

## **AGENDA**

**December 13, 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. October 11, 2021 Regular Meeting
  - b. November 2, 2021 Special Meeting
6. Finance Report (APPENDIX A)
  - a. Updated Revenue & Expenditure Report (October 1, 2020 – September 30, 2021)
  - b. Revenue & Expenditure Report (October 1, 2021 – November 30, 2021)
  - c. Trial Balance Report (as of November 30, 2021)
7. Old Business
  - a. Bear Lake (US-31) Property
    - a. Inquiries
    - b. Potential RFP
  - b. Bear Lake (Maple St) Property
  - c. Potential ARPA Funds
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 Amended Budget	YEAR-TO-DATE THRU 09/30/21	Available 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'
09/30/2021	AP LUCAS MIDDLETON/TINY BUILDERS EXTENSION		200.00	Inv #:	'103' Vendor '4175'
806.000	ATTORNEY FEES	0.00	1,100.00	(1,100.00)	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'

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Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2020-21 Amended Budget	YEAR-TO-DATE THRU 09/30/21	Available Balance	Used
<b>Expenditures</b>					
Department 000: GENERAL					
812.000	DUES AND FEES	125.00	125.00	0.00	100.00
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
<b>Total - Dept 000</b>		<b>4,038.00</b>	<b>2,280.89</b>	<b>1,757.11</b>	<b>56.49</b>
<b>Total Expenditures</b>		<b>4,038.00</b>	<b>2,280.89</b>	<b>1,757.11</b>	<b>56.49</b>
<b>NET OF REVENUES AND EXPENDITURES</b>		<b>0.00</b>	<b>7,830.58</b>	<b>(7,830.58)</b>	

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Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 11/30/21	Available Balance	% Used
Revenues					
Department 000: GENERAL					
404.000	TAX CAPTURE - LAND BANK				
10/12/2021	CR LAND BANK		1.72 Receipt #: 70666		
404.000	TAX CAPTURE - LAND BANK	500.00	1.72	498.28	0.34
668.000	LAND CONTRACT				
10/04/2021	GJ JE# 6440		253.20 JE# 6440		
11/03/2021	GJ JE# 6503		253.20 JE# 6503		
668.000	LAND CONTRACT	3,038.00	506.40	2,531.60	16.67
Total - Dept 000		3,538.00	508.12	3,029.88	14.36
Total Revenues		3,538.00	508.12	3,029.88	14.36
Expenditures					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES	500.00	0.00	500.00	0.00
800.000	CONTRACTED SERVICES	500.00	0.00	500.00	0.00
806.000	ATTORNEY FEES	1,000.00	0.00	1,000.00	0.00
812.000	DUES AND FEES				
10/21/2021	AP MICHIGAN ASSOCIATION OF LAND BANKS/2021 MALB SUMMIT VIT		50.00 Inv #: '2016' Vendor '4595'		
812.000	DUES AND FEES	125.00	50.00	75.00	40.00
860.000	TRAVEL	500.00	0.00	500.00	0.00
901.000	ADVERTISING	500.00	0.00	500.00	0.00
995.000	MISC. EXPENSE	413.00	0.00	413.00	0.00
Total - Dept 000		3,538.00	50.00	3,488.00	1.41
Total Expenditures		3,538.00	50.00	3,488.00	1.41
NET OF REVENUES AND EXPENDITURES		0.00	458.12	(458.12)	

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GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 238 - LAND BANK AUTHORITY FUND				
238-000-001.000	CASH		25,569.63	
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	500.00		1.72
238-000-540.000	STATE REIMBURSEMENTS	0.00		
238-000-647.000	SALE OF LAND	0.00		
238-000-668.000	LAND CONTRACT	3,038.00		506.40
238-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
238-000-727.000	OFFICE SUPPLIES	500.00		
238-000-800.000	CONTRACTED SERVICES	500.00		
238-000-806.000	ATTORNEY FEES	1,000.00		
238-000-807.000	DUES	0.00		
238-000-812.000	DUES AND FEES	125.00	50.00	
238-000-860.000	TRAVEL	500.00		
238-000-901.000	ADVERTISING	500.00		
238-000-995.000	MISC. EXPENSE	413.00		
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Total Fund 238 - LAND BANK AUTHORITY FUND				
NET OF REVENUES/EXPENDITURES - 2020-21		0.00	25,619.63	7,830.58 25,619.63