

Portage County Land Reutilization Corporation

**Reed Memorial Library
Wednesday, January 20, 2016
2:30 PM**

Meeting Minutes

The Board of Directors of the Portage County Land Reutilization Corporation met for a regular monthly meeting on **Wednesday, January 20, 2016** at Reed Memorial Library. The meeting was called to order at **2:38 PM** by Chair Vicki Kline.

ROLL CALL – Pam Friend

Director's Present – Vicki Kline, Kathleen Chandler, Brad Cromes, Wendi O'Neal and Bridget Susel.

Directors Absent – None.

Also Present - Dave Vaughan, Mike Bogo, Jenna Dorris, Kaitlyn McNerney, Pam Friend, Dan Morganti, Theresa Steinlechner, Chad Murdock, Ed Dean, John Zizka and Chris Moravec.

APPROVAL OF OFFICIAL MEETING MINUTES

Director K. Chandler made a motion to approve the December 11, 2015 Board of Directors Meeting Minutes as presented. Director B. Cromes seconded the motion. Motion carried with 5 Yeas, 0 Nays.

Director K. Chandler made a motion to approve the minutes for the January 8, 2016 Board of Directors - Special Meeting regarding the discussion of the contract between the Portage County Land Reutilization Corporation and the Portage County Treasurer. Director B. Cromes seconded the motion. Motion carried with 5 Yeas, 0 Nays.

VISION AND MISSION STATEMENT DISCUSSION – Dave Vaughan suggested using a company called Fahrenheit Digital to facilitate in the development of the Land Bank's Vision & Mission Statement. The cost would be \$500 and include (2) meetings. Dave will talk with Scott Rainone at Fahrenheit to see when he is available to meet. Dave also suggested that the Board Members go to www.pclandbank.com and review the beginning stages of the Land Bank's website.

FORECLOSURE PROCESS CONTRACT UPDATE – Attorney Chad Murdock announced that the *Foreclosure Process Contract* with the Treasurer's office has been signed. He suggested that the Land Bank give an ongoing list of properties to the prosecutor. The goal is to have 40+ deeds by the end of the year. Jenna Cariglio-Dorris stated that they have sent a list to Townships and Villages. There seems to be a delay in getting the correct contact information for the incoming Trustees as the Board of Elections has not updated the list for 2016 newly elected officials. Director B. Cromes suggested contacting the Engineers office for their updated list of officials.

501(c)(3) APPLICATION – Attorney Chad Murdock announced that he and Kaitlyn McNerney are about 80% on the completion of the application. The application requires information regarding the policies and procedures of the Land Bank. Chad plans to meet with Dave Vaughan to make sure those are all complete. Chad is hoping to have application completed by the February 24, 2016 meeting.

BOARD STRUCTURE REVISION – Director V. Kline and Attorney Chad Murdock – The Committee had a discussion on reducing the number of Board members from nine (9) to (7). The Committee looked at the skill set of the current Board and recommended reducing the Board to the five (5) statutory members, plus two (2) additional members with experience in economic development and finance.

Chad stated that he made the proposed revisions to Article III; Section 1; B and C in regards to the number of Board of Directors in the By-Laws. The proposed change would be for a seven (7) member board, which would include the following: *the Portage County Treasurer; two (2) members of the Board of Commissioners; one (1) representative of a township with a population of at least 10,000 residents; one (1) representative from the largest municipal corporation and two (2) appointed directors; one (1) representative with private sector or non-profit experience in rehabilitation or real estate; one (1) representative with experience in real estate financing.*

Director B. Cromes made a motion to approve the changes to Article III; Section 1 - B and C. Director W. O'Neal seconded the motion. Motion carried with 5 Yeas, 0 Nays.

Chad also stated that he made the proposed revisions to Article III; Section 12 – *Action without a Meeting; No Proxy; Participation by Telephone. Any action that may be authorized or taken at a meeting of the Board of Directors not required to be open (see Article II; Section 9) may be authorized or taken without a meeting by the affirmative vote or approval of, and in a writing or writings signed by, or in an email or emails containing an affirmative vote or approval of, all the Directors. Any writing(s) or email(s) of this type will be filed with or entered on the record of the Corporation. []* Voting by proxy shall not be permitted.

Director B. Cromes made a motion to approve the changes to Article III; Section 12 – paragraph 1 – Action without a Meeting. Director B. Susel seconded the motion. Motion carried with 4 Yeas, 1 Nay (Director K. Chandler).

In addition, while Directors are expected to attend all Board of Director meetings, in the event of illness or other circumstance where a Director cannot attend, he or she is encouraged to participate in a meeting of the Board of Directors not required to be open (see Article II; Section 9), as if in attendance, by telephone so long as that Director can be heard by all Directors in attendance at the meeting and all such Directors can hear the Director participating by telephone in the meeting.

Director W. O'Neal made a motion to approve the changes to Article III; Section 12 – paragraph 1 – Participation by Telephone. Director B. Susel seconded the motion. Motion carried with 5 Yeas, 0 Nays.

2016 BUDGET REVISIONS – Dave Vaughan presented the proposed Budget for 2016 with a change regarding Special Assessments. Dave is proposing reducing the Mission Statement funds from \$2,500 to \$500 to cover the invoice from Fahrenheit Digital and utilize the remaining \$2,000.00 for Special Assessments. Dave noted that the Cash Reserve of \$12,000 will come out of existing cash, be recorded on the Balance Sheet and will come off the Income Statement.

Director K. Chandler made a motion to approve the 2016 Budget with the suggested change regarding \$2,000 from the Mission Statement cost going to Special Assessments. Director B. Susel seconded the motion. Motion carried with 5 Yeas, 0 Nays.

AUDIT – Kaitlyn McNerney reported that the Audit is complete and that no issues were found. She suggested that there would be no need for a conference exit interview, unless the Board would prefer to participate in one. There is a Management Letter and an Exit Conference Waiver to be signed.

Director K. Chandler made a motion to authorize Chairman V. Kline to sign Exit Conference Waiver and Treasurer Dan Morganti to sign the Management Letter to Dave Yost, Auditor of State. Director B. Cromes seconded the motion. Motion carried with 5 Yeas, 0 Nays.

Director B. Susel made a motion to accept the 2013-2014 Audit's as presented. Director B. Cromes seconded the motion. Motion carried with 5 Yeas, 0 Nays.

REPORTS AND COMMUNICATIONS

A) **Treasurer's Report** – Treasurer Dan Morganti presented current Financial Statements.

Director W. O'Neal made a motion to approve the Financial Statements as presented. Director K. Chandler seconded the motion. Motion carried with 5 Yeas, 0 Nays.

B) **NIP Update** – Jenna Cariglio-Dorris presented an update on the NIP Program.

OTHER BUSINESS

Dave Vaughan informed the Board of Directors that NDS received the asbestos and lead reports back on the Mantua Township property located at 4550 W. High Street that was considered for rehabilitation. It was determined that the cost of rehabilitation exceeds the value and therefore it will be demolished.

Director B. Cromes requested that going forward he would like included in the Board meeting packets each month an updated list of the properties the Land Bank is holding.

Dave Vaughan and Director V. Kline discussed a series of emails from Chris Meduri regarding a property that a gentleman bought Sheriff's Sale.

In between the purchase and the Sheriff's deed coming forward a lien was put on his property. He is questioning why the lien did not show up at the time of sale. The lien was filed on April 22nd by the Township and the sale was completed on June 17th.

Chris Moravec of the Auditors office stated that Townships can file a lien with the Auditor and that they have until the 2nd Monday in September to file them. She stated that if the Townships delivered the lien in April it would not go on the tax bill until that September.

Chris also stated that she thinks the confusion comes because these are special assessments and not actually a lien. Most people think it is a lien at the Recorders office. Chris pointed out that unless the paperwork the Township brings in includes MOF information, the Auditors office would not catch the lien.

Director B. Cromes suggested that more research is needed.


NEXT MEETING DATE


The next meeting of the Portage County Land Reutilization Corporation will be on Wednesday, February 24, 2016 – 2:30 PM at Reed Memorial Library.

ADJOURNMENT

Director B. Cromes made a motion to adjourn. Director W. O'Neal seconded the motion. Motion carried with 5 Yeas, 0 Nays.

We do hereby certify that the foregoing is a true and certified record of the Board, the official meeting of January 20, 2016 adjourned at 3:30 PM.


Vicki Kline
Chairman


David Vaughan
Secretary/Administrator