

MINUTES

**Portage County Land Reutilization Corporation
Portage County Administration Building,
449 S. Meridian St., Room 134, Ravenna
July 29, 2019
1:00 PM – 2:00 PM**

The Board of Directors of the Portage County Land Reutilization Corporation met for a regular quarterly meeting on Monday, July 29, 2019 at the Portage County Administration Building. The meeting was called to order at 1:05 p.m. by Brad Cromes.

ROLL CALL – Jenna Dorris

Board Members Present

Brad Cromes	Vicki Kline	Ina Sayre
Kathleen Clyde	Bridget Susel	Sue Fields

Board Members Not Present

Jack Kohl

Also Present

John Kovacich	Chris Moravec	Chad Murdock	Jenna Cariglio-Dorris
Teresa Steinlechner	Janet Esposito	Mike Bogo	
Allison Manayan	John Zizka	Kaitlyn McNerney	

APPROVAL OF OFFICIAL MEETING MINUTES

April 8, 2019 Official Annual Meeting Minutes

The April 8, 2019 minutes were presented. V. Kline made a motion to approve the minutes as presented. Motion seconded by B. Susel. Motion carried with 5 Yeas.

April 8, 2019 Official Quarterly Meeting Minutes

The April 8, 2019 minutes were presented. V. Kline made a motion to approve the minutes as presented. Motion seconded by B. Susel. Motion carried with 5 Yeas.

Executive Summary - Jenna Dorris

B. Cromes asked J. Dorris to give some upper level highlights to those that did not have time to review their packet in advance. J. Dorris noted the year-to-date accomplishments, we have completed all the NIP demolitions and have ~\$25,000 remaining funds, upon approval from OHFA we may be able to demolish a few more structures. Eight properties remain listed and 10 market-rate sales sold. All foreclosures in McElrath, Skeels and Muzzy have been cancelled per the request of the board. B. Cromes clarified the hold is for any new foreclosures requested. B. Susel asked who initiated the foreclosures, J. Dorris replied, "NDS did." Cromes mentioned that it was in prior minutes that we were going to move

forward on those projects. B. Susel said it was on consolidations in those areas based on the parcels we already controlled not initiating 95 new, if that was reflected in the minutes, I do not agree with that statement. B. Cromes replied, noted.

J. Dorris continued with the executive review stating that we still have replats in process. B. Cromes asked if the State Audit was on the agenda and wanted to draw attention to that. J. Dorris replied yes, and that we have received the Ohio Auditor of State Award for excellence in financial reporting, the award is in your packet.

FORECLOSURE STATUS UPDATE – Allison Manayan

We have 5 Land bank cases soon to transfer, I gave 2 deeds to J. Dorris, there will likely be 3 more deeds coming in the month of August, 2019. Two for sure in August, 1 might be September 2019.

There are 3 former land bank cases on target to be sold at Sherriff Sale. One is set for September 9, 2019, the 2 others have yet to be set, I expect them to be September or October 2019. Lastly, there are 2 owners that have entered into consent judgement and on payment plans to pay their delinquent taxes.

REPORTS AND COMMUNICATIONS

Financials and Property Inventory – B. Susel

D. Morganti is on vacation B. Susel mentioned the Financial Statement is in the packet if you have any questions I will take note and pass on to Dan for follow-up. C. Moravec mentioned that there are several parcels that were sold and still on the inventory report. 6131 Short St.- 29-307-10-00-020-000, Garfield 29-311-20-00-051-000; 052 and two parcels from a replat 29-364-13-00-220-000; 221. B. Cromes thank you for those notes we will get the record cleared up on that. (Note: The inventory has been reviewed and corrected).

A motion was made by V. Kline to accept the financial statement as presented. Motion seconded by K. Clyde. Motion carried with 5 Yeas.

NIP Update/Agreements – J. Dorris

J. Dorris please see the NIP tracking sheet in your packet, all but \$25,000 has been spent from the NIP grant funds. The demolition deadline was July 31, 2019. We have requested from OHFA if we have/own additional properties may we demolish them with the remaining funds, to date we have not heard back. We will keep you updated. Please let us know if you have additional questions.

NDS' Resignation Letter – B. Cromes

We received NDS' Resignation Letter on July 5, 2019. The board had a Work Session on July 15, 2019 to begin talking about job descriptions and what's next for us as an organization, that is in process. The board will have a meeting after this and hopefully have a posting ready soon. I just wanted to make sure that we have publically said that had happened. We also wanted to say that we appreciated the service that NDS has given to the Land bank over the past seven years or so you were instrumental in getting this established and have done a very good job of administering our grant programs and other things, we just want to express gratitude for that work and give that update.

Board Approval

36-045-00-00-013-000, 2412 Sunnybrook, Suffield Twp. DTAC – Allison Manayan provided an updated on this property. This property is owned by 2 children of parents that passed away. The property is dilapidated, and has an unsafe structure. This property came to the attention of the Health District and the Suffield Township Trustees. B. Susel asked if the township condemn the property? Allison did not believe so. B. Susel thinks before we approve the demolition the community should condemn the property and work with the Health Department to get that done, we would like documentation that the community is seeking condemnation. Allison cannot speak for Suffield Township because I'm not sure if they condemned it or not. Brad would like us to get additional information whether the property has been condemned. When we get that we can get this out to the board and seek approval by electronic vote regarding demolition before our next meeting.

Park District, 6941 Berry Rd, Ravenna Twp, 29-216-00-00-001-003 – B. Cromes

This property is adjacent to the property owned by the Park District we are working through an agreement with them to potentially acquire that on their behalf, Chad drew up a contract. B. Susel asked why they don't just buy this property outright instead of going through us? J. Dorris replied that she cannot recall this property specifically, but believes the owners may not be around. Chad said this needs to go through the foreclosure process to clear the title. It's a conditional agreement should we acquire it; they will buy it. V. Kline asked if we have started the process? Brad replied, no this is just a draft conditional agreement.

Brad mentioned that we are in a similar place with a parcel in Streetsboro, it's owned by the Thirty Second Corporation; which is adjacent to the Tinker Creek Greenway, a park to be named later. This is a corner parcel and is zoned commercial, has been vacant a very long time has similar cloudy title issues. This is one we could pursue through the same avenue with a draft conditional agreement, back to the Park Board through our commercial policy. Bridget mentioned that the City of Kent has a similar issue and it's in probate, probate trumps everything. Do we know where this legally stands? Chad said that neither one of the Park District parcels are in probate. Bridget would like the legal history on these properties and not sure why we need to step in and foreclose on the properties for the Park District and why they can't just buy it and pay the taxes through the HUD-1. Bridget would like some understanding on how we got this in Land bank and why we are even bothering with it. Jenna clarified that we do not own either of these parcels at the moment. Chad will send the board an email regarding the two mentioned properties.

ARR Sales and Home Warranty – J. Dorris

Sarah Taylor the Land Bank Realtor, mentioned we may want to consider offering the home warranty with the Land bank ARR property sales, its relatively affordable, I told her I would ask the board what they would like to do. The quote is included in the packet and the Board can decide how it would like to handle this one. B. Susel would not recommend it for the ARR, I think it would sell without it. It would just be another administrative level that we would need to manage on a property. M. Bogo said that a third party administers the warranty, the land bank would not have an ongoing commitment. This particular buyer requested it. Bridget would like to know if this is for a year? Mike said depending on the level of coverage its 2 or 10 years. It amounts to a small expense to the Land Bank. This is a one-time cost of \$445.00. Bridget would like Chad to review to make sure the Land bank is not on the hook for additional items.

C. Murdock will review the Home Warranty Policy and send his findings to the board for approval.

Disposition Policy – Local Zoning Officials (Jenna Dorris)

This was discussed at a work session to remove the zoning section for Market Rate Sales these are only listed with our realtor. This requested policy change has been reviewed by Chad.

A motion was made by B. Cromes to accept the Disposition Policy update to the Local Zoning Officials for Market Rate Sales only. Motion seconded by both V. Kline and S. Fields. B. Susel opposed. Motion carried with 4 Yeas.

KSU Maps – B. Cromes

I attended the Town Gown meeting at Kent State and met a gentleman that runs the GIS. They would be interested in mapping for us in McElrath and Skeels. It would be nice to have an electronic version. Bridget would like to see if our PPS Software will do this for us. Let's ask Jennifer if she can produce the mapping for us in our PPS Software System. If we are unable to map within PPS we will look at KSU.

Other Business

Audit 2018 – K. McNerney

The 2018 Audit is included in the packet. We did not have any issues with the 2018 Audit, this was sent to the audit committee, reviewed and blessed. We did not have any financial deficiencies. Please let me know if you have any questions.

Ohio Land Bank Conference 2019 – B. Cromes

The conference is in Cincinnati from September 19 – 20, 2019, Land Bank 101 is September 18th. Brad would like to get a headcount on who would like to attend. Kathleen would like to attend LB 101 (\$25.00) and Brad and Kathleen would both like to attend the full conference/CLE credit (\$200.00). Full conference early registration is \$150.00.

Land Bank Conference 2019 Sponsorship – B. Cromes

Would we like to sponsor the conference in Cincinnati the cost is \$1,250.00? The Land bank will not sponsor this year. Brad will contact NDS in regards to registration dates for he and Kathleen.

Next Meeting October 21, 2019 at 1:00 PM confirmed at Reed Memorial Library.

ADJOURNMENT - QUARTERLY MEETING

A motion was made by B. Cromes to adjourn the quarterly meeting at 2:03 p.m. Motion seconded by K. Clyde. Motion carried with 5 Yeas.



Brad Cromes, Chairman



Dan Morganti, Executive Director