JACKSON COUNTY LAND BANK AUTHORITY
MEETING MINUTES
OCTOBER 15, 2009

PRESENT: COFFMAN, KRUSE, FORTRESS, DUCKHAM, MARTIN, TAYLOR, SMITH
VISITORS: NONE
ABSENT: GUMBERT, FROUNFELKER, MAHONEY, CUNNINGHAM

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

Public Comment: None.

Approval of the Minutes The minutes dated September 17, 2009, were emailed and presented. **Motion by Taylor**, to accept the minutes from September 17, 2009, as presented, **seconded by Duckham, PASSED.**

Financial Statement and Balance sheet as of 09-30-09

- Coffman emailed statements on 10-13-09

Motion by Taylor, to accept the financial statements as 09-30-09 as presented, **supported by Kruse. PASSED.**

Land Bank History and Timline as of September 2009

- Coffman presented the history and time line of the land bank since its creation.
- For informational purposes to highlight our progress
- No formal action needed.

Neighborhood Stabilization Program update – City

- Coffman updated the board the status of the demolition of four houses in collaboration with the City using NSP dollars. The four houses are:
    - 1422 Cooper
    - 126 West Wilkins
    - 704 Page
    - 1709 South Milwaukee
- Coffman presented the final intergovernmental agreement for discussion.
- Coffman stated that there is a similar document the County Board of Commissioners will be adopting.
- Discussion about the NSP program
- Question about transferring of ownership of these properties. Coffman will confirm with the City.

Motion by Taylor, to accept the intergovernmental agreement as presented, with the understanding that we will clarify the terms of payback, if any, for the demolition of the four structures, **support by Duckham. PASSED.**

- Kruse requested that we obtain copies of liability insurance from all contractors on this project.
- Coffman reported that the Board of Commissioners would be signing the other intergovernmental agreement at the upcoming board meeting on October 20, 2009.

Website Proposals

- Coffman emailed and presented the three 'proposals' for the creation of the Land Bank website:
  1) **LIAA - Land Information Access Association** - costs to begin at $3,500 up to $6,000

2) **RJ Michaels** — costs to begin at $3,500; if we require more content management prices go up

3) **County of Jackson - IT department** — cost for the Service License Agreement is $2,500.00 and an hourly charge $75.00 for additional modifications if needed. Here is a sample link of how this site could be set up: http://96.61.192.37/taxSale/LandBank.htm

- Coffman stated that we now have three bids for this project.
- Taylor had inquired if the County IT SLA includes the web hosting. Coffman has inquired with Connie Frey, but has not yet received a response.
- Martin asked if we choose the County IT will we get extra added value for the services with this agreement. Coffman stated that we will have excellent value if we choose the County IT SLA.

Motion by Kruse, to accept the Service License Agreement in the amount of $2,500.00, as prepared by the Jackson County IT department for the creation and hosting of the Land Bank website, **supported by Duckham. PASSED.**

- Kruse inquired what the timeline for the rollout of the new website. Coffman has to confirm with the IT department to see what works for them, but the target date is mid to late November.
- Fortress inquired who would be responsible for maintaining the site. Coffman stated that it would be her or the treasurer's office that would take on this task.

Genesee Institute workshop – Thursday, October 15th, 2009

- Coffman updated the board about the workshop. Amy Hovey is traveling from Genesee and will be here at 10:00 am.
- The Board of Commissioners have been invited as well.
- What questions do we have? What issues do we need clarification?
- Topics for discussion for the meeting with Amy Hovey.
- Coffman offered the following topics that are of interest : Brownfields and putting together a Brownfield plan
- Martin suggested land use and land use planning; what does it take? What does that look like? Plan for redevelopment – how do we go about addressing this issue?
- Kruse suggested how the land bank interfaces with the City and townships utilizing their master plans.
- Duckham suggested revenue funding; what other sources are there for us to consider? What other sources are there for demolition?
- Coffman indicated that the County Commissioners have been invited to attend.
- Coffman also suggested looking at and investigating Best Practices; especially as it relates to smaller land banks.
- Duckham suggested talking about the quiet title process as well.
- Coffman has sent Ms. Hovey current documents so that she has a good idea as to our current standing.
- Coffman also shared the concerns and issues that we have addressed this year; along with the policies and procedures most recently revised.

Other Business

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- Coffman update the board on current meetings with the Community Action Agency and their Foreclosure Coalition for the community. The land bank could be a partner in this coalition as an alternative of dealing with the mortgage foreclosure crisis.
- Town Hall meeting scheduled October 28th @ 6:00 pm to 8:00 pm at the Jackson District Library. This is a panel discussion with a wide range of components
- Taylor inquired about payment for the quiet title process. Coffman stated that the expense of the quiet title process for 25 parcels is complete and paid for. It is reflected in the financial statements.

Adjournment

Motion by Kruse, to adjourn the meeting @ 8:24 am**, supported by Taylor. PASSED.**

Next meeting is scheduled for Thursday, November 19th @ 7:30 am, room 101 Jackson County Tower Building.