

**JACKSON COUNTY LAND BANK AUTHORITY**  
**MEETING MINUTES**  
**NOVEMBER 18, 2010**

PRESENT: COFFMAN, JESTER, KRUSE, MARTIN, BUTLER, DUCKHAM, CUNNINGHAM,  
TAYLOR, FROUNFELKER , WILLIAMS, MAHONEY

VISITORS: None.

ABSENT: None.

Meeting called to order by Coffman at 7:31 a.m.

**Public Comment:** None.

**Approval of Minutes** The minutes from October 21, 2010 were emailed and presented. **Motion by Jester**, to accept the minutes from October 21, 2010 as presented, **seconded by Mahoney, PASSED.**

**800 S. Mechanic**

- City has completed the demolition. It is a big improvement to the neighborhood.

**Letter from Habitat for Humanity – 1033 S Jackson**

- Coffman reported that she received correspondence from the Executive Director, Kevin Dowd, of Habitat for Humanity regarding the land bank purchasing 1033 S Jackson.
- HH wishes to deed the property over to the land bank to bank for future use.
- Jester suggests that we should go look at the house. Taylor stated that he could check out the parcel when he gets back to the office.

**Motion by Kruse**, recommends that this matter be referred to the property subcommittee to go and inspect the property and bring back a recommendation to the full board, **support by Mahoney. PASSED.**

**Property Sub Committee Updates**

- Taylor, Jester, Kruse and Coffman met October 28<sup>th</sup> .
- Visited 1025 S Milwaukee, 229 W Biddle, 1604 First St
- Coffman inquired if we had any history of the house at 1604 First St. and how long the City was in possession of it.
- This property has been through the quiet title process.
- Recommendation from the subcommittee to list the same price as 1231 Greenwood at \$12,900.
- Taylor recommends that we should look to take down the garage because it is an unsafe structure.
- Discussion about 1604 First Street and the demolition of the garage.

**Motion by Mahoney**, to list the property at 1604 First Street for \$12,900, to acquire bids to demolish the garage on the property, leaving the slab foundation, with a not to exceed \$1,000.00, **support by Taylor. PASSED.**

- The subcommittee created the draft of Bid for limited services for a real estate agent. “Bid for limited services” section is specific to our needs.
- Discussion about the draft format.
- The plan is to get board approval of the document then present to the Jackson Area Realtors Association for distribution and to request services.

# JACKSON COUNTY LAND BANK AUTHORITY

## MEETING MINUTES

### NOVEMBER 18, 2010

- We should create a ‘cover’ or introductory letter to go with this bid letter.
- Jester stated that we should include an inventory list as well.
- Jester stated that we should also include offering to assist buyers’ agents with 3% and a not to exceed \$750.
- Discussion about the process and fees, and how it would work with buyers and sellers agents.
- Final agreement would be 4% with not less than of \$750.
- Duckham inquired if we were going to list all the properties in our inventory.
- We will only be listing the houses at this time.

**Motion by Butler**, to amend and add the language to the draft bid document to include “offer cooperation to buyers agents of 4% of the sale price or not less than \$750.00”, and allow any other minor modifications with the recommendation of Marv Jester, **support by Taylor. PASSED.**

- Taylor recommends that we make the changes and get ready to submit to the JARS.
- Martin inquired about the ability for the realtor to pick and choose which ones to sell.
- Kruse stated that we should start with the following properties:
  - 710 Second Street, 1002 S. Jackson, 304 Harwood, 916 Francis, 1604 First St. 229 W. Biddle and 1025 S. Milwaukee.
- Frounfelker inquired about 229 W. Biddle and 1025 S. Milwaukee.

**Motion by Jester**, recommends that we list 229 W. Biddle for \$4,000.00 and list 1025 S. Milwaukee for \$4,000.00, **support by Butler. PASSED.**

- Williams expressed concern about being transparent with the listing of these parcels. We should be consistent in the process.
- Discussion about the listing and the timing and how the process should work and what will be the criteria to purchase.

#### **Discussions with Spring Arbor University – School of Business and Marketing Dept.**

- Coffman reported that she has conversed with Ron Griffith about some possible opportunities for paid AND Non Paid Internships, “Client” projects, and MBA – Living Case Study.
- Coffman explained the different types of the internships.
- Frounfelker provided more information about the MBA ‘Living Case Study’.
- More information to be brought forward in the near future about these opportunities.
- Coffman suggested that this board should think about the parameters and goals that we would want for this internship.
- Discussion about the potential opportunity with this internship.
- Taylor suggested using law clerks to assist with clearing title.

#### **Board attendance**

- Coffman inquired as to how the board has progressed over the past year.
- Coffman inquired if board attendance is an issue. Discussion about whether or not this is in our by-laws.
- Coffman also inquired if we wish to change the composition of the existing board structure.
- Coffman welcomes discussion about whether or not we need to make changes to the board at this time.

**JACKSON COUNTY LAND BANK AUTHORITY**  
**MEETING MINUTES**  
**NOVEMBER 18, 2010**

- Discussion about the current structure per the intergovernmental agreement.
- Duckham expressed concern about losing one commissioner, Jeff Kruse, to allow for another “Member At Large” to allow Jeff to continue to serve.
- Suggestion to change Four commissioners to Three and to add Three Members At Large from Two Members At Large.

**Motion by Taylor**, to change the structure of the board from Four commissioners to Three and adding Two Members At Large to Three Members At Large, **support by Williams. PASSED.**

- Frounfelker believes that our size does not harm our effectiveness.
- Butler believes that we are effective and productive.
- Williams suggested that we strike the language that specifies that the Commissioner has to represent the City.
- Coffman stated that this was originally created back in 2006.
- Coffman to correct and prepare a resolution for the change in structure.
- Duckham wanted to stress the importance of attendance for board members.
- Martin pointed out that there is a referential error in the document. Need to change (b) to (f).
- Kruse thought that the attendance is addressed in the actual board of commissioner’s board applicant packet.
- Discussion about defining excused and not excused.
- The subcommittee will look in our existing documents to see if there is a reference to attendance.

**Other Business**

- Kruse inquired about putting the signs up in the vacant lots before the ground gets frozen.
- Signs will get posted on vacant lots.

Property subcommittee to meet Monday, November 22nd @ 10:00 am.

**Adjournment**

Adjourned by call of the chair at 8:54 a.m.

**Next meeting is scheduled for Thursday, December 16, 2010 @ 7:30 am, room 101 Jackson County Tower Building.**