

JACKSON COUNTY LAND BANK AUTHORITY
MEETING MINUTES
FEBRUARY 17, 2011

PRESENT: COFFMAN, RICE, MARTIN, JESTER, CUNNINGHAM, DUCKHAM, TAYLOR,
WILLIAMS

VISITORS: Jeff Kruse, Julie Alexander, George Copp, Adam Brown

ABSENT: FROUNFELKER, BUTLER

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

Public Comment: None.

Approval of Minutes The minutes from January 20, 2011 were emailed and presented. **Motion by Williams,** to accept the minutes from January 20, 2011 as presented, **seconded by Jester, PASSED.**

Quiet Title date – Tuesday, April 26, 2011 Judge Schmucker

- This includes the 17 properties that were most recently acquired

Report to Standing Committee Personnel & Finance

- Coffman provided a status update on Monday, February 7th for the last six months from August 2010 to February 2011 as well as goals for 2011.

Financials as of 01-31-2011 – four months ended

- Pending transactions
 - demo cost \$6959.00 for 800 South Mechanic;
 - Sold side lot on Damon 6-1603 for \$225
 - cost for realtor contract;
 - revenue from sales of Edgewood \$12,500 (to be sold after April 26th)
 - revenue from sales of Leroy \$12,000 (to be sold after April 26th)
 - legal fees for quiet title
- Cash on hand is \$29,538.85
- Discussion about the taxes on the properties when purchased.
- Discussion about how we have acquired property in the past.

Motion by Jester, to accept the financials for four months ended as of 1-31-2011 as presented, **support by Taylor. PASSED.**

Spring Arbor University – School of Business and Marketing Dept.

- Coffman met with Ron Griffith and Bev Nemechek this past week to discuss the Marketing Client program.
- Coffman provided a handout about the different type of opportunities.
- Coffman shared the conversation with the board. This is a very exciting opportunity for the land bank.

Listing contract with Copp & Co.

- Coffman introduced George Copp from Copp & Co.
- Mr. Copp talked about the Master Listing and then there are individual addendums for each property to be listed

JACKSON COUNTY LAND BANK AUTHORITY
MEETING MINUTES
FEBRUARY 17, 2011

- \$225 flat fee per listing; 4% to buyers agent or \$750.00; a limited services agreement; discussion about the process for receiving and processing offers as they come in; original list prices set by the board will remain the same; leaving the Land Bank sign in the yard as well as the realtor sign.
- These 7 houses are ready to be put on the market with the realtor:
 - 710 Second St.- \$14,900
 - 1604 First St. \$12,900
 - 229 W. Biddle - \$4,000
 - 1002 S. Jackson - \$5,900
 - 304 Harwood - \$9,900
 - 916 Francis - \$4,000
 - 1025 S. Milwaukee - \$4,000
- Discussion about how we will handle the offers. Funnel offers through the property inventory subcommittee contingent for full board approval at next meeting.
- Williams suggested that we could set a threshold for pre approval of offers while in between land bank meetings.
- Coffman summarized the discussion of several points:
 - The board will allow the subcommittee to accept and handle all offers contingent upon full board approval
 - Marv to act as a representative agent to sign on these offers on behalf of the board
 - Setting parameters or a range of ‘acceptable’ offers

Motion by Cunningham, to authorize Marv Jester as the acting agent and representative to funnel any and all offers through the property sub committee, on the current seven property offers with graduated discretionary negotiating power utilizing this range [0-\$10,000 @ 50%; \$10,000 - \$50,000 @ 30%; \$50,000 - \$100,000 @ 10% ; \$100,000 + @ 5%], **support by Rice. PASSED.**

Motion by Martin, to consider an offer ‘pre approved’, if it meets through negotiation the aforementioned parameters and range, then we can close on the sale with the understanding it is approved by the full board, **support by Williams. PASSED.**

- Jester inquired if all of the seven properties have had the title quieted.
- Coffman confirmed that they have been through the process.
- Jester stated that typically at closing in real estate transactions, the seller provides \$250 for title insurance.

Motion by Taylor, any property sold under \$8,000 the land bank will not offer to buy title insurance. No support. Discussion ensued. **Motion by Taylor WITHDRAWN.**

Motion by Rice, to agree to buy title insurance for \$250 for selling properties, **support by Cunningham.** Discussion on the motion. **Motion by Rice WITHDRAWN.**

Motion by Rice, to agree to buy title insurance for \$250 for properties that we sell for consideration to be negotiated and at the discretion of the subcommittee, **support by Cunningham. PASSED.**

JACKSON COUNTY LAND BANK AUTHORITY
MEETING MINUTES
FEBRUARY 17, 2011

- Jester inquired about the possible conflict of interest as the acting agent for the Land Bank. Discussion. Jester will disclose and forward to Taylor.

Update from Supervisors meeting – Jon Williams and Denise Butler

- Williams updated the conversation at the last township supervisors meeting.
- All conversations are good with the townships as to what the land banks mission is and how it impacts them.
- Rice inquired if where we know what the City thinks about how the land bank operates.

Land Contract for 402 Douglas

- Coffman forwarded the land contract to the board as prepared by Kevin Thomson.
- Taylor does not like the language presented in the document. It reads more like a rental agreement.
- Taylor will forward a good example of a land contract form.
- Jester volunteered to assist Taylor.

Other Business

- Williams inquired about the status of 345 West Morrell. This is slated for demolition.
- Duckham would like to create and present an attendance policy for the board.

Adjournment

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

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