

**JACKSON COUNTY LAND BANK AUTHORITY**  
**MEETING MINUTES**  
**NOVEMBER 20, 2014**

PRESENT: COFFMAN, KRUSE, CUNNINGHAM, TAYLOR, FROUNFELKER, DUCKHAM, MARTIN,  
RICE, SPINK  
VISITORS: RUEUL CRITES, MIKE OVERTON  
ABSENT: ALEXANDER, JESTER

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

**Public Comment:**

- None.

**Approval of Minutes:** The minutes from October 16, 2014, were emailed and presented. **Motion by Kruse**, to approve and accept the minutes from October 16, 2014, **support by Taylor, PASSED.**

- Coffman introduced new Board Member Jim Spink. Jim will be the new Township representative for our board.
- Coffman inquired about the meeting time for our regularly scheduled meetings in 2015. Discussion. Some board members were concerned about changing the time from 7:30 am to 8:00 am. Kruse mentioned that some board members have meetings set at 9:00 am on the same day as this meeting. He is concerned that we will be rushing through our meetings and may have quorum issues if the meetings run longer than one hour. He is concerned that this may hamper our effectiveness because our meetings do run longer than an hour.

**Motion by Kruse**, to keep the Land Bank meeting start time at 7: 30 am, **support by Taylor. PASSED.**

**Property Inventory Sub Committee updates:**

Karen met with Shelly (Hendrik) Kasprzycki on Monday, October 27<sup>th</sup>, 2014

- We talked about a possible partnership with the new houses that the Land Bank purchased. I provided a listing of the houses (2521 Overhill; 400 Fourth St; 200 W South St; 246 Griswold; 2529 Norwood; 14086 Curtis Rd) and what the property inventory subcommittee's assessments on what each of the properties needed for rehabilitation.
- Shelly explained the mission and guidelines of Habitat for Humanity. She also explained the process of selecting the homeowner and the expectations for the new homeowner. The selection process is based on income guidelines, they need to provide between 300 to 500 hours of sweat equity / work on the house, and the end result would be that they would have a 0% interest mortgage on a house that they own. All taxes and insurance are rolled into the house payments.
- Shelly shared that HH can provide labor as they have four work crews that work year round, in kind paint; whirlpool appliances; flooring is possible; cabinetry; siding; and insulation. They are very progressive in work supporting green and energy efficiencies.
- We talked about creating a Memorandum of Understanding to specify the partnership for these projects. Shelly also stated that she could prepare a budget for each property of costs for the rehab work with in kind product and labor, and then what the LB would be expected to provide. Shelly also stated that HH has very strong corporate support and we could seek this type of support to help supplement costs. This

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information exchange was exactly that – discovery -- no decisions have been made and there is no set format or structure that we need to follow with this partnership. We need to outline what this will look like in the MOU.

- Martin inquired that Shelly thinks that she could bring this to our partnership and projects. Coffman confirmed this could be a consideration.
- One question that we did not have an answer from Shelly yet was in regards to who retains ownership of the houses during this partnership.
- Shelly took the keys to the properties and had her crews go out and visit the properties.
- After HH visited all of the houses, she advised that HH would be interested in partnering with the LB on three properties: 2529 Norwood; 200 W South; and 2521 Overhill.

#### Subcommittee met November 12<sup>th</sup>, 2014 (Coffman, Kruse, Taylor)

- Karen shared information from the meeting with Shelly
- Subcommittee had discussion that we wish to keep ownership of the houses during the projects and we want to receive a portion of the proceeds of the sale of the house.
- Subcommittee wants to meet again with Shelly before the full board meeting on November 20<sup>th</sup>
- Subcommittee wants to inquire with board member Kate Martin to see if she can assist with the development of the MOU
- Karen will inquire of Shelly any budgetary numbers that she may have for these houses

#### **Recommendation that we enter into a partnership with Habitat for Humanity for rehabilitation of the Three houses located at 2521 Overhill, 200 W South, and 2529 Norwood, with the guidelines and expectations clearly outlined in a Memorandum of Understanding for each house.**

- Duckham inquired if the materials for the rehabilitation would be recycled. Coffman and Taylor confirmed that all products used would be new not recycled. Habitat receives donations from companies of new products.

**Motion by Cunningham**, to create a partnership with Habitat for Humanity that supports the Land Bank Authority mission; to create a Memorandum of Understanding for the three project houses located at 2521 Overhill, 200 W South, and 2529 Norwood; **support by Duckham. PASSED.**

- Discussion about the three remaining houses and creating a “TO DO” list

246 Griswold –

- ❖ Minimal repairs needed; windows need to be fixed; the furnace needs to be checked for condition. Jeff to meet with a contractor at the property to get a quote to repair
- ❖ Need to find a plumber to assess the status and condition of the plumbing system in the house
- ❖ Jeff to meet with a contractor at the property to get a quote to check the condition of the electrical system in the house

14086 Curtis Rd –

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- ◆ Clean up to interior and exterior is finished, all brush and yard cut and cleaned up, discussion about the dumpster on the property,
- ◆ Reviewed quotes to have the dead tree removed from the front of the property; subcommittee selected the low bid from Lonnie's in the amount of \$450.00 to remove and grind stump;
- ◆ Need to winterize the house – drain the pipes and water heater; looking to put on the market to sell
- Duckham inquired about winterizing the houses. All houses will be checked to make sure either the power is on or the drains are flushed.

#### 400 Fourth St –

- Jeff to meet with a contractor at the property to get a quote to repair for the furnace.
- Board approved to proceed with the bid proposal from May's Construction for replacement of the roof in the amount of \$7,159.00. Coffman contacted May's, signed the proposal and paid half of the monies due in the amount of \$3,579.50. The remaining half will be issued upon completion of the roof.
- Need to find a plumber to assess the status and condition of the plumbing system in the house
- Jeff to meet with a contractor at the property to get a quote to check the condition of the electrical system in the house

#### Other items discussed:

- ❖ Need to put together the RFP for the full service real estate to sell these houses. Karen will look back to see if we can the RFP that we previously used. Karen will also check with Marv.
- ❖ Need to secure the broken windows and door at 200 W South St
- ❖ Contact Shelly to set up meeting either Friday or Monday

#### Subcommittee met November 17<sup>th</sup>, 2014 (Coffman, Kruse, Taylor and Shelly Kasprzycki)

- ❖ LB is interested in creating a partnership for work on these three houses:
  - ❖ 2521 Overhill
  - ❖ 2529 Norwood
  - ❖ 200 W South
- ❖ Karen suggested that we do one house at a time and create a MOU specific to each project
- ❖ LB wants this partnership to be a 50-50 split for both entities; it has to be a win-win for both entities
- ❖ The appraisal will be done and that is what the price point on the house will be sold
- ❖ Martin inquired about how the 'sweat equity' component, if we could use to that to defer our LB 'costs'
- ❖ Need budgetary figures for the individual project rehabilitation. Discussion.
- ❖ In this partnership, the end result will be a home owner in a home as well as the 5 year / 50% tax capture
- ❖ LB will hold ownership till the end of the rehab, quit claim deed it to HH, then HH sell to the new homeowner

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- ❖ LB wants STRONG Marketing with our partnership; LB wants proper signage and recognition

**2521 Overhill**

- ❖ Shelly stated that the roof needs to be done on the house only. Her crews (labor) DO NOT replace roofs.
- ❖ The LB should go ahead and review the three quotes for roof replacement, make a selection and proceed to have the roof replaced.
- ❖ Billy White                    \$5,700
- ❖ May's Construction       \$6,134
- ❖ Tyler's Construction     \$7,095

**Recommendation that we accept the low bid of \$5,700 from Billy White Roofing for roof replacement at 2521 Overhill.**

**Motion by Duckham**, to accept the bid proposal from Billy White Roofing in the amount of \$5,700, for roof replacement at 2521 Overhill; to include proper soffit venting; if additional costs are required to accommodate this there is a not to exceed \$6,000 in expenses, **support by Taylor. PASSED.**

- ❖ Spink reported that any approval needed for work by Tyler construction he would abstain from voting. Coffman thanked Spink for disclosing this conflict of interest.
  - ❖ Discussion about the details of the bid proposal.
  - ❖ Martin inquired if we could possibly realize savings on materials since this will eventually be a Habit for Humanity house. Coffman will inquire with Billy White Roofing.
- Bid for tree removal was approved and let after last month's meeting and was completed by Daugherty 11-18-2014. Invoice was submitted in the amount of \$600.00 to be paid.

**400 Fourth St**

- ❖ Electricity and gas will be turned on Friday, November 21<sup>st</sup>
- ❖ Obtained quote for repair of the furnace and hot water heater from Hurst Heating and Cooling for \$1,450.00. Coffman signed proposal and requested payment to be processed.

**246 Griswold**

- ❖ Obtained quote for repair of the furnace and hot water heater from Hurst Heating and Cooling for \$1,250.00. Coffman signed proposal and requested payment to be processed.

**Other Business**

- ❖ Kruse inquired about the houses and lots that have not gone through the quiet title process.
- ❖ Taylor responded that we were looking into getting a tax certificate through First American Title. Discussion.
- ❖ Need to quiet the title on 14086 Curtis Rd, 2529 Norwood, 2521 Overhill, 200 W South St and 246 Griswold. Need to ask Shelly at HH if this is a requirement.
- ❖ Taylor reported that we could also ask for a title commitment if needed.
- ❖ Duckham inquired if we still have the side lot disposition program.

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- ❖ Coffman updated Shelly from Habitat the other tools that we have available in the Land Bank -- land assembly and holding / banking of properties and potential for Brownfield development. Coffman shared that Shelly has some longer term ideas and these tools might be useful.
- ❖ Duckham inquired about the news that the City of Jackson was applying for grant monies.
- ❖ Taylor confirmed this and also stated that the City would like to make an offer to the Land Bank board to purchase 200 W South St for \$10,000 and 246 Griswold for \$10,000.
- ❖ We purchased 200 W South for \$5,250 and 246 Griswold for \$3,000 and are in the process of making improvements.
- ❖ The grant that the City of Jackson is applying for is for demolition of properties and blight. These two houses would be demolished as part of this program.
- ❖ Discussion.
- ❖ 200 W South St was one of the properties that we intended to partner with Habitat.
- ❖ Spink asked what the City would do with the vacant lots after demolition.
- ❖ Taylor responded that the goal is to hold for future development.
- ❖ Rice asked if we were to sell the house to the City could Habitat come in and build a new house.
- ❖ Duckham concerned about winterizing the houses to protect our investment.
- ❖ Coffman will make sure that all the houses are winterized.
- ❖ The furnace is running at 246 Griswold.
- ❖ Kruse inquired if these houses now on the radar to be condemned. Taylor and Frounfelker believe that they are not on the City's list or radar for condemnation.
- ❖ Kruse asked if we could get some real estate comps on these properties from Marv.
- ❖ Coffman asked when the City would like an answer from the Land Bank. Taylor stated that by or at next month's meeting would be sufficient.
- ❖ Martin asked if she needed to draft a Memorandum of Understanding for 2521 Overhill.

**Adjournment**

Adjourn by the call of the chair at 8:31 a.m.

**Next meeting is scheduled for Thursday, December 18, 2014 @ 7:30 am, room 101 Jackson County Tower Building.**