

**JACKSON COUNTY LAND BANK AUTHORITY**  
**MEETING MINUTES**  
**JANUARY 19, 2012**

PRESENT: COFFMAN, BUTLER, RICE, KRUSE, JESTER, DUCKHAM, TAYLOR, WILLIAMS,  
FROUNFELKER, MARTIN  
VISITORS: MIKE OVERTON, LAURA DWYER-SCHLECTE, AARON BAKER  
ABSENT: CUNNINGHAM

Meeting called to order by Coffman at 7:32 a.m.

**Public Comment:**

- Laura Dwyer Schlecte spoke during public comment regarding a concern and suggestion from Gae Winn about keeping people in our community in houses and homes today. They would like to suggest that the land bank make efforts to improve this.

**Approval of Minutes** The minutes from December 15, 2011 were emailed and presented. **Motion by Duckham**, to approve and accept the minutes from December 15, 2011 as presented, **seconded by Williams**, **PASSED.**

**Financials as of December 31, 2011**

- Coffman emailed and presented the financials as of 12-31-2011.
- Cash on hand \$119,895.

**Motion by Butler**, to accept the financials for 12-31-2011 as presented, **support by Duckham. PASSED.**

**904 Orchard Place – sale pending**

- Coffman reported that Laura Dwyer Schlecte mentioned that she is aware of a pending offer for sale of 904 Orchard Place.
- Coffman reminded that board that the board agreed to partner with the City on this project. The City in turn utilized federal (NSP) and or state (MSHDA) funding to complete the rehabilitation on the inside of the house. The caveat was that once the rehab was complete, the City would market and sell the property. Once the property was sold, the land bank would not receive profits from the sale of the property but would still be able to capture the 50% of the taxes for 5 years.
- Coffman stated that since the land bank still owns this property, we need to agree to support and approve the sale of the property.
- Laura Dwyer Schlecte provided a brief update as to the status of the pending offer.
- Since federal and or state funding was utilized for this project, this will be an owner occupied house and meet all the necessary income guidelines.
- Laura will forward new paperwork to Coffman for distribution.

**Motion by Jester**, to accept the pending offer on 904 Orchard Place, in the amount of \$7,500, contingent upon the sale meeting all the necessary funding requirements, **support by Butler. PASSED.**

**Property Inventory Sub Committee updates**

- Subcommittee met on Monday, January 9<sup>th</sup> (Coffman, Kruse, Taylor, Jester)
- George Copp and Sue Firth from Copp & Co were present as well.
- Discussion about the process of listing the 12 properties with Copp & Co

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- Issues/concerns/lessons learned
- Improving communication
- Clearly defining expectations on both sides
- This information will help greatly when we do go out for bid again
- **Recommend that the LB extend the service contract for another 90 day period on 1231 Greenwood.** This will allow time for the LB to prepare a new RFP/ RFQ as well as start the quiet title process on the three newly acquired properties. Copp & Co has agreed to do this at NO additional charge to the LB (we already paid the \$500 listing costs for this parcel).
- Williams inquired if the 90 day extension is adequate.
- Discussion about the adjacent vacant lot at 1227 Greenwood.

**Motion by Taylor,** to extend the contract with Copp & Co for a 90 day period for 1231 Greenwood, **support by Butler. PASSED.**

- **Recommend that the LB quiet title on: 605 Commonwealth, 6532 Coral; and 1227 Greenwood.**
  - Coffman inquired with Michael Donovan of Lamont Title for pricing.
  - Lamont Title normally charges \$750 per parcel, but could be reduced if the following conditions are met:
    - Posting the parcels can reduce the costs
    - Any title work that has been done on the parcels can reduce the costs
    - Volume of the parcels (batch) can impact the costs
    - Discussion about the process of quiet title and costs associated.

**Motion by Duckham,** to quiet the title on 605 Commonwealth, 6532 Coral; and 1227 Greenwood, not to exceed \$750 per parcel, **support by Williams. PASSED.**

- **Recommend that the LB prepare a full service RFQ / RFP for real estate services.** The limited service agreement had some definite limitations as we discussed with Copp & Co.
  - Martin inquired if we would change the type of value of properties that we have available for sale.
  - Duckham expressed concern that we have limited properties available for sale from our inventory currently.
  - Coffman reported that we have a total of six properties (one has pending court dates) that will be available for sale.
  - Discussion on the specifications and expectations for the RFQ / RFP.
  - Discussion about looking at economies of scale in the future.

**Motion by Frounfelker,** to prepare RFP for full real estate listing services for a minimum of one year contract with options of two one year renewals for up to three years, **support by Jester. PASSED.**

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- **Coffman met with IT about updating the website with necessary changes per minutes from last meeting.**
  - www.jacksonlandbank.org
  - New properties, new inventories, highlight of 345 W Morrell, linking problem, 2012 meeting schedule, listing of board members, etc.
- **Coffman did research on the Secretary of State website for the title on the manufactured trailers.**
  - Coffman completed the application and forwarded to the SOS.
- **Coffman ordered pre title commitment work from Mid State Title on :**
  - 3544 Sechler (to also search mineral rights if any)
  - 8712 Koko Lane (to also search mineral rights if any)
  - 3552 Gaylord (to also search mineral rights if any)
  - 3560 Gaylord (to also search mineral rights if any)
  - 3573 Gaylord (to also search mineral rights if any)
  - 9352 Stetler (to also search mineral rights if any)
  - 6532 Coral Drive (to prepare for sale and to defray quiet title costs)
  - 605 Commonwealth (to prepare for sale and to defray quiet title costs)
  - 1227 Greenwood (to prepare for sale and to defray quiet title costs)
  - Will be working on the RFP/RFQ for the full service real estate services
  - Will be working on the RFP/RFQ for removal of trailers and all structures on the parcels in Dorrell trailer park in Leoni
    - Martin stated that she could assist.

#### **Intergovernmental Agreement with the City and the County of Jackson**

- Coffman stated that we received this agreement at the last meeting on December 15<sup>th</sup>.
- If we used the price per parcel of \$750 quoted by Lamont Title that would be a total of \$67,500 to quiet title on all 90 parcels.
- Laura Dwyer Schlecte advised that Liberty Title has an attorney on staff (Tom Richardson) that may be able to assist with quiet title and providing title insurance.
- Coffman stated that the subcommittee has also checked with Paul Anast from Mid State Title.
- Kruse raised questions about proposed language in the agreement. Discussion about the details and needed clarity of proposed language as written.
- Aaron Baker (guest) spoke regarding how the Ingham County Land Bank has handled demolitions and cautioned the demolition process. We need to be aware of the costs now and future costs of demolition.

**Motion by Taylor**, to explore and research with local attorneys to quiet title on the proposed 90 properties per this pending agreement, to request a quote for costs, and to request a contract clearly stating the scope of work, the costs, and the timeline to quiet the title on these properties, **support by Butler. PASSED.**

- Suggestion by Mike Overton to have the document reviewed by an attorney.

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- Suggestion by Mike Overton that Patrick Burtch present the details of this agreement to both the land bank board and the County Board of Commissioners.

**Motion by Rice**, to have a local attorney, Eric White, review the proposed intergovernmental agreement, prior to the land bank signing the document, **support by Jester. YEAS –Butler, Jester and Rice. NAYS – Kruse, Martin and Duckham, Taylor. Motion is denied not a majority vote. (Frounfelker left @ 8:20; Williams left @ 8:35).**

**Website**

- Previously discussed under Property Inventory Sub Committee updates.

**Other Business**

- None.

**Adjournment**

**Adjourn** at 8:50 a.m. by the call of chair.

**Next meeting is scheduled for Thursday, February 16, 2012 @ 7:30 am, room 101 Jackson County Tower Building.**