

JACKSON COUNTY LAND BANK AUTHORITY
MEETING MINUTES
APRIL 15, 2010

PRESENT: COFFMAN, JESTER, KRUSE, MARTIN, WILLIAMS, BUTLER, DUCKHAM,
CUNNINGHAM

VISITORS: Randy Treacher

ABSENT: MAHONEY, TAYLOR, FROUNFELKER

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

Public Comment: None.

Approval of the Minutes The minutes dated March 18, 2010, were emailed and presented. **Motion by Jester**, to accept the minutes from March 18, 2010 as presented, **seconded by Kruse, PASSED.**

Strategic Planning Sessions

- Review of work sessions from March 15th and March 29th
- 11 handouts and attachments/documents provided by Center for Community Progress

- Review of sample Mission Statements

Motion by Butler, to accept the #2 Mission Statement: *“The Jackson County Land Bank Authority’s mission is to partner with the community, developers and localities in a transparent manner to revitalize neighborhoods, increase property values and stabilize the real estate market through strategic property acquisition, disposition, land use, management and redevelopment.”*, **supported by Cunningham.**

- Discussion about adding some additional language from one of the other sample mission statements.

Motion by Kruse, for a friendly amendment to the original motion to add *“localities in a transparent manner”*, **support by Duckham. PASSED.**

- Discussion about the Strategic Planning Goals and Recommendations (Short Term 18 months) Goals as prepared by Center for Community Progress.
- Concerns about meeting stated timelines.

Motion by Kruse, to accept these goals and strategies, as stated and strive to accomplish these timelines as presented, **support by Cunningham. PASSED.**

- Discussion. Martin suggested that we adopt these goals and then at the next meeting look to create an action plan. Coffman to do action plan with the timelines.
- Review and discussion of policies, procedures, and priorities. Need to get finalized document from Michael, Amy, and Courtney from Center for Community Progress.
- Review of flow charts: Acquisition by Tax Foreclosure; Disposition of Land Bank Property; Acquisition by Donation or Purchase.
- Review of Acquisition by Donation or Purchase flow chart.
 - Discussion.
 - Question about quiet title and whether or not we should incur the cost to do this.

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- Duckham suggested that we need to add language to address and ‘what the plan for use’ under the “Subcommittee makes recommendation to Board of Directors on whether or not to acquire property” box.
- Discussion that the subcommittee should make the recommendation and address those concerns on a parcel by parcel basis.

Motion by Jester, to adopt the flow chart process and procedure for Acquisition by Donation or Purchase, with stated amendments to include the intended use of the property, **support by Cunningham. PASSED.**

- Review of Disposition of Land Bank Property flow chart.
 - Discussion of “High Value Property” – to omit the word “High”
 - Discussion of 10 % down payment. Discussion of omitting a specific amount in this process. **Jester believes that we should add “will require a MINIMUM 10% down”.**
 - **Duckham suggested under the Side Lot properties, remove “Once a year” in the second box.**
 - **Kruse inquired about what happens if no interest party that fits into the side lot it should move into the next category of properties, “Property not to be considered a side lot and of lower value”.**
 - Jester inquired about the real estate law licensing regarding if you sell more than a certain amount within a year that you need a certain type of license. Ask Amy Hovey about this potential issue.
 - Williams inquired about the demolition permitting fees. Should we entertain a memorandum of understanding with the City to be exempt from these fees?

Motion by Jester, to adopt the flow chart process and procedure for Disposition of Land Bank Property, with stated amendments to include the intended use of the property, **support by Martin. PASSED.**

- Review of Acquisition by Tax Foreclosure flow chart.
 - **Martin inquired that we should add inquiring with the local entities and non-profits to this discussion. Add “local government entities” to the third box.**
 - **Martin inquired how we decide which properties to buy for minimum bid or let go to auction. Add “The subcommittee takes the recommendations from the local government entities, non-profits, and the land bank property subcommittee to make the recommendations to determine which properties to buy for minimum bid and which to bundle”**

Motion by Martin, to adopt the flow chart process and procedure for Acquisition by Tax Foreclosure, with stated amendments to include the intended use of the property, **support by Jester. PASSED.**

- Coffman handed out remaining information on March 29th. We will have to review at another meeting.
- Other Business
 - Next meeting Thursday, May 20th, may need to cancel or reschedule

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- Land Bank Conference – June 6th, 7th and 8th in Lansing
 - Conference information presented
 - Need Board approval to pay for registration for conference. The conference fee per person is \$125.00.
 - Martin, Jester, Coffman, and Mahoney wish to attend the conference.

Motion by Jester, to pay for the registration fee of \$125.00 for the Land Bank conference in Lansing for any board member that is interested in attending, **support by Kruse. PASSED.**

Adjournment

Motion by Duckham, to adjourn, **support by Williams.**

Next meeting is scheduled for Thursday, May 27, 2010 @ 7:30 am, room 101 Jackson County Tower Building.