15
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	11,165.57	
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	1,930.15	
283-000-901.000	ADVERTISING	0.00	235.90	
283-000-955.001	MISC. EXPENSE	0.00	987.38	
283-000-955.013	MISC EXPENSE (APPROPRIATION)	0.00		
283-000-955.015	MISC. EXPENSE - BLIGHT ELIMINATION	0.00		
Total Fund 283 - LAND BANK FUND		0.00	543,299.28	543,299.28

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Fund 283 - LAND BANK FUND

Account	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 10/31/23	Available Balance	Used
Revenues					
Department 000: GENERAL					
437.000	TAX CAPTURE - LAND BANK				
10/16/2023	CR VILLAGE OF EASTLAKE/2023 COUNTY LAND BANK DISBURSEMENT		250.67 Receipt #: 81491		
437.000	TAX CAPTURE - LAND BANK	3,000.00	250.67	2,749.33	8.36
540.000	STATE REIMBURSEMENTS	500,000.00	0.00	500,000.00	0.00
667.001 LAND CONTRACT					
10/03/2023	GJ JE# 7762		253.20 JE# 7762		
667.001	LAND CONTRACT	3,038.00	253.20	2,784.80	8.33
Total - Dept 000		506,038.00	503.87	505,534.13	0.10
Total Revenues		506,038.00	503.87	505,534.13	0.10
Expenditures					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES	500.00	0.00	500.00	0.00
801.000	CONTRACTED SERVICES	500,000.00	0.00	500,000.00	0.00
806.000	ATTORNEY FEES	2,738.00	0.00	2,738.00	0.00
812.000 DUES AND FEES					
10/18/2023	CR CENTER FOR COMMUNITY PROGRESS/NLBN SUMMIT REGISTRATION		(325.00) Receipt #: 81530		
812.000	DUES AND FEES	300.00	(325.00)	625.00	(108.3)
860.000 TRAVEL					
10/16/2023	AP HOLIDAY INN EXPRESS LAKEVIEW/R.NELSON - LODGING (MALB R		94.34 Inv #: '41006636' Vendor '9999'		
860.000	TRAVEL	1,500.00	94.34	1,405.66	6.29
901.000	ADVERTISING	1,000.00	0.00	1,000.00	0.00
955.015 MISC. EXPENSE - BLIGHT ELIMINATION					
10/16/2023	AP DTE ENERGY/CUT/CAP GAS SERVICE 305 1ST ST		720.00 Inv #: '69851268' Vendor '9999'		
955.015	MISC. EXPENSE - BLIGHT ELIMINA	0.00	720.00	(720.00)	100.00
Total - Dept 000		506,038.00	489.34	505,548.66	0.10
Total Expenditures		506,038.00	489.34	505,548.66	0.10
NET OF REVENUES AND EXPENDITURES		0.00	14.53	(14.53)	

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GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 283 - LAND BANK FUND				
283-000-001.000	CASH		516,731.16	
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	3,000.00		250.67
283-000-540.000	STATE REIMBURSEMENTS	500,000.00		
283-000-615.019	APPROPRIATIONS REVENUE	0.00		
283-000-642.010	SALE OF LAND	0.00		
283-000-667.001	LAND CONTRACT	3,038.00		253.20
283-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
283-000-727.000	OFFICE SUPPLIES	500.00		
283-000-801.000	CONTRACTED SERVICES	500,000.00		
283-000-801.021	CONTRACTED SERVICES - CONSULTANT	0.00		
283-000-806.000	ATTORNEY FEES	2,738.00		
283-000-812.000	DUES AND FEES	300.00		325.00
283-000-860.000	TRAVEL	1,500.00	94.34	
283-000-901.000	ADVERTISING	1,000.00		
283-000-955.001	MISC. EXPENSE	0.00		
283-000-955.013	MISC EXPENSE (APPROPRIATION)	0.00		
283-000-955.015	MISC. EXPENSE - BLIGHT ELIMINATION	0.00	720.00	
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Total Fund 283 - LAND BANK FUND				
NET OF REVENUES/EXPENDITURES - 2022-23		0.00	517,545.50	488,987.30 517,545.50