

JACKSON COUNTY LAND BANK AUTHORITY

MEETING MINUTES

JANUARY 20, 2011

PRESENT: COFFMAN, RICE, MARTIN, BUTLER, DUCKHAM, TAYLOR, WILLIAMS, MAHONEY
VISITORS: Jeff Kruse.
ABSENT: FROUNFELKER, JESTER, CUNNINGHAM.

Meeting called to order by Coffman at 7:38 a.m.

Public Comment: None.

Approval of Minutes The minutes from November 18, 2010 and December 16, 2010 were emailed and presented. **Motion by Mahoney**, to accept the minutes from November 18, 2010 and December 16, 2010 as presented, **seconded by Butler, PASSED.**

- Duckham inquired about the resolution to change the land bank board structure.
- Discussion about the structure for the land bank board.
- The minutes are correct as recorded for the meeting in November.

Spring Arbor University – School of Business and Marketing Dept.

- Coffman spoke with Ron Griffith about setting up a meeting to discuss this.
- Meeting early February; the university is currently on “J” term
- More information to come about this opportunity.

Property Sub Committee Updates

- Jester sent out the letter to realtors bid for limited services on December 16, 2010
- Met January 14th
 - Reviewed the 9 applications/bids/resumes that were received of which we had 6 complete proposals for consideration. All offers were 4% and a minimum of \$750 per sale.
 - George Copp of Copp & Co. – flat fee of \$225 per listing
 - Chris Rankin of ReMax – 3 ½ % or \$500 listing; 4% or \$750; contingency fee
 - Kathy Hedges of ReMax – flat fee of \$400 per listing
 - Lexie Caldwell of Century 21 Lefere – 2 ½ % or \$500 due at time of listing
 - DeAnn Gumbert of ReMax - \$1000 to list; \$1000 to sell
 - Susie Mohlman of Real Living Sproat – flat fee of \$500 per listing
 - Nathan Lezebnik – sent a resume no proposal or bid price
 - Ray Logan of Copp & Co. – sent realtor information but not bid price
 - Mark Goodard – no bid price sent
 - Michelle Brigham – no bid price sent
- Duckham inquired if the flat fee might be the best way to go.
- Coffman updated that the subcommittee recommendation is to accept the bid from George Copp of Copp & Co. of \$225 per listing. This would also include the 4% and minimum of \$750 commission per sale.
- Discussion about how the fees will be for both selling and listing agents.

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- Taylor reminded the board that per the bid for limited services, we asked the realtor to list our properties on the MLS, take 6 photos, put a lockbox on the property, and be the point of contact to show interested parties.
- Duckham inquired if the realtor will put his sign in the yards of the properties.
- Rice inquired as to what type of buyer are we looking for these properties.
- Discussion about whether or not we want to ensure that these become owner occupied.
- The board did not stipulate as to who we should sell these properties to. If we are presented an offer, any and all offers would be considered.
- Taylor suggested that we look at the process as to what to do when we do receive an offer on a property.
- Williams stated that we do need to look at these on an individual basis.
- Discussion about land contracts.
- Coffman talked about utilizing a realtor rotation similar to the county approved court appointed attorney rotation. The subcommittee determined that the listing of houses is a small and finite number and it may not make sense to do this.
- Martin asked how long the listing would be.
- Taylor stated that we would list for 6 months.

Motion by Taylor, to accept the subcommittee recommendation and hire George Copp of Copp & Co. for the limited services realtor bid of \$225 per listing, \$750 for commission for sale or 4% of selling price, to list the seven properties that are ready for the market, for the terms as specified in the bid, for a six month contract, **support by Williams. PASSED.**

- Rice inquired about conflict of interest as a board member. Abstain from vote and disclose conflict to the board.
- Mahoney asked for clarification of the six month time frame and what properties are to be included.
- Martin stated that this was a pilot of the process for the real estate agent.
- Kruse inquired if our land bank signs stay on the property along with the realtor signs.
- Discussion about when we sign with the realtor we must let the realtor sell and negotiate any offers.
- Mahoney stated that we will have a contract with a selling agent not a contract with a buying agent.
- Discussion about how we dispose or sell the properties.
- Williams stated that we can sell those properties that are not listed or part of the realtor contract.
 - Coffman stated that the 7 properties that are ready to be put on the market with the realtor:
 - 710 Second St.; 1604 First St.; 229 W. Biddle; 1002 S. Jackson; 304 Harwood; 916 Francis; 1025 S. Milwaukee
- Martin stated that we should be very clear and communicate the number of properties that we will list with realtor.
- We will have 10 more houses pending completion of the quiet title process to list.
- Coffman reported that the subcommittee reviewed the offer (sent via email) received by Steve Rose for 404 E. Golf for \$13,500. List price was \$24,900. LB purchased for \$5,200.00. RECOMMENDATION is to counter at \$22,500.
 - Discussion about the offer.
 - Discussion about how to process and accept offers of properties for sale.

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Motion by Mahoney, to counter the offer of \$13,500 presented by Steve Rose for the property located at 404 E. Golf with the list price of \$24,900 and advise that this parcel is pending for sale contingent on the quiet title process, **support by Taylor. YEAS – Martin, Mahoney, Coffman, Taylor, Rice, Butler. NAYS – Williams, Duckham. PASSED.**

- Duckham and Williams expressed that the counter offer of \$22,500 is a good offer.
- Martin pointed out that this property still is pending quiet title.
- Coffman reported that the subcommittee reviewed the offer (sent via email) received by Eric Carlson for 2674 E. Bartlett Rd. for \$12,000.00 List price was \$32,900. LB purchased for \$6,000.00. RECOMMENDATION is to counter at \$29,900.

Motion by Taylor, to counter the offer of \$12,000 presented by Eric Carlson for the property located at 2674 E. Bartlett with the list price of \$32,900 and advise that this parcel is pending for sale contingent on the quiet title process, **support by Butler. PASSED.**

- Martin suggested that we need to look at setting guidelines for the disposition of the properties, and or a priority list for selling properties to make sure that they align with the land banks mission.
- Duckham stated that we need to look at how this board can approve offers for sale in a timely manner in between our monthly meetings. Can we vote and approve via email or do we have to hold a special meeting?
- Discussion about sending this to subcommittee to collect the research on how we can do this. Do we need to be aware of legal issues? We should check with Center for Community Progress. We should check with Ingham County on what their process for bids/offers is.
- Updated on properties sold. Sold Brown Rd, Henrietta St., Quarry, Page, Burr, Rockwell.
 - 514 United Way (fka Jay St) \$2,500.
 - 122 W Mansion \$200
 - 425 St. Clair \$200
 - 1709 S. Milwaukee \$200
 - Accepted offer on 707 Edgewood (pending quiet title) \$12,500
 - Accepted offer on 1610 Leroy (pending quiet title) \$12,000
- Pending sales – Van Dorn; S Blackstone; Damon; S West Ave; Deyo; Cove
- Have been actively showing houses (Kruse and Coffman)
- Still have interested parties calling and emailing
- Working with tenant on 402 Douglas to finalize land contract meeting tomorrow the 21st

Other Business

- None.

Adjournment

Adjourned by call of the chair at 8:49 a.m.

Next meeting is scheduled for Thursday, February 17, 2011 @ 7:30 am, room 101 Jackson County Tower Building.