

JACKSON COUNTY LAND BANK AUTHORITY

MEETING MINUTES

JUNE 19, 2014

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

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

Public Comment:

- Reuel Crites suggested that the Land Bank look at the vacant lots from this new foreclosure cycle in the City of Jackson and to consider acquiring and combining with existing Land Bank parcels.
- 1409 Chapin and 1019 Williams are the newly foreclosed parcels; these could be combined with Land Bank vacant lots on Chapin and Williams
- Coffman advised that we will have the property inventory subcommittee for possible acquisition of these vacant lots for Land assembly.

Approval of Minutes The minutes from May 15, 2014 were emailed and presented. **Motion by Brittan**, to approve and accept the minutes from May 15, 2014, with noted corrections as discussed, **support by Rice**, **PASSED.**

Property Inventory Sub Committee updates

- We met on Tuesday, June 3rd to visit, inspect, and conduct an assessment of the thirteen potential properties to acquire from the 2014 Foreclosure cycle.
- After we completed the visits and inspections, the subcommittee selected 7 of the 13 potential properties to recommend for acquisition.
- Karen prepared the necessary paperwork to present to the Board of Commissioners. Karen contacted County Administration to confirm whether or not the Land Bank request would be added as an agenda item to the Board of Commission work session is Friday, June 6th @ 7:30am. This was not added to the agenda as the agenda was already full.
- Karen sent the proposal and request to all County Commissioners, County Administration and the full Land Bank Authority board via email prior to the June 9th meeting (June 5th). The proposal is attached.
- Karen presented the proposal and request to the BOC Personnel & Finance standing committee meeting on Monday, June 9th @ 12:00 pm. She answered all commissioners' questions regarding the memo. The committee voted unanimously to approve to move to the full board for vote.
- At the full Board of Commissioners meeting on Tuesday, June 17th, the board approved the proposal and request.

Next steps:

- Karen will have quit claim deeds prepared to transfer ownership to the Land Bank;
- The transfer of monies (\$30,550) will be made to reflect the cost of acquisition;
- Quiet Title needs to be done;
- Subcommittee needs to meet and create a detailed plan for each house
- Martin asked if these more detailed assessments could be used as an RFP for the work on these houses.
- Discussion of the process. Ownership first, quieting title second and then rehab if any next.
- Jester asked if we want to spend monies on these properties before we quiet title.
- Kruse stated that we need to winterize the houses before winter.

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- Coffman reminded the board that we really only have 5 houses and 2 trailers that we have talked about removing from the land. Well remediation will need to be done also.
- Discussion about well remediation and the well capping program that was out there several years ago.
- Martin asked about the title process and that we had a bundle go through the process to save on the costs.
- Coffman reminded the board that we have quieted title on all properties that we own except 107 Moore and the vacant lot on 513 Fourth Street that we recently acquired property from Wells Fargo.

Wells Fargo – National Community Stabilization Trust Donation Program

- Received inquiries for 400 Fourth Street which has a house on it; directly across the street from the foreclosed property that we were considering;
- Received inquiries for 902 Francis Street which is a vacant lot; on the corner of Morrell and Francis Street
- I inquired if there was a cash contribution attached with either of these properties
- At this time, that is not the case;
- I declined to accept the donations but advised that if there is a point where a cash contribution may be involved with these properties that the land bank would consider accepting the donation.
- This does not mean that we have closed the door to future possibilities for future properties.
- Martin inquired who do they offer these properties to. Coffman explained that it is similar to HUD and their process.
- The communications are becoming more frequent and this may be a new channel for us to acquire properties in the future.

Community Action Agency & Habitat for Humanity

- Received inquiry from Shelly Hendrick about a property in Summit Township – 502 Hague. This is a tax foreclosure. They wish to acquire the property, demolish the burned out condemned house, and rebuild a new Habitat House on the property.
- The only way to make this partnership work is if the Land Bank agrees to own the property
- Still in planning stages. CAA needs to determine whether or not they can pay for the acquisition or not. The value of the house needs to be under \$25,000 if it is more than this then they need to have an appraiser look at the property.
- This will need to go through the same process that we just did to acquire the 7 properties and needs Board of Commissioners approval. The timeline for July meeting is:
 - Submission by July 3rd
 - Study session July 11th
 - Personnel & Finance July 14th
 - Board Meeting July 22nd
- Martin asked what our role would be in this project. Coffman reported that it would be similar to the 404 E Golf project.
- Martin asked if we can accomplish the necessary steps to fit within the time guidelines. Coffman believed that we could.

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- Alexander asked about the tax foreclosure auction on August 6th and publishing this parcel for sale. Coffman stated that she has withheld this parcel from the auction at this time with the intent that this project could happen. If the project does not proceed forward, then this parcel can be added back into the listing of parcels for the auction.
- Discussion about this project and the partnership between the three agencies: the County Land Bank, Community Action Agency and Habitat for Humanity.
- Kruse asked if we will be asked to quiet title for this project. It has not been discussed as of yet. That detail has not been discussed yet.
- Kruse asked why these agencies want to acquire the property before the first auction; why not wait till the second foreclosure auction.
- Martin stated that the issue might be around the requirements for utilizing NSP.
- It is a collaborative partnership that satisfies the missions of all of these agencies.
- Rice stated that the first thing that needs to be done on this parcel is a survey of the boundary lines. Both neighbors are interested in purchasing this property. Discussion about the impacts of this project in that neighborhood.
- Coffman stated that Toby Berry may need to do an appraisal if the house is valued more than \$25,000 per NSP guidelines.
- Coffman will communicate this situation with CAA and HH as a potential concern.
- Rice wants to make sure that the lot is buildable and big enough to put up a new house/structure.
- More information needs to gathered before board members are willing to vote to support this partnership project.

Motion by Cunningham, to table taking action on this potential project involving Community Action Agency and Habitat for Humanity of 502 Hague in Summit Township until such time more information sharing can take place, until the next Land Bank meeting July 17th, **support by Brittan. PASSED.**

- Discussion of the motion.
- Coffman will share this information with CAA and HH and share the outcome with the entire board.

Other Business

- Discussion about tax foreclosure auctions.

Adjournment

Adjourn by the call of the chair at 8:33 a.m.

Next meeting is scheduled for Thursday, July 17, 2014 @ 7:30 am, room 101 Jackson County Tower Building.