

JACKSON COUNTY LAND BANK AUTHORITY

MEETING MINUTES

MARCH 15, 2012

PRESENT: COFFMAN, JESTER, RICE, KRUSE, DUCKHAM, TAYLOR, WILLIAMS, MARTIN, CUNNINGHAM
 VISITORS: MIKE OVERTON, PATRICK BURTCH, MIKE WAY
 ABSENT: BUTLER, FROUNFELKER

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

Public Comment:

- None.

Approval of Minutes The minutes from February 16, 2012 were emailed and presented. **Motion by Kruse**, to approve and accept the minutes from February 16, 2012 as presented, **seconded by Rice, PASSED.**

Financials as of February 29, 2012 – Five months ended

- Coffman emailed and presented the financials as of 02-29-12.
- Cash on hand \$115,779.93.

Motion by Jester, to accept the financials for 02-29-2012, as presented, **support by Duckham. PASSED.**

Property Inventory Sub Committee updates

- Subcommittee met on Wednesday, March 7, 2012 (Coffman, Kruse, Taylor, Jester)
- **RFQ for removal of trailers and structures on parcels in Dorrell trailer park in Leoni Township:**
 8712 Koko Lane; 3552 Gaylord; 3560 Gaylord; 3573 Gaylord. Ad ran on Sunday, February 12, 2012.
 Bids accepted till 02/29/2012, bids to be awarded on March 15th, 2012.

	8712 Koko Lane	3560 Gaylord	3573 Gaylord	3552 Gaylord	
Concord Excavating & Grading, Inc. P.O. Box 250 Concord MI 49237	4,650.00	5,500.00	3,600.00	1,750.00	\$ 15,500.00
Greg Warblow / Warblow Excavating 11845 Sutfin Road Clark Lake MI 48234	5,022.00	3,570.00	3,475.00	1,950.00	\$ 14,017.00
Dullock Excavating, LLC Dan Dullock 1514 S Sandstone Road Jackson MI 49201	6,350.00	4,050.00	3,950.00	1,800.00	\$ 16,150.00
Lester Brothers Excavation, Inc. 5405 E Michigan Avenue Jackson MI 49201	6,249.00	4,990.00	2,999.00	2,430.00	\$ 16,668.00

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Jule Swartz & Sons Excavating 7855 Dixon Road Jackson MI 49201	8,900.00	6,900.00	8,900.00	2,900.00	\$ 27,600.00
Bailey Sand & Gravel, Co. Doug Miller 6505 W Michigan Avenue Jackson MI 49201	5,200.00	2,800.00	2,800.00	1,500.00	\$ 12,300.00
Dunigan Brothers, Inc. Patrick Dunigan 911 E South Street Jackson MI 49203	5,800.00	4,500.00	4,500.00	1,800.00	\$ 16,600.00

RECOMMENDATION by the property inventory subcommittee: To accept the proposed bids for all four (4) properties totaling \$12,300 from Bailey’s Sand & Gravel, Co. located at 6505 W Michigan Avenue Jackson MI 49201

- Coffman stated that the subcommittee opened the bids, discussed that all seven bids were from businesses within the Jackson area, and that the subcommittee recommends to the lowest bidder.
- Duckham inquired about whether or not the bids included costs to abate the wells on these properties.
- Coffman read the bid application and indicated that well abatement was not a required specification in the bid.
- Discussion.
- Williams inquired about whether or not the bids addressed any environmental concerns.
- Coffman indicated that environmental concerns were not a required specification in the bid.
- Kruse recommended that we contact Bailey to determine whether or not their bid included well abatement.
- Discussion about what to do with the bids that we have. Board would like all the bidders to be contacted regarding whether or not their bids included well abatement.
- Duckham recommended that we call the health department to advise them that these four parcels will have demolition done (wells abandoned).

Motion by Jester, to receive the seven qualified bids for the demolition of the four parcels in Leoni Township, and award the bid to the lowest bidder for all four properties, for the total amount of \$12,300.00 to Bailey Sand & Gravel, Co. as recommended by the property inventory subcommittee, subject to the clarification of well abatement, **support by Cunningham. PASSED.**

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RFQ / RFP for real estate services. Marv informed Melissa Tee of Jackson Area Realtors on Tuesday, February 7th that the land bank is requesting an RFQ for full real estate services for a one year contract with the possibility of 2 one year extensions. Bids accepted till 02/29/2012, bids to be awarded on March 15th, 2012.

	Commission / Contingency	Split	Minimum per side transaction
Gena Foster Chace Properties 500 W Michigan Avenue Jackson MI 49201	5%	50/50	\$750 per side total of \$1500
Ben Latocki & Amy Gilpin Production Realty 1201 Greenwood Avenue Jackson MI 49203	6%	50/50 except \$750	< \$10,000 - \$1250 > \$10,000 - \$1,750
George Copp & Sue Firth Copp & Co. 809 W Ganson Jackson MI 49202	FLAT FEE of \$1,250 OR 5% of sales price whichever is higher	50/50	\$625 per side total of \$1,250
John Rockey EXIT Realty 1407 Clinton Rd Jackson MI 49202	6%	50/50	\$1,000 per side total of \$2,000
Robin Ellis Century 21 Lefere 2900 Spring Arbor Rd Jackson MI 49203	6%	50/50	\$750 per side total of \$1,500

RECOMMENDATION by the property inventory subcommittee: *To accept the proposed bid from Copp & Co. as bid, for a one year full real estate contract with the option of an additional two one year terms; with a minimum of six (6) pictures of a listing provided on the MLS; to include a CMA; to provide a NET SHEET for each transaction.*

Motion by Jester, to receive the five qualified bids for full real estate services, and to accept the proposed bid from Copp & Co. as bid, for a one year full real estate contract with the option of an additional two one year terms; with a minimum of six (6) pictures of a listing provided on the MLS; to include a CMA; to provide a NET SHEET for each transaction, as recommended by the property inventory subcommittee, **support by Duckham. PASSED.**

- Coffman stated that the subcommittee opened and reviewed a total of nine bids and applicants; however, four of the nine were simply resumes and did not include pricing as requested per the bid specifications.
- Martin inquired about the difference between the last contract with limited services to this new proposed contract for full real estate services.

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- Jester confirmed that we also met with Copp & Co. and discussed all of the concerns/issues from the last contract.

Pending offer for 1231 Greenwood and 1227 Greenwood

- Coffman updated the board the activity of the bid on these properties.
- OPTION A -- We gave the potential buyer two options to either accept the cash offer of \$10,000 for both parcels, with the agreement that the properties will be transferred by quit claim deed, and that buyer will obtain title insurance, home owner occupied, to close after April 30th to allow time for quiet title on 1227 Greenwood.

OR

OPTION B -- Land Contract for both parcels, selling price for both to be \$13,000; required \$5,000 down; 6% interest, home owner occupied, payments to Treasurers office to include ½ to principal and ½ to taxes and insurance.

Buyer accepted OPTION A

- Coffman reminded the board that 1227 Greenwood is going through the quiet title process and will not be ready for sale until on or after April 30th.
- Question as to whether or not to close this sale with a title company or if we can do it on our own.
- Discussion on owner occupied requirement.

RECOMMENDATION by the property inventory subcommittee: To accept the cash offer of \$10,000 and the agreed upon terms for the sale of 1231 Greenwood and 1227 Greenwood.

Motion by Rice, to accept the offer of \$10,000.00 for the purchase of 1227 Greenwood and 1231 Greenwood, with the agreement that the properties will be transferred by quit claim deed, and that buyer will obtain title insurance, home owner occupied, to close on or after April 30th to allow time for quiet title on 1227 Greenwood, as recommended by the property inventory subcommittee, **support by Cunningham. PASSED.**

- Duckham inquired about the status of our current land contract agreement.

Intergovernmental Agreement with the City and the County of Jackson

- City presented to BOC on March 9th Study Session
- County is waiting for Legal review

Other Business

- Burtch informed the board that the City Assessor has found several LLC's that are buying up properties and are currently being investigated. Burtch will provide the information to Coffman. Taylor explained what these 'companies' are doing in the City.

Adjournment

Adjourn at 8:22 a.m. by the call of chair.

Next meeting is scheduled for Thursday, May 17, 2012 @ 7:30 am, room 101 Jackson County Tower Building.