

**MINUTES**  
**Portage County Land Reutilization Corporation**

**Neighborhood Development Services**  
**Wednesday, June 28, 2017**  
**2:30 P.M.**

The Board of Directors of the Portage County Land Reutilization Corporation met for a regular monthly meeting on Wednesday, June 28, 2017 at Reed Memorial Library. The meeting was called to order at 2:00 PM by Vice-Chairman, Brad Cromes.

**ROLL CALL** – Pam Friend

**Board Members Present:**

Vicki Kline    Brad Cromes    Sabrina Christian-Bennett    Wendi O’Neal    Jack Kohl  
(2:45 PM)

**Board Members Excused:**

Bridget Susel            Ina Sayre

**Also Present:**

Dave Vaughan            Jennifer Robison            Todd Peetz            Kaitlyn McNerney  
Chad Murdock            Chris Moravac            John Zizka            Teresa Steinlechner  
Glenn Reigelman            Rachel Kerns            Julia Adkins            Pam Friend

**APPROVAL OF OFFICIAL MEETING MINUTES**

**May 24, 2017 Official Meeting Minutes**

The May 24, 2017 minutes were presented. Sabrina Christian-Bennett made a motion to approve the minutes as presented. Motion seconded by J. Kohl. Motion carried with 4 Yeas.

**REPORTS AND COMMUNICATIONS**

**Treasurer’s Report** – Kaitlyn McNerney

Current revenue for the month is \$199,285.34, of which \$197,046.20 was received from the NIP Grant. The Year-to-Date Revenue is \$579,640.88. The expenses for the month were \$50,130.20 with the Year-to-Date Expenses at \$282,531.26. The property inventory has been reformatted by community. It was pointed out that the property at 329 Ravenna Road in Ravenna sold on 1/24/17 and the property at 9720 Grove Court in Windham sold on 4/6/17.

Brad Cromes complimented NDS for their financial and cash management. Brad also discussed the Land Banks cash position and the possibility of meeting to discuss commercial properties. Dave Vaughan announced that the Land Bank has been approved for an additional \$250,000 in funding for the NIP Program. He stated that only four counties in the state received additional funding. He also stated that the funds are good through 2019.

J. Kohl made a motion to accept the May 2017 Financial Statement as presented. Motion seconded by W. O'Neal. Motion carried with 5 Yeas.

#### NIP Update/Demo Tracking – Dave Vaughan

The additional NIP money will help with the four units in Windham that the Village has already requested. Dave discussed the "Pipeline Report" and those properties that are not yet owned by the Land Bank, but are in process. Chair Vicki Kline asked about notifying the villages and townships about the additional NIP funding. Brad Cromes stated that the Treasurer's office would send a letter out.

#### Sales/Agreements – Dave Vaughan

Dave recommended that the Policy Committee meet to discuss a "Contractor Policy" for purchasing vacant homes for rehabilitation. Brad Cromes asked Jennifer Robison to notify the Policy Committee about scheduling a meeting to discuss the issue.

#### **FORECLOSURE STATUS UPDATE** – Julia Adkins

On June 29 there will be (4) parcels that can transfer to the Land Bank. On July 19 there will be (13) properties to transfer to the Land Bank and approximately (23) more properties by the end of August. There are approximately (10) properties in the complaint process. The Land Bank has petitioned the court for the property on Summit Street that Ravenna Township would like to acquire for fire training purposes.

#### **OTHER BUSINESS**

##### McElrath/Skeels – Dave Vaughan

NDS is currently working to replat the properties and it has been decided that the Land Bank will hold the properties and McElrath/Skeels group will market the properties. Teresa Steinlechner discussed whether the McElrath/Skeels group is aware that people that have lost these properties in foreclosure cannot now buy the properties once the back taxes have been cleared. Vicki Kline suggested that this should be put in writing so that everyone is aware. Also, Dave has notified the group that the Neighborhood Development Services will provide six members with training Community Leadership Institute. Jack Kohl suggested that the group attend Fair Housing training as well.

608 W. Spruce Street – Brad Cromes

Brad participated in a “walk-thru” of the property, which is scheduled to be torn down. The property is near a school and he stated that he took photos of the condition to share with the Board. He is suggesting that the Board as a group begin doing this on a regular basis. Vicki Kline asked about how long the process takes? Dave Vaughan stated the whole process takes about 4 months once the Land Bank acquires the property.

Mapping Update – Todd Peetz

Todd discussed the (3) Phase Approach regarding the mapping of the properties. Haley Wachholtz of Regional Planning has completed Phase 1, which is mapping out the MOF and Tax Foreclosure properties. She is currently working on an index of the properties and should be able to give an update at the July meeting. Phase 2 will show which properties are available for sale. It will provide key information about the parcels. Phase 3 will bring in the NIP properties, which have to be held for three years.

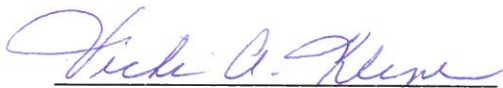
July Meeting – Brad Cromes

Wendi O’Neal requested that the meeting be moved to Thursday due to a conflict with the Brimfield Trustees meeting. After a short discussion it was agreed to hold the next regular meeting on Thursday, July 27, 2017 at 2:30 p.m. at Reed Memorial Library.

**ADJOURNMENT**

J. Kohl made a motion to adjourn the meeting at 3:15 p.m. Motion seconded by W. O’Neal. Motion carried with 5 Yeas.

We do certify that the foregoing is a true and certified record of the Board, the official meeting of June 28, 2017.



Vicki Kline  
Chairman



David Vaughan  
Secretary/Administrator