

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

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

VISITORS: Randy Treacher

ABSENT: CUNNINGHAM, FROUNFELKER

Meeting called to order by Coffman at 7:30 a.m.

Public Comment: None.

**Approval of the Minutes** The minutes dated January 21, 2010 were emailed and presented. **Motion by Kruse**, to accept the minutes from January 21, 2010 as presented, **seconded by Butler, PASSED.**

**Welcome New Board Member – Jon Williams**

- Commissioner Jon Williams was appointed as new board member at 02/16/2010 Board meeting (Term to 10/2012)
- Williams represents the 9<sup>th</sup> District
- Introductions of the full board

**Financial Statement as of January 31, 2010**

- Coffman updated the board as to the financial status. This authority fiscal year ends on September 30<sup>th</sup>.
- Coffman intends to provide financials on a consistent basis to the board.
- Taylor inquired about the property on 1407 Cooper. Coffman stated that this sold prior to September 30<sup>th</sup>.

**Motion by Taylor**, to accept the financial statement as of January 31, 2010 as presented, **support by Kruse. PASSED.**

**Letter from Administrators office in response to property acquisition**

- Coffman updated the board of the correspondence.

**Land Bank report to the Standing Committee on February 8, 2010**

- Our authority reports to the Personnel & Finance Standing Committee in February and in August (bi-annual)
- Coffman stated that this was a six month snapshot of the land bank.
- Duckham inquired about the demolition of the structures using NSP funds. Coffman confirmed that these have all been demolished as of 12/31/2009.

**Property Subcommittee update**

- Met on January 28<sup>th</sup>
- Properties that have garages on the lots not demolished:
  - 2-1508 710 Lansing
  - 4-1531 156 Randolph
  - 5-1559 122 W Mansion
  - Sub committee felt that this would not be a hindrance in marketing these properties in the future; in fact, it may make these properties more appealing with the garage.

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- 904 Orchard Place has had quieted title - Liber 1928 and Page 1065 (09-18-2009)
- Discussion with Kevin Thomson about quieting title for land bank properties.
- Butler inquired if we have put the cost of the quieting title back to the parcel. Coffman advised that we have not done that in the past, but we have to talk about doing this in the future.
- Duckham inquired about the cost per parcel from Lamont Title. This will be a significant savings.
- Committee recommendation to accept the proposal by City for transfer of 1604 First Street (3-2394)
- Letter to the City to accept and to propose completing quiet title process within the next four months. Quit Claim deed will be needed prior to quieting title.
- Plan is to transfer ownership via quit claim deeds; begin quiet title process; make contact with potential side lot owners (personal contact then letters); purchase signs to place on properties
- Williams asked if we have had any inquiries about available properties from the land bank.
- Next meeting scheduled Friday, February 26<sup>th</sup> @ 10:00 am to tour the four houses and any of the other existing structures in our inventory.

#### Quiet Title

- Quote from Kevin Thomson for the batch of 49 parcels. This includes the 39 parcels newly transferred, the 9 parcels in the current inventory that has not had quiet title done, and also to include 1604 First Street.
- Thomson will bill \$195 hourly rate with a not to exceed \$4,500. This roughly calculates out to \$90 a parcel.
- This is a loosely crafted quote. It is open to revision based on the necessary work and filings with the court.
- Coffman has agreed to handle posting of notices on the parcels to keep costs down.
- Jester inquired about what is involved in posting of the properties. Coffman stated that is all about due diligence and making sure that all interested parties are notified of any pending action.
- Martin inquired as to the timeline for 1604 First and if we need to handle this parcel separately.
- Duckham inquired about the NSP money for 1604 First. The City is doing all of the rehabilitation of the property and the marketing and selling of the property.
- Coffman reminded the board that this parcel is coming from the City at no cost to the land bank.

**Motion by Jester**, to accept the quote for Kevin Thomson for quieting title as presented, not to exceed \$4,500, support by Williams. **PASSED.**

#### Genesee Institute – Technical Assistance

- Coffman is working on scheduling a goal setting and strategic planning session for the board in March.
- Coffman will update board as to the date.

#### Other Business

- Kruse inquired about the website status. Coffman is working with IT on this and we hope to be able to roll out the website by the end of this month.
- Duckham inquired as to whether or not we will be putting up signs on the properties.
- Mahoney inquired if we will be doing the side lot contacts again.
- Coffman inquired of Jester and the board if anyone knows about signs for marketing the properties. The board offered several suggestions from local businesses. Discussion of what type of signage to use.

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- Coffman to obtain quotes from businesses on corrugated plastic signs.
- Next meeting will be Thursday, March 18<sup>th</sup> 2010 @ 7:30 am.

**Adjournment**

**Next meeting is scheduled for Thursday, March 18, 2010 @ 7:30 am, room 101 Jackson County Tower Building.**