

**JACKSON COUNTY LAND BANK AUTHORITY**  
**MEETING MINUTES**  
**JULY 21, 2011**

PRESENT: COFFMAN, RICE, MARTIN, KRUSE, JESTER, DUCKHAM, TAYLOR, WILLIAMS,  
BUTLER  
VISITORS: Patrick Burtch  
ABSENT: FROUNFELKER, CUNNINGHAM

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

**Public Comment:** None.

**Approval of Minutes** The minutes from June 16<sup>th</sup>, were emailed and presented. **Motion by Duckham**, to accept the minutes from June 16<sup>th</sup>, as presented, **seconded by Kruse, PASSED.**

**Financials as of June 30, 2011**

- Coffman presented the financials as of 06-30-2011.
- Cash on hand \$120,341.43.
- Year to date profit of \$12,704.50.
- The most recent sales and closings are not reflected on this statement.
- Properties have been returned back to the tax roll.
- Coffman reported that land bank owned properties have a value of zero, which means that when we sell and transfer these properties, the new owner will not receive a tax statement for the year in which they purchased it.

**Motion by Taylor**, to accept the financials for nine months ended as of 06-30-2011 as presented, **support by Martin. PASSED.**

**Closings for June – 708 Kennedy, 200 Elizabeth, 1604 First**

- Coffman updated the board of the most recent closings and sales.
- Spreadsheet passed out and discussion.
- 708 Kennedy; sold to home owner; LB acquired for \$4,350; profit of \$8,500 after closing
- 200 Elizabeth; sold to non-homeowner; LB acquired for \$15,000; profit of \$4,802.08 after closing
- 1604 First; sold to home owner; LB did not incur costs to purchase, City gifted to LB; profit of \$4,289.70 after closing.
- Discussion about these three houses and how the land bank acquired.

**Application submitted for AmeriCorps 2011-2012 to partner w/ CAA – June 21<sup>st</sup>**

- Coffman updated the board that the opportunity came around again for us to partner with Community Action Agency to apply for the AmeriCorps volunteer for the upcoming year.
- The application was due June 21<sup>st</sup>.
- This will be the third time that we have applied for this volunteer.

**Report to Personnel & Finance -- August 15<sup>th</sup>**

- Coffman reported that we are required to report out to the Board of Commissioners twice a year.
- This report is due August 15<sup>th</sup> at the Personnel & Finance Standing Committee.

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- Coffman presented a draft document with highlights.
- Discussion about what and how we should present the past six month activity and successes of the land bank.
- Williams suggested that we breakdown how many parcels and houses are in the townships and commissioners districts.
- Discussion about the language and semantics of home owner – investment – non-owner occupied.
- Patrick Burtch stated that the City is taking the stance to strongly discourage non owner occupied within the City.
- Discussion about the NSP3 program that is out there in our near future.
- Coffman asked for board input.
- Duckham inquired about World Changers. Rice shared his experience with World Changers. Discussion.
- Williams suggested about creating a program for City and County sharing of services for lawn maintenance. Or creating another option to deal with this issue. Burtch commented that the issue is union.
- Burtch commented that the City has approximately \$667,000 dollars in one of their programs to rehab houses, partner with the land bank to hold, do the rehab, and then transfer to low income to meet the guidelines of their program. Burtch to check into the restrictions.
- Kruse recommended that we mention the Land bank website to the board.
- Burtch and Coffman talked about the ongoing meetings to come up with a plan to remove the blight of about 50 or so properties in the City.
- Discussion about the land bank owned properties in the City.
  - There are only four: 1231 Greenwood (listed for sale); 345 W Morrell (slated for demolition); 904 Orchard (City is to sell); 1520 Newton (listed for sale).
- Williams inquired about the going rate for demolition of a house in the City. Burtch replied approximately \$7,000- \$10,000 a house.
- Coffman inquired if we should provide goals on the report.

#### **Updated listing of current properties -- 64 parcels total**

- Coffman provided the spreadsheet.
- Minimal changes.
- At our highest inventory we had 107 parcels.
- Jester recommended that we consider dropping the price on 111 First Street in the Village of Concord.
- Coffman stated that we dropped the price at the last meeting from \$19,900 to \$17,900. Discussion.

**Motion by Jester**, to reduce the list price of 111 First Street in the Village of Concord from \$17,900 to \$15,900, **support by Taylor. Yeas - Coffman, Duckham, Williams, Rice, Butler, Taylor, Martin, Jester. Nays – Kruse. PASSED.**

- Jester recommended that we consider dropping the price on 2674 Bartlett in Henrietta Township.
- Coffman stated that we dropped the price at the last meeting from \$32,900 to \$29,900. Discussion.

**Motion by Jester**, to reduce the list price of 2674 Bartlett in Henrietta Township, from \$29,900 to \$26,900, **support by Butler. PASSED.**

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- Kruse inquired about moving the side lots that we have in the inventory.
- Coffman suggested that we should look to work with the City about trying to create a more plan for those side lots.
- Burtch interjected that it is really difficult to guesstimate the holding costs for these side lots and the maintenance to keep them on the books.
- Discussion about the pending legislation to address the 5 year 50 percent capture and the side lot issue.

#### **Property Inventory Subcommittee update**

- Coffman handed out the summary of the most recent meetings that the sub committee held.
- Coffman reported that the sub committee met and began by selecting parcels from the 2011 foreclosure listing that looked to be of interest. From that point, there were about 45 parcels that Jeff Kruse went out and physically visited, viewed and did an assessment and pictures for each property.
- Jeff took close to 500 pictures from all of the visits and assessments and spent approximately 50 hours doing this tedious task.
- Coffman thanked Jeff Kruse for all of his time and effort to do this data gathering. It was very essential and helpful in the process of selection and recommendation for the board.
- Coffman reviewed the recommendations from the sub committee.
- The sub committee recommends that the land bank request to bundle 6532 Coral Drive in Columbia Township for the first tax foreclosure auction with the intent that after all the tax auctions that the land bank would acquire the property for \$5,810.00. The intent to acquire and sell utilizing the real estate market to generate revenue for the land bank.
- The sub committee recommends that the land bank request to bundle 605 Commonwealth in the City of Jackson for the first tax foreclosure auction with the intent that after all the tax auctions that the land bank would acquire the property for \$6,800.00. The intent to acquire and sell utilizing the real estate market to generate revenue for the land bank.
- Coffman explained the issue of the vacant parking lot at 1227 Greenwood that is next door to the property at 1231 Greenwood that the land bank currently owns. It makes sense to try to put these two parcels back together by bundling for the auctions. The sub committee recommends that the land bank request to bundle 1227 Greenwood (vacant lot) in the City of Jackson for the first tax foreclosure auction with the intent that after all the tax auctions that the land bank would acquire the property for \$2,100.00. The intent to keep the parking lot with the parcel on which the house resides.
- Discussion about whether or not we are looking at enough parcels to utilize the bundling process. Coffman reported that we should proceed with only these for the first auction. After the first auction, we almost have to go through the whole process again prior to the 2<sup>nd</sup> auction.

**Motion by Jester**, to approve the three recommendations to bundle 6532 Coral Drive in Columbia Township, 605 Commonwealth, and 1227 Greenwood at the first auction, as presented by the sub committee, **support by Williams. PASSED.**

- Kruse stated that there are few more parcels / houses that we should look at prior to the auction and our next meeting.

**Motion by Martin**, to approve the sub committee recommendations to bundle an additional subset of properties in the first auction as determined by the sub committee, by vote via email, **support by Duckham. PASSED.**

- Duckham inquired about the chargeback process.

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- Coffman explained the process and stated that the sub committee has not lost sight of the importance of its action that might negatively impact the local taxing units because of property acquisition.
- Coffman stated that the land bank has been good stewards in the acquisition process because the land bank has paid all the taxes for the parcels that they have purchased.
- Burtch commented on two houses on Chester and Adams Streets and the concern of passing on them for the first auction. He wants to take these houses down because they are too far gone.
  
- Coffman presented an analysis of the quiet title process of the three batches that we have put through the process. We can discuss this at our next meeting since we are running long on the agenda. Discussion.
- Discussion about negotiating not to pay for title insurance when we are quieting the title.
- Kruse suggested that we invite Mid State Title to the next meeting to continue the conversation.

**Other Business**

- Williams reported that Kruse was reappointed to the land bank board.
- Williams inquired about the storm water fees and if the land bank will be responsible for paying this fee. Coffman believes that the land bank will have to pay this fee if we are the owner of the property. Discussion.
- Butler recommended that we write a letter to the City regarding the lack of attendance of the City council member. The board unanimously recommends requesting Patrick Burtch to our board. We will wait for the third absence till any action is taken.

**Adjournment**

Adjourned by call of the chair at 9:08 a.m.

**Next meeting is scheduled for Thursday, August 18, 2011 @ 7:30 am, room 101 Jackson County Tower Building.**