

AGENDA
Portage County Land Reutilization Corporation
March 23, 2016
2:30 pm

- I. Call to Order & Attendance**
- II. Approval of Official Meeting Minutes from January 14, 2016, January 20, 2016 and February 24, 2016**
- III. Board Structure – Member Nominations – Vicki Kline& Brad Cromes**
- IV. Confirmation of Electronic Vote regarding certain MOF Liens – Viki Kline**
- V. MOF Lien Discussion – Chad Murdock**
- VI. Policy Committee – Community Revitalization Assistance Program – Dave Vaughan**
- VII. Mission Statement – Dave Vaughan**
- VIII. Foreclosure Contract Update – Jenna Cariglio-Dorris**
- IX. 501 (C)(3) Application Update – Chad Murdock**
- X. Reports and Communications**
 - a. Treasurer’s Report – Treasurer, Dan Morganti**
 - b. NIP Update – Jenna Cariglio-Dorris**
 - c. Property Inventory – Jenna Cariglio-Dorris**
- XI. Other Business**
 - a. April Meeting Date – Board Meeting and Annual Meeting (election of officers, etc.)**
 - b. Land Bank (public) Annual Report Luncheon**
 - c. Website**
- XII. Adjourn**

Portage County Land Reutilization Corporation

**Reed Memorial Library
Wednesday, February 24, 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, February 24, 2016** at Reed Memorial Library. The meeting was called to order at **2:45 PM** by Co-Chair Brad Cromes.

ROLL CALL – Lisa Reeves

Director's Present – Brad Cromes, Wendi O'Neal and Bridget Susel.

Directors Absent – Vicki Kline and Kathleen Chandler.

Also Present - Dave Vaughan, Mike Bogo, Jenna Dorris, Kaitlyn McNerney, Dan Morganti, Theresa Steinlechner, Chad Murdock, John Zizka, Chris Moravec, Alecia Bencze, Sabrina Christian Bennett, Todd Peetz, Lisa Reeves, Scott Rainone, Glenn Reigelman, Deeann Barkett, Janet Esposito, Adam Bey and Victor Grimm.

APPROVAL OF OFFICIAL MEETING MINUTES

Due to lack of Board Members for a quorum, the January 14, 2016 Special Board of Directors Meeting and the January 20, 2016 Board of Directors Meeting Minutes will be approved at the March 23, 2016 Board of Directors Meeting.

MOVING OHIO FORWARD PROGRAM – Todd Peetz discussed the background of the Moving Ohio Forward Grant. It was an Ohio Attorney General Grant based on bank foreclosure penalties. Portage County received \$812,000 with the first \$500,000 was free and the remaining \$312,000 had to be matched. The Land Bank used \$312,000 of DETAC funds to cover the matching. The Land Bank was new at the time of MOF and there were different thoughts on how the MOF Program should be handled. One idea that the Land Bank moved forward with was that if you were a willing partner and did not make the Cities, Townships and Villages go through the court ordered process then you would not have an assessment put on your property for the demolition. Out of the roughly \$1.2 Million, about \$500,000 should have been assessed to properties that did not willingly sign-off on the demolitions. As part of the process the Prosecutor's Office created a Memorandums of Understanding (MOU) that stated the money is coming from the Land Bank and that Regional Planning would Administers the Grant. Once the units were demolished, Regional Planning would inform the Cities, Townships and Villages of the cost. Per the MOU the Cities, Townships and Villages would put the cost as an assessments on the properties. Per the Ohio Revised Code 505.86 the assessment should be immediately added once the City, Township or Village has applied the assessment and gives to the Auditor to put on the taxes.

Project was completed by December of 2014. In early 2015, NDS as the Land Bank administrator discussed with the Land Bank which properties had received assessments. As a result of those discussions, Regional Planning contacted the communities and reminded them that per the MOU's they needed to place the assessments. There were several assessments that were placed in the March, April, May time line that first made it onto the September 2015 and January 2016 tax bills. It appears there are (4) properties that have since sold. Of those, (2) had assessments placed by the Township, however, the sale of those properties were completed between the time the Township submitted the assessment to Auditor and the assessment showed on the tax record. The other (2), one in Ravenna City and one in Ravenna Township sold never having an assessment filed. Currently, there is over \$318,000 that has been assessed. There are (7) properties combined in Ravenna City and Ravenna Township that need assessments placed and (1) in Shalersville. Shalersville actually went to court to change the assessment to at time of sale.

MOVING OHIO FORWARD PROGRAM LIENS – Attorney Chad Murdock – discussed options regarding removal of the liens on the (4) properties that have sold. There are certain steps that will need to be taken to get the liens released. This may take a court order and Chad will need the Board to provide a Resolution to proceed on these (4) properties. Chad stated that it would not be in the best interest of the Land Bank to release all the properties from the liens. The assessment is going to force the owner to do one of two things. Either pay it or not pay it. If they don't pay it this can be a mechanism to foreclose. It was stated that regarding the (4) properties would need to go through the Townships to initiate the process to release the liens. Chad stated that this may take some time to work through and asked that homeowners be patient. Director B. Susel recommended the assessments be removed allowing for easier sale of the properties to get them back on the tax rolls. Director B. Cromes asked NDS to prepare a list of demolished properties that should be acquired by the Land Bank as well as which properties should have the assessments removed. Director W. O'Neal does not feel we can pick and choose which properties should keep the assessments. She feels assessments should stay on all the properties.

VISION AND MISSION STATEMENT DISCUSSION – Dave Vaughan – Scott Rainone discussed the ideas that the Land Bank would like to include in the vision and mission statement. Scott is requesting (2) dates for a meeting to discuss with the Board. The dates chosen are March 4, 2016 at 8:00 a.m. and March 11, 2016 at 8:00 a.m. at the offices of Neighborhood Development Services, Inc. The Board would like this finalized by the end of March.

FORECLOSURE PROCESS CONTRACT UPDATE – Jenna Dorris – presented an update of the properties that are through the foreclosure process and those that are currently in the process.

501(c)(3) APPLICATION – Attorney Chad Murdock announced that he and Kaitlyn McNerney are still working to complete the application and expect it to be ready for Director V. Kline to sign.

SOFTWARE COMMITTEE AND DATES – Dave Vaughan – in looking at the process it appears that mapping capabilities may be required. Dave is looking for a couple of Board members to sit through some demos. Director B. Cromes asked about using the GIS system. Director B. Susel suggested having Joe Reichlin, the GIS Manager for the county sit in on some of the meetings. W. O’Neal also suggested that Regional Planning Commission have a representative (Claudia James) at those meetings.

REPORTS AND COMMUNICATIONS

Treasurer’s Report – Treasurer Dan Morganti presented current Financial Statements. These will have to be approved at the March meeting due to lack of a quorum.

Property Inventory – Jenna Dorris – the properties listed on the website are what is available for sale.

BOARD STRUCTURE/MEMBER NOMINATION – Director B. Cromes – stated that Jack Kohl has agreed to join the Board. Nominations and votes **will** have to be addressed at a future date.

OTHER BUSINESS

Annual Meeting – Dave Vaughan – he has sent a memo to the Board requesting ideas/dates for the Annual Meeting. Director B. Cromes recommended adding the discussion to the March Agenda.

Habitat for Humanity – Sabrina Christian Bennett – discussed how Habitat for Humanity can partner with the Land Bank to get properties back on the tax roll. Director B. Cromes discussed the acquisition/rehab/re-sale program that the Land Bank is working on. He suggested that Sabrina reach out to Dave Vaughan or Jenna Dorris to see what is available. Dave Vaughan suggested that Habitat for Humanity look at the Land Banks website.

NEXT MEETING DATE

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

ADJOURNMENT

Director B. Susel made a motion to adjourn. Director W. O'Neal seconded the motion. Motion carried with 3 Yeas, 0 Nays.

We do hereby certify that the foregoing is a true and certified record of the Board, the official meeting of February 24, 2016 adjourned at 3:35 PM.

Vicki Kline

David Vaughan

Chairman

Secretary/Administrator

DRAFT

**Special Meeting of the Board
Portage County Land Reutilization Corporation**

**Neighborhood Development Services, Inc.
Thursday, January 14, 2016
3:00 PM**

Meeting Minutes

Portage County Land Reutilization Corporation Board of Directors met for a Special Meeting of the Board on Friday, January 14, 2016 at Neighborhood Development Services, Inc.

Call to Order: The meeting was called to order at 3:05 pm by Chairman Vicki Kline.

Roll Call of Directors Present: Vicki Kline, Kathleen Chandler, Brad Cromes, Bridget Susel and Wendi O'Neal.

Also Present: Dave Vaughan, Jenna Cariglio-Dorris, Chad Murdock, Denise Smith, Dan Morganti, Erica Sadaj, Kaitlyn McNerney and Alecia Bencze.

DISCUSSION

AGREEMENT BETWEEN PORTAGE COUNTY LAND BANK AND TREASURER

Vicki opened the meeting by stating that while Director Susel e-mailed some changes, Director O'Neal also had some changes. Director O'Neal asked about language in the 2015 contract which required an itemized listing of costs to be provided by the Prosecutor to the Treasurer, which the Treasurer will then provide to the Land Bank on a quarterly basis. She asked whether this language could be incorporated into the current contract, on page two as a responsibility of NDS.

Director Chandler asked for clarification as to where this language is located. Wendi responded that this is in Section 1a of the 2015 contract.

Director Kline asked which costs would be included in the itemized list. Director O'Neal stated that it would include costs to clear title and court costs, costs from the Clerk of Courts and Sheriff's Department as well as postage costs.

Dave Vaughan stated that since the Land Bank will be paying these costs directly in the 2016 contract, the costs will be shown in the monthly financial reports. Director Susel agreed that these costs would be shown in the monthly financials and that adding the language would be redundant. Director Cromes agreed that this would be unnecessary since the Land Bank is paying the costs directly. Director Susel added that paying the costs directly is a much better option for the Land Bank. It will be cleaner for the auditors, and all involved, to have the payments and costs tracked internally.

Denise Smith asked that, at some point, the Prosecutor's Office be provided with a copy of the payment package, since they are the ones requesting the title work, etc. This would allow their office to verify that payments were made appropriately for their files. Director Cromes asked whether she would prefer that language be in the contract. Denise Smith responded that the contract is fine as written.

Director Cromes clarified that the edits so far, begin on Page 3. This requires the sections being re-numbered to ensure that they are sequential. Also, in Section II, Paragraph 3, Section a: the second line will be changed to remove the words "deposit money for" and replace with the words "new costs." Finally, on page 4, we will add Vicki Kline, Land Bank Chair below the appropriate signature line.

Director Susel responded that his summarization was correct and asked whether the Board was ready to make a motion or if they needed more time to review the document.

Director O'Neal asked for clarification on language in Page 2, Number 2, which states, "Upon execution of this agreement, the Treasurer shall initiate transfer of all monies held on behalf of the Land Bank received as the result of prior contracts, and not committed to fulfilling obligations under those contracts, back to the Land Bank."

Director Cromes responded that this information is represented in the spreadsheet he brought to the meeting. Director Susel responded that this would include any remaining funds from the lump sum deposited at the beginning of the 2015 contract. Director Cromes responded that the remaining balance is \$11,768.10. He stated that his understanding is that there are not other costs outstanding at this time.

Director Kline asked whether the Board was ready to pass the proposed contract. Director O'Neal moved to approve the contract with the stated amendments. Director Chandler seconded the motion. Motion carried with 5 Yeas, 0 Nays. All in favor, none opposed.

ADJOURNMENT

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

I do hereby certify that the foregoing is a true and certified record of the Board, the official meeting of January 14, 2016 adjourned at 4:00 PM.

C. David Vaughan, Executive Director

Date

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 McNeerney, Pam Friend, Dan Morganti, Theresa Steinhilber, 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 Records 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

Subject: Re: Resolutions regarding Release of MOF liens

Date: Monday, March 7, 2016 at 8:38:30 AM Eastern Standard Time

From: Wendi O'Neal

To: Vicki Kline, Kathleen Chandler, Bridget Susel, Brad Cromes, Jenna Cariglio

CC: Cmurdocklaw@aol.com, Dave Vaughan

I vote in the affirmative for the Township Resolution with Exhibit A and the Resolution for the City of Ravenna with an amending inclusion of the specific parcel and address.

Wendi O'Neal

On March 2, 2016 at 8:39 AM Jenna Cariglio <jcariglio@ndsohio.org> wrote:

Good Morning,

Per the discussion at the last Board Meeting, attached please find Resolutions and exhibits, which were prepared by Attorney Murdock for the release of MOF liens on the properties that were sold prior to the placement of the lien.

Please note that in order to move forward on an e-mail vote, we will need each Board Member to respond with an affirmative vote.

Sincerely,

Jenna Cariglio-Dorris | Resource Development Coordinator
Neighborhood Development Services, Inc.
120 E. Main Street | Ravenna Ohio 44266
584 W. Tuscarawas Ave. | Barberton Ohio 44203
330.297.6400 x 214 | 330.357.1560 Cell

Subject: RE: Resolutions regarding Release of MOF liens

Date: Friday, March 4, 2016 at 2:44:53 PM Eastern Standard Time

From: Kathleen Chandler

To: Jenna Cariglio

I approve of the attached resolutions concerning the waiver of liens assigned to the referenced properties.

Kathleen Chandler

From: Jenna Cariglio [mailto:jcariglio@ndsohio.org]

Sent: Wednesday, March 02, 2016 8:39 AM

To: Kathleen Chandler; Vicki Kline; Brad Cromes; Bridget Susel; Wendi O'Neal

Cc: Dave Vaughan; Cmurdocklaw@aol.com

Subject: Resolutions regarding Release of MOF liens

Good Morning,

Per the discussion at the last Board Meeting, attached please find Resolutions and exhibits, which were prepared by Attorney Murdock for the release of MOF liens on the properties that were sold prior to the placement of the lien.

Please note that in order to move forward on an e-mail vote, we will need each Board Member to respond with an affirmative vote.

Sincerely,

Jenna Cariglio-Dorris | Resource Development Coordinator
Neighborhood Development Services, Inc.

120 E. Main Street | Ravenna Ohio 44266

584 W. Tuscarawas Ave. | Barberton Ohio 44203

330.297.6400 x 214 | 330.357.1560 Cell

Subject: RE: Resolutions regarding Release of MOF liens

Date: Wednesday, March 2, 2016 at 2:00:11 PM Eastern Standard Time

From: Vicki Kline

To: Bridget Susel, Jenna Cariglio

CC: Kathleen Chandler, Brad Cromes, Wendi O'Neal, Dave Vaughan, Cmurdocklaw@aol.com

I vote yes on the att'd resolutions concerning the waiver of liens assigned to the properties referenced.



Vicki A Kline, CPA, MBA
Vice President
Portage County Board of Commissioners
449 South Meridian Street
Ravenna, OH 44266

O 330-297-3606

F 330-297-3610

M 330-839-5699

"There is nothing noble in being superior to your fellow man; true nobility is being superior to your former self."

Ernest Hemingway

From: Bridget Susel [mailto:suselb@kent-ohio.org]

Sent: Wednesday, March 02, 2016 1:01 PM

To: Jenna Cariglio

Cc: Kathleen Chandler; Vicki Kline; Brad Cromes; Wendi O'Neal; Dave Vaughan; Cmurdocklaw@aol.com

Subject: Re: Resolutions regarding Release of MOF liens

I approve of the attached resolutions concerning the waiver of liens assigned to the referenced properties.

Bridget

On Wed, Mar 2, 2016 at 8:39 AM, Jenna Cariglio <jcariglio@ndsohio.org> wrote:

Subject: Re: Resolutions regarding Release of MOF liens

Date: Wednesday, March 2, 2016 at 1:00:43 PM Eastern Standard Time

From: Bridget Susel

To: Jenna Cariglio

CC: Kathleen Chandler, Vicki Kline, Brad Cromes, Wendi O'Neal, Dave Vaughan, Cmurdocklaw@aol.com

I approve of the attached resolutions concerning the waiver of liens assigned to the referenced properties.

Bridget

On Wed, Mar 2, 2016 at 8:39 AM, Jenna Cariglio <jcariglio@ndsohio.org> wrote:

Good Morning,

Per the discussion at the last Board Meeting, attached please find Resolutions and exhibits, which were prepared by Attorney Murdock for the release of MOF liens on the properties that were sold prior to the placement of the lien.

Please note that in order to move forward on an e-mail vote, we will need each Board Member to respond with an affirmative vote.

Sincerely,

Jenna Cariglio-Dorris | Resource Development Coordinator
Neighborhood Development Services, Inc.

120 E. Main Street | Ravenna Ohio 44266

584 W. Tuscarawas Ave. | Barberton Ohio 44203

330.297.6400 x 214 | 330.357.1560 Cell

- ▶ PLEASE NOTE: This message and any response to it may
- ▶ constitute a public record, and therefore may be available
- ▶ upon request in accordance with Ohio public records law.
- ▶ (ORC 149.43)

Subject: RE: Resolutions regarding Release of MOF liens

Date: Wednesday, March 2, 2016 at 11:02:49 AM Eastern Standard Time

From: Brad Cromes

To: Jenna Cariglio, Kathleen Chandler, Vicki Kline, Bridget Susel, Wendi O'Neal

CC: Dave Vaughan, Cmurdocklaw@aol.com

I vote affirmatively to release these liens, with a later memorialization of that action at a future meeting.

From: Jenna Cariglio [mailto:jcariglio@ndsohio.org]

Sent: Wednesday, March 02, 2016 8:39 AM

To: Kathleen Chandler; Vicki Kline; Brad Cromes; Bridget Susel; Wendi O'Neal

Cc: Dave Vaughan; Cmurdocklaw@aol.com

Subject: Resolutions regarding Release of MOF liens

Good Morning,

Per the discussion at the last Board Meeting, attached please find Resolutions and exhibits, which were prepared by Attorney Murdock for the release of MOF liens on the properties that were sold prior to the placement of the lien.

Please note that in order to move forward on an e-mail vote, we will need each Board Member to respond with an affirmative vote.

Sincerely,

Jenna Cariglio-Dorris | Resource Development Coordinator

Neighborhood Development Services, Inc.

120 E. Main Street | Ravenna Ohio 44266

584 W. Tuscarawas Ave. | Barberton Ohio 44203

330.297.6400 x 214 | 330.357.1560 Cell

Subject: Fwd: Land Bank MOF liens

Date: Monday, March 21, 2016 at 1:35:54 PM Eastern Daylight Time

From: Cmurdocklaw@aol.com

To: Jenna Cariglio

Jenna,

FYI. Could you copy for the board packet on Wednesday. Thanks.

Sincerely,
Chad Murdock
Attorney At Law
228 West Main Street
PO Box 248
Ravenna, Ohio 44266
330-297-5718
330-297-1631 (fax)

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From: CMeduri@portageco.com
To: Cmurdocklaw@aol.com
Sent: 3/21/2016 9:50:08 A.M. Eastern Daylight Time
Subj: RE: Land Bank MOF liens

Chad,

Our office is in the process creating an opinion to provide to the auditor's office as to whether auditor's office may "remove" the tax lien (or assessment) in this type of situation. Once that opinion is forwarded to auditor, then, I will send to the townships involved a resolution to adopt requesting auditor to remove the lien.

Chris

From: Cmurdocklaw@aol.com [mailto:Cmurdocklaw@aol.com]
Sent: Monday, March 21, 2016 9:41 AM
To: Christopher Meduri
Subject: Land Bank MOF liens

Chris,

Can you give me an update on the lien releases. The Land Bank has a meeting on 3-23-16 and I am sure they will ask or if you want to report to the Land Bank at the meeting, that is fine. Let me know.

Also, I talked to Frank about the city lien and told him he should call you (to coordinate the city release); did he call?

Sincerely,
Chad Murdock
Attorney At Law
228 West Main Street
PO Box 248
Ravenna, Ohio 44266
330-297-5718
330-297-1631 (fax)

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Chad Murdock

Attorney & Counselor At Law
228 West Main Street
PO Box 248
Ravenna, Ohio 44266
330-297-5718
330-297-1631 (fax)
cmurdockdaw@aol.com

February 16, 2016

To the Land Bank Board of Directors:

Re: *Liens placed under the Moving Ohio Forward (MOF) grant*

Dear Board:

You asked that I review the liens filed against properties under the MOF grant.

The Land Bank applied for and received the grant to demolish dilapidated structures. The grant encouraged but did not require the demolition costs to be recouped. At the time, the Land Bank (through Regional Planning as administrator) required the townships participating in the grant to enter into a Memorandum of Understanding (MOU) that required them to certify the costs to the auditor to be placed on the tax duplicate as a lien, and when the property sold, collected and returned to the Land Bank.

The process used by the townships to affect the demolition and place the costs on the tax duplicate as a lien was R.C. 505.86. At the time, the Land Bank was not aware that in the first September after the township certifies the costs, the Auditor would place the lien on the tax duplicate to be collected with the taxes as a special assessment. Therefore, the demolition costs would be collected and returned over time, and not necessarily when the property was sold (as set forth in the MOU).

Regarding these liens, I understand two issues exist:

(1) Someone purchased property subject to, but before, the lien was placed on the tax duplicate and would like the lien released. If a lien appears on the tax duplicate after the purchase (by an innocent purchaser for value or if a foreclosure, confirmation order), the law requires that the lien be released.

Therefore, a lien under such circumstance should be released by the Land Bank and applicable township by (a) modifying their MOU, and (b) the township de-certifying the costs to the Auditor (I will work with the township and Auditor to cause the special assessment (lien) to be release).

(2) The Land Bank questions, in the interest of property reutilization, whether these liens should now all be released.

According to the Final Performance Report under MOF grant, a total of \$495,331.81 in liens was supposed to be placed (I am not sure how many properties currently have liens). If the Land Bank decides to release these liens, then a process similar to that in Issue (1) would be used and the Land Bank should probably update the Final Performance Report.

Any questions let me know.

Sincerely,



Chad Murdock

C: Regional Planning



www.ndsohio.org



March 16, 2016

Portage County Land Reutilization Corporation
120 E. Main St.
Ravenna, OH 44266

RE: Moving Ohio Forward Special Assessments

Dear Board Members:

Per your request at the February Land Bank Board Meeting, NDS has reviewed the property list provided by the Regional Planning Commission, which lists each property on which a Special Assessment was placed as a result of the Moving Ohio Forward Program.

Upon this review, we did not find any properties that seemed to be a priority (aside from those you took action upon already). Additionally, we examined the real estate taxes on these parcels and found that the majority were already tax delinquent.

We look forward to further discussing this matter at the March Board Meeting and will be happy to answer any questions you may have at that time.

Sincerely,

Dave Vaughan
Executive Director
Neighborhood Development Services, Inc.
120 E. Main St.
Ravenna, OH 44266
330-297-6400 Ext 224
dvaughan@ndsohio.org



PORTAGE COUNTY LAND REUTILIZATION CORPORATION

449 SOUTH MERIDIAN STREET, RAVENNA, OH 44266

Community Revitalization Assistance Program:

General Information / Program Selection Criteria:

The Portage County Land Reutilization Corporation (Land Bank) will entertain applications from local political jurisdictions for non-tax delinquent property on a bi-annual basis. This will apply to residential properties.

Applications will be accepted twice per calendar year and will be evaluated against the following priority rating system:

1. Emergency / public safety situations*
2. Locations adjacent to public schools
3. Properties with an identified end-user
4. Properties included in plans for public use
5. Strategic locations

Applicants will be required to provide a narrative with the parcel number, address, and description of the property, and to provide the following documentation as part of their application:

1. An ordinance or resolution declaring the proposed building to be insecure, unsafe or structurally defective, and
2. A letter from a law director or township assistant prosecutor indicating that the ordinance or resolution and declaration comply with required laws and that the deadline for appeals has expired.

Process for Approved Applications:

Once an application has been approved by the Portage County Land Bank, the following will occur:

(1) The city or township will enter into an agreement with the Land Bank, wherein the Land Bank will agree to act as the agent of the city or township in connection with one of the following (as determined by the Land Bank):

- removing, repairing, or securing insecure, unsafe, structurally defective, abandoned, deserted, or open and vacant buildings or other structures,
 - making emergency corrections of hazardous conditions, or
 - abating any nuisance, including high weeds, overgrown brush, and trash and debris from vacant lots
- with the "total costs" of such actions to be collected by the Land Bank and paid to the Land Bank.

(2) The Land Bank's attorney will review and provide final approval of the required city ordinance or township resolution and letter from the city law director or township assistant prosecutor that the ordinance or resolution and declaration comply with law and all appeal time has run, the Land Bank will proceed with the following steps.

(3) At least 30 days before any action by the Land Bank, the Land Bank's attorney will give notice to the holders of legal or equitable liens of record and owners of record of the real property by certified mail, return

PCLRC – 449 South Meridian Street, Ravenna, Ohio 442266

*Emergency situations will be exempt from the non-tax delinquency rule to expedite the removal of the structure. Emergency situations must be documented by: Police, Fire and / or Building Departments.

receipt requested (or, if address is unknown, publication), of the Land Bank's intent to take action (per the ordinance or resolution).

(a) The owners of record or the holders of liens of record may enter into an agreement with the Land Bank to perform the action (per the ordinance or resolution).

(b) If an emergency exists, as determined by the city or township, notice may be given other than by certified mail and less than 30 days before such action.

(4) The Land Bank will take action per the agreement and ordinance or resolution, and will collect costs incurred due to the use of employees, materials, or equipment of the Land Bank, arising out of contracts for labor, materials, or equipment, costs of service, including costs associated with removing, repairing, or securing insecure, unsafe, structurally defective, abandoned, deserted, or open and vacant buildings or other structures, costs of making emergency corrections of hazardous conditions, or costs of abatement of any nuisance by:

(a) Promptly certifying the total costs of each abatement activity, together with the –parcel number or another proper description of the lands on which the abatement activity occurred, the date the costs were incurred for each abatement activity, and the name of the owner of record at the time the costs were incurred for each abatement activity to the County Auditor, who shall place the costs as a charge on the tax list and duplicate. The costs are a lien on such lands from and after the date the costs were incurred. The costs shall be collected as other taxes, and returned to the Land Bank as directed in an affidavit from the Land Bank to be delivered to the County Auditor and Treasurer.

(b) Filing a lien on a parcel of land for the total costs incurred via an affidavit with the County Recorder stating the parcel number, the total costs incurred, and the date such costs were incurred. The Land Bank may pursue a foreclosure action to enforce the lien. The Land Bank may elect to acquire the parcel by indicating such an election in the complaint for foreclosure. On the entry of a decree of foreclosure, the County Sheriff shall advertise and offer the property for sale on at least one occasion. The minimum bid with regard to the sale of the foreclosed property shall equal the sum of the taxes, penalties, interest, costs, and assessments due and payable on the property, the total costs incurred by the Land Bank, and any associated court costs and interest as authorized by law. An owner of the parcel may redeem it by paying the minimum bid within 10 days after the entry of the decree of foreclosure. If an owner fails to redeem the parcel, and if the parcel is not sold for want of a minimum bid, it shall be disposed of as follows:

(i) If the Land Bank elects to acquire the parcel, the parcel shall be transferred to the Land Bank as if the parcel were transferred by all owners in title to the Land Bank in lieu of foreclosure as provided in R.C. 5722.10. When the Land Bank acquires such parcel, the parcel shall not be subject to foreclosure or forfeiture under R.C. 323.25 or R.C. Chapter 5721 or R.C. Chapter 5723, and any lien on the parcel for costs incurred for any unpaid taxes, penalties, interest, charges, or assessments shall be extinguished;

or

(ii) If the Land Bank does not elect to acquire the parcel, the parcel shall be forfeited as provided in R.C. Chapter 5723.

(5) The Land Bank may pursue a separate cause of action for money damages to satisfy the lien or pursue a foreclosure action to enforce the lien without regard to occupancy. The lien for the taxes, assessment, charges, costs, penalties, and interest on the tax list and duplicate is in all cases superior to the lien of the Land Bank, whose lien for total costs shall be next in priority as against all other interests (except that the Land Bank may, with the County Treasurer's consent, petition the court that the lien of the Land Bank for the total costs be superior).

(6) The Land Bank may file an affidavit with the County Recorder under R.C. 5301.252 stating the nature and extent of the above proceedings.

Portage County Land Bank Vision & Mission

Notes for March 11 session:

Draft PCLB Mission Statement

The following draft mission text was agreed upon by those attending the work session and is to be submitted to the full board for consideration:

The Portage County Land Bank facilitates the conversion of vacant, abandoned and tax-delinquent properties to productive use for the benefit of our communities.

Vision Statement Work

The following is a summary of the concepts and possible vision statements discussed during the work session:

Key Concepts

- Empowering land use
- Enabling local leaders
- Working together
- Utilizing assets and expertise
- Creating growth and opportunities
- Helping communities
- Increasing property value
- Healing community

Possible Vision Statements:

- Returning property to productive use
- Land use to create growth and opportunity
- Helping communities address problematic property
- Optimizing use of land for an improved community
- Better communities through focused land use and growth
- Healing communities through improved land utilization
- Promoting financial vitality through enhanced land use
- Leveraging resources to improve communities
- Connecting communities to land use tools

2016 Foreclosure Acquisition List										PROPERTIES IN RED HAVE BEEN REMOVED FROM LIST									
PARCEL ID	TAXPAYER	ADDRESS	JURISDICTION	TO PROSECUTOR	FILED	DEED TO LB	DELINQUENT	PURPOSE	STATUS										
29-309-30-00-013-000	SEWARD, DAVID J & MELISSA C.	6416 WALL ST. RAVENNA, OH 44143	RAVENNA TWP		1/27/16		\$6,946.70	DEMO											
29-309-30-00-018-000	SEWARD, DAVID J & MELISSA C.	SPRING	RAVENNA TWP		2/10/16		\$993.26	ADJACENT TO PARCEL ABOVE											
17-005-10-00-018-000	RHOADS, DEBRAH K	704 BERKLEY ST., KENT, OH 44203	KENT CITY		1/29/16		\$23,980.09	ARR											
17-005-20-00-005-000	WHITE, FREDRICK K & CHRISTINE A.	421 BENT DR., KENT, OH 44203	KENT CITY		1/29/16		\$28,373.90	ARR											
17-013-20-00-028-000	CARTWRIGHT, WILLIAM	809 WATER ST., KENT, OH 44203	KENT CITY		1/29/16		\$12,166.03	ARR / DEMO	Removed by Prosecutor- foreclosure and lien to TitleSafe Removed by Prosecutor- foreclosure and lien to TitleSafe										
17-013-20-00-030-000	CARTWRIGHT, WILLIAM	811 WATER ST., KENT, OH 44203	KENT CITY		1/28/16		\$12,130.77	ARR / DEMO											
17-013-20-00-103-000	OLSEN, RICHARD W	630 VINE ST., KENT, OH 44203	KENT CITY		1/29/16		\$20,298.73	ARR / DEMO											
17-013-22-00-109-000	FLANNIGAN, PATRICK W	118 LAKE ST., KENT, OH 44203	KENT CITY		1/29/16		\$29,224.85	2 HOUSES - ARR / DEMO											
17-031-22-00-170-000	FLANNIGAN, PATRICK W	103 LAKE ST., KENT, OH 44203	KENT CITY		2/3/16		\$26,167.94	RETAIL /APARTMENT OVER											
17-031-22-00-152-000	RICHARDS, BRENDA J	234 LAKE ST., KENT, OH 44203	KENT CITY		1/29/16		\$10,055.10	SIDE LOT											
17-010-40-00-037-000	SCHRAEDER LATHA A (LU MARGARET J SCH)	1320 PAINWALDE DR. KENT, OH 44203	KENT CITY		1/29/16		\$33,135.07	SIDE LOT	Removed by Prosecutor due to bankruptcy										
31-360-04-00-167-000	DESATNIK, JEFF	114 AVON ST., RAVENNA, OH 44143	RAVENNA CITY		2/3/16		\$9,558.71	ARR											
31-361-24-00-016-000	DUBINSKY, PAMELA & GILLEN, MICHAEL	631 S. DIAMOND ST., RAVENNA, OH 44143	RAVENNA CITY		2/3/16		\$14,564.46	ARR											
31-361-04-00-211-000	BELL, PAUL L	417 CLEVELAND RD., RAVENNA, OH 44143	RAVENNA CITY		2/3/16		\$10,818.09	ARR											
29-311-20-00-047-000	REID PATSY	GARFIELD	RAVENNA TWP		2/8/16		\$74.66	VACANT LAND											
29-311-20-00-051-000	MOSLEY ROSALEE & ANNIE JOE	GARFIELD	RAVENNA TWP		2/8/16		\$548.45	VACANT LAND											
29-311-20-00-052-000	MOSLEY ROSALEE & ANNIE JOE	GARFIELD	RAVENNA TWP		2/8/16		\$98.57	VACANT LAND											
29-311-12-00-109-000	WICKS WILLIAM	HENDERSON	RAVENNA TWP		2/8/16		\$555.72	VACANT LAND											
29-311-12-00-110-000	MOMI INVESTORS LLC	3878 RICHARDSON AVE	RAVENNA TWP		2/8/16		\$20,908.80	SINGLE-FAMILY											
29-311-12-00-140-000	MOSTELLA HARRY & MARILYN	RICHARDSON	RAVENNA TWP		2/8/16		\$277.13	VACANT LAND											
29-311-12-00-141-000	MOSTELLA HARRY & MARILYN	RICHARDSON	RAVENNA TWP		2/8/16		\$8,875.18	VACANT LAND											
29-311-12-00-142-000	MOSTELLA HARRY & MARILYN	3792 Richardson	RAVENNA TWP		2/8/16		\$162.65	VACANT LAND											
29-311-12-00-143-000	MOSTELLA HARRY & MARILYN	RICHARDSON	RAVENNA TWP		2/8/16		\$151.98	VACANT LAND											
29-311-12-00-144-000	MOSTELLA HARRY & MARILYN	RICHARDSON	RAVENNA TWP		2/8/16		\$1,709.83	VACANT LAND											
29-311-12-00-145-000	DAVIS DANYALA	RICHARDSON	RAVENNA TWP		2/8/16		\$5,993.67	VACANT LAND											
29-311-12-00-166-000	STEVENS WILLIAM & EDNA	RICHARDSON	RAVENNA TWP		2/8/16		\$10,523.71	VACANT LAND											
29-311-12-00-167-000	STEVENS WILLIAM & EDNA	3839 RICHARDSON	RAVENNA TWP		2/8/16		\$39,412.27	VACANT LAND											
29-311-12-00-168-000	STEVENS WILLIAM & EDNA	3839 RICHARDSON	RAVENNA TWP		2/8/16		\$1,589.64	VACANT LAND											
29-311-12-00-169-000	STANDERS AGNES	RICHARDSON	RAVENNA TWP		2/8/16		\$266.46	VACANT LAND											
29-311-12-00-215-000	RANDOLPH ROSEMARY	PAYNE	RAVENNA TWP		2/8/16		\$20.83	VACANT LAND											
29-311-12-00-216-000	JONES DOROTHY L	PAYNE	RAVENNA TWP		2/8/16		\$154.29	VACANT LAND											
29-311-12-00-242-001	BISHOP DELORES & ANTOINE D	PAYNE	RAVENNA TWP		2/8/16		\$237.79	VACANT LAND											
29-311-12-00-293-001	KNIGHT EDNA	TERRILL	RAVENNA TWP		2/8/16		\$213.77	VACANT LAND											
29-311-12-00-293-002	KNIGHT EDNA H (TRUSTEE)	9782 TERRILL ST	RAVENNA TWP		2/8/16		\$3,885.10	OTHR RES. STRUCTURE											
29-311-12-00-293-003	KNIGHT EDNA H (TRUSTEE)	6786 TERRILL ST	RAVENNA TWP		2/8/16		\$3,737.17	OTHR RES. STRUCTURE											
29-311-20-00-029-000	FITCH SOLER & ULLA	ADAMS	RAVENNA TWP		2/8/16		\$786.75	VACANT LAND											
29-311-20-00-080-000	REESE FRED&GUSIEE	ADAMS	RAVENNA TWP		2/8/16		\$469.75	VACANT LAND											
29-311-20-00-042-000	LACASCIA GUISEPPE	GARFIELD	RAVENNA TWP		2/8/16		\$582.71	VACANT LAND											
29-311-20-00-043-000	RANDAZZO CATERINA	GARFIELD	RAVENNA TWP		2/8/16		\$468.23	VACANT LAND											
29-311-20-00-044-000	RANDAZZO CATERINA	GARFIELD	RAVENNA TWP		2/8/16		\$582.71	VACANT LAND											
29-311-20-00-045-000	RANDAZZO CATERINA	GARFIELD	RAVENNA TWP		2/8/16		\$189.14	VACANT LAND											
29-311-20-00-046-000	REID PATSY	GARFIELD	RAVENNA TWP		2/8/16		\$189.14	VACANT LAND	Added - ts										
29-311-20-00-047-000	REID PATSY	GARFIELD	RAVENNA TWP		2/8/16		\$74.66	VACANT LAND											
29-311-20-00-048-000	REID PATSY	GARFIELD	RAVENNA TWP		2/8/16		\$189.14	VACANT LAND											
29-311-20-00-049-000	RANDOLPH ROSEMARY	GARFIELD	RAVENNA TWP		2/8/16		\$266.46	VACANT LAND											
29-311-20-00-050-000	KELLON GIBEL&GEORGE	GARFIELD	RAVENNA TWP		2/8/16		\$615.98	VACANT LAND											
29-311-20-00-051-000	MOSLEY ROSELEE & ANNIE JOE	GARFIELD	RAVENNA TWP		2/8/16		\$548.45	VACANT LAND	Added - ts										
29-311-20-00-052-000	MOSLEY ROSALEE & ANNIE JOE	GARFIELD	RAVENNA TWP		2/8/16		\$548.45	VACANT LAND	Added - ts										
29-311-20-00-164-000	FITCH FELIX	ADAMS	RAVENNA TWP		2/8/16		\$122.08	VACANT LAND											
29-311-20-00-165-000	KEPHART CALVIN L	ADAMS	RAVENNA TWP		2/8/16		\$340.24	VACANT LAND											
29-311-20-00-166-000	CALVIN WILLIE	RAVENNA TWP	RAVENNA TWP		2/8/16		\$4,918.65	VACANT LAND											
29-311-20-00-250-000	PATTON JOHN	RAVENNA TWP	RAVENNA TWP		2/8/16		\$303.29	VACANT LAND											
29-311-20-00-251-000	PATTON JOHN	RAVENNA TWP	RAVENNA TWP		2/8/16		\$328.46	VACANT LAND	Added - ts										
29-311-20-00-252-000	GADDY ORLANDO ROY SR	SUMMER	RAVENNA TWP		2/8/16		\$483.84	VACANT LAND											
29-311-20-00-253-000	USERY WILLIAM E & 2 OTHERS	SUMMER	RAVENNA TWP		2/8/16		\$883.82	VACANT LAND											
29-311-20-00-255-000	SHIVERS, PERCY	MCELRAETH	RAVENNA TWP		2/8/16		\$301.67	VACANT LAND											
29-311-20-00-256-000	SHIVERS, PERCY	MCELRAETH	RAVENNA TWP		2/8/16		\$416.15	VACANT LAND											
29-311-20-00-257-000	JOHNSON ANNIE LUE	MCELRAETH	RAVENNA TWP		2/8/16		\$233.03	VACANT LAND											
29-311-20-00-258-000	JOHNSON ANNIE LUE	MCELRAETH	RAVENNA TWP		2/8/16		\$118.55	VACANT LAND											
29-311-20-00-261-000	BELLE JACKIE	MCELRAETH	RAVENNA TWP		2/8/16		\$919.25	VACANT LAND											
29-311-20-00-262-000	BELLE JACKIE	MCELRAETH	RAVENNA TWP		2/8/16		\$1,184.08	VACANT LAND											
29-311-20-00-263-000	BELL JACKIE	3794 MCELRAETH	RAVENNA TWP		2/8/16		\$27,285.71	SPECIAL ASSM'T 17,826.92											

29-311-20-00-266-000	SMILEY GROVER C	TERRILL	RAVENNA TWP	2/8/16			\$468.23	VACANT LAND	
29-311-20-00-267-000	SMILEY GROVER C	TERRILL	RAVENNA TWP	2/8/16			\$566.54	VACANT LAND	
29-311-20-00-268-000	BRANTLEY BOBBIE J	TERRILL	RAVENNA TWP	2/8/16			\$205.68	VACANT LAND	
29-311-20-00-269-000	JUSTICE BARBARA JEAN & MCKINNEY SAM	TERRILL	RAVENNA TWP	2/8/16			\$205.68	VACANT LAND	
29-311-20-00-270-000	JUSTICE BARBARA JEAN & MCKINNEY SAM	TERRILL	RAVENNA TWP	2/8/16			\$86.16	VACANT LAND	Added - ts
29-311-20-00-271-000	JUSTICE BARBARA JEAN & MCKINNEY SAM	TERRILL	RAVENNA TWP	2/8/16			\$106.35	VACANT LAND	Added - ts
29-311-20-00-272-000	JOHNSON ETTA	6606 WINFIELD	RAVENNA TWP	2/8/16			\$106.35	VACANT LAND	
29-311-20-00-273-000	JOHNSON ETTA	WINFIELD	RAVENNA TWP	2/8/16			\$106.35	VACANT LAND	
29-311-20-00-274-000	JOHNSON ETTA	WINFIELD	RAVENNA TWP	2/8/16			\$106.35	VACANT LAND	
29-311-20-00-275-000	SMILEY GROVER C	WINFIELD	RAVENNA TWP	2/8/16			\$468.23	VACANT LAND	
29-364-13-00-191-000	MIMS CAROL A	4377 WOLFORTH	RAVENNA TWP	2/8/16			\$183.79	VACANT LOT	
29-364-13-00-192-000	MIMS CAROL A	WOLFORTH	RAVENNA TWP	2/8/16			\$465.18	VACANT LOT	
29-364-13-00-204-000	NISKANEN, JOHN PERRY	COURT	RAVENNA TWP	2/8/16			\$329.46	VACANT LOT	
29-364-13-00-205-000	SPEIGHS, LULA	COURT	RAVENNA TWP	2/8/16			\$349.77	VACANT LOT	
29-364-13-00-206-000	NISKANEN, JOHN PERRY	COURT	RAVENNA TWP	2/8/16			\$8,453.10	VACANT LOT	
29-364-13-00-211-000	MIMS CAROL A	4370 COURT ST	RAVENNA TWP	2/8/16			\$194.31	VACANT LOT	
29-364-13-00-217-000	STEWART, JAMES R	PORTAGE	RAVENNA TWP	2/8/16			\$242.28	VACANT LOT	
29-364-13-00-218-000	DOKENS LUZZIE	PORTAGE	RAVENNA TWP	2/8/16			\$226.53	VACANT LOT	
29-364-13-00-219-000	JONES LARRY	PORTAGE	RAVENNA TWP	2/8/16			\$309.08	VACANT LOT	
29-364-13-00-220-000	BOWMAN FLORA	PORTAGE	RAVENNA TWP	2/8/16			\$188.60	VACANT LOT	
29-364-13-00-221-000	BOWMAN FLORA	PORTAGE	RAVENNA TWP	2/8/16			\$105.59	VACANT LOT	
29-364-13-00-222-000	BOWMAN FLORA	PORTAGE	RAVENNA TWP	2/8/16			\$219.87	VACANT LOT	
29-364-13-00-244-000	ANDERSON MARVA	WOLFORTH	RAVENNA TWP	2/8/16			\$1,132.13	VACANT LOT	
29-364-13-00-245-000	ANDERSON MARVA	WOLFORTH	RAVENNA TWP	2/8/16			\$27.07	VACANT LOT	
29-364-13-00-246-000	SANDERS MICHAEL & RE AMBITIONS	WOLFORTH	RAVENNA TWP	2/8/16			\$1,561.85	VACANT LOT	
29-364-14-00-035-000	WINSTON ROBERT	PORTAGE	RAVENNA TWP	2/8/16			\$1,580.42	VACANT LOT	
29-364-14-00-036-000	TAYLOR JAMES P & BETTY	PORTAGE	RAVENNA TWP	2/8/16			\$1,034.70	VACANT LOT	
29-364-14-00-037-000	TAYLOR JAMES P & BETTY	PORTAGE	RAVENNA TWP	2/8/16			\$920.22	VACANT LOT	
29-364-14-00-049-000	WEATHERLY MAHALIA & 6 OTHERS	PORTAGE	RAVENNA TWP	2/8/16			\$920.22	VACANT LOT	
29-364-14-00-050-000	WEATHERLY MAHALIA & 6 OTHERS	PORTAGE	RAVENNA TWP	2/8/16			\$920.22	VACANT LOT	
29-364-14-00-051-000	WEATHERLY MAHALIA & 6 OTHERS	PORTAGE	RAVENNA TWP	2/8/16			\$920.22	VACANT LOT	
29-364-14-00-052-000	WEATHERLY MAHALIA & 6 OTHERS	PORTAGE	RAVENNA TWP	2/8/16			\$429.94	VACANT LOT	
29-364-14-00-081-000	LUCAS MOSELLA JACKSON & WESLEY LUCAS	SKHEELS	RAVENNA TWP	2/8/16			\$312.40	VACANT LOT	
29-364-14-00-090-000	FULLUM CORRINE	SKHEELS	RAVENNA TWP	2/8/16			\$197.92	VACANT LOT	
29-364-14-00-091-000	FULLUM CORRINE	SKHEELS	RAVENNA TWP	2/8/16			\$234.49	VACANT LOT	
29-364-14-00-092-000	FULLUM CORRINE	SKHEELS	RAVENNA TWP	2/8/16			\$509.59	VACANT LOT	
29-364-14-00-093-000	WARR LORETTA L & 13 OTHERS	SKHEELS	RAVENNA TWP	2/8/16			\$509.59	VACANT LOT	
29-364-14-00-117-000	LUCAS MOSELLA JACKSON & WESLEY LUCAS	LEASURE	RAVENNA TWP	2/8/16			\$172.93	VACANT LOT	
29-364-14-00-118-000	LUCAS MOSELLA JACKSON & WESLEY LUCAS	LEASURE	RAVENNA TWP	2/8/16			\$699.00	CHURCHES, ETC;	Added - ts
29-364-14-00-119-000	LUCAS MOSELLA JACKSON & WESLEY LUCAS	LEASURE	RAVENNA TWP	2/8/16			\$1,196.36	VACANT LOT	
29-364-14-00-172-002	APOSTOLIC TABERNACLE OF GOD	PORTAGE	RAVENNA TWP	2/8/16			\$24,922.59	ARR - RC BY TWP	
29-364-14-00-172-005	APOSTOLIC TABERNACLE OF GOD	5437 PORTAGE	RAVENNA TWP	2/8/16			\$12,671.61	VACANT SIDE LOT	
32-020-11-00-088-000	TAYLOR HATTIE & MCKINLEY	LANE	ROOTSTOWN TWP	2/8/16			\$9,387.93	ADJACENT CHURCH WANTS TO BUY PARCEL REFERRED BY CITY	
32-020-11-00-089-000	ELAM LARRY D & DOROTHY A (J&S)	4092 SUMMIT RD	RAVENNA TWP	2/10/16			8522.75	REC BY TWP - RESIDENTIAL VACANT LAND - "MARSH CREEK 2"	
32-020-11-00-090-000	JACQUELINE S JOHNSON	8957 WILLVERNE	WINDHAM	2/10/16			149.64	SIDE LOT - REC BY TWP	Removed from List Retention Basin
32-020-11-00-091-000	WHITE, JERRY E	329 RAVENNA	RAVENNA CITY	2/26/16			419.79	SIDE LOT - REC BY TWP	
32-020-11-00-092-000	DACATH DEVELOPMENT CO INC	TALLMADGE RD	ROOTSTOWN TWP	2/29/16			330.07	SIDE LOT - REC BY TWP	
32-020-11-00-093-000	NABO JOSEPH C LAND DEVELOPMENT	4395 CLOVER DR	ROOTSTOWN TWP	2/29/16			3583.01	REC BY TWP - SINGLE-FAMILY	Removed by Teresa - Not Eligible
32-020-11-00-094-000	DEESE MARY ALICE HARRIS ET AL 12	ROOSEVELT	ROOTSTOWN TWP	2/29/16			1794.57	SIDE LOT REC BY TWP	
32-020-11-00-095-000	WILLIAMS SUDIE H & HENRY WILLIAMS	PROSPECT	ROOTSTOWN TWP	2/29/16			1909	SIDE LOT - REC BY TWP	
32-020-11-00-100-000	WILLIAMS SUDIE H & AGNEW WILLIAMS	PROSPECT	ROOTSTOWN TWP	2/29/16			510.37	SIDE LOT - REC BY TWP	
32-020-11-00-122-000	HICKS VM & LYDIA	SMITH	ROOTSTOWN TWP	2/29/16			795.79	SIDE LOT - REC BY TWP	
32-020-11-00-147-000	AUTON IDA BELLE	LANE	ROOTSTOWN TWP	2/29/16			315.59	SIDE LOT - REC BY TWP	
32-020-11-00-195-000	COLLETT CATHERINE	MUZZY	ROOTSTOWN TWP	2/29/16			523.4	SIDE LOT - REC BY TWP	
32-020-11-00-196-000	COLLETT CATHERINE	MUZZY	ROOTSTOWN TWP	2/29/16			293.39	SIDE LOT - REC BY TWP	
32-020-11-00-236-000	MCGUIRE LILLIAN E	MUZZY	ROOTSTOWN TWP	2/29/16			444.16	SIDE LOT OR NR - REC BY TWP	
32-020-12-00-098-000	NIXON DELBART E & PAULINE NIXON	BROADWAY	ROOTSTOWN TWP	2/29/16			354.15	SIDE LOT OR NR - REC BY TWP	
32-020-12-00-099-000	NIXON DELBART E & PAULINE NIXON	BROADWAY	ROOTSTOWN TWP	2/29/16			354.15	SIDE LOT OR NR - REC BY TWP	
32-020-12-00-100-000	NIXON DELBART E & PAULINE NIXON	BROADWAY	ROOTSTOWN TWP	2/29/16			354.15	SIDE LOT OR NR - REC BY TWP	
32-020-12-00-101-000	NIXON DELBART E & PAULINE NIXON	BROADWAY	ROOTSTOWN TWP	2/29/16			662.52	SIDE LOT - REC BY TWP	
32-020-12-00-170-000	KINNES CATHERINE C	LANE	ROOTSTOWN TWP	2/29/16			548.04	SIDE LOT - REC BY TWP	
32-020-12-00-171-000	KINNES CATHERINE C	LANE	ROOTSTOWN TWP	2/29/16			304.92	SIDE LOT - REC BY TWP	
32-020-12-00-196-000	RILEY CHARLES H	WILSON	ROOTSTOWN TWP	2/29/16					

32-020-12-00-219-001	N/A	ROOTSTOWN TWP	2/29/16			522.64	SIDE LOT - REC BY TWP		
32-0236-04-00-015-000	N/A	OLD FORGE	2/29/16			151.99	SIDE LOT - REC BY TWP	Removed by Teresa - Not eligible	
32-046-00-00-009-000	CONLEY SUSAN L	2759 TALLMADGE	2/29/16			53099.07	REC BY TWP - SINGLE-FAMILY	Removed by Prosecutor due to active foreclosure	
32-048-00-00-003-000	JARVIS TIMOTHY & BETTY K	2581 SAXE	2/29/16			2316.29	REC BY TWP - SINGLE-FAMILY	Removed by Teresa - Not Eligible	
32-048-00-00-006-000	SMITH KAREN LAWSON	2709 SAXE	2/29/16			2854.77	REC BY TWP - OTHER RES STRUCTURES		
32-020-12-00-127-000	JAMBER BERNARD J	PROSPECT	3/2/16			2348.64	REC BY TWP		
32-020-12-00-128-000	WORTHINGTON JOHN PERRY & LENA	PROSPECT	3/2/16			2442.76	REC BY TWP		
32-020-12-00-129-000	WORTHINGTON JOHN PERRY & LENA	PROSPECT	3/2/16			1884.38	REC BY TWP		
32-020-12-00-166-000	BOURN SAMUEL	PENSHING	3/2/16			673.97	REC BY TWP		
32-020-12-00-167-000	BOURN SAMUEL	LANE	3/2/16			583.95	REC BY TWP		
32-020-12-00-240-000	ZORKO MATILDA	MUZZY	3/2/16			313.25	REC BY TWP		
32-020-12-00-244-000	PRACK KATHERINE & ET AL 2	MUZZY	3/2/16			436.22	REC BY TWP		
32-020-12-00-248-000	DAWES EMMA L	MUZZY	3/2/16			376.25	REC BY TWP		
32-022-00-00-012-000	LEN RAN INC	4097 KARRY	3/2/16			4807.27	REC BY TWP		
32-022-00-00-078-000	URBAIN LEE A	ROSALIND	3/2/16			6951.47	REC BY TWP		
32-041-00-00-004-002	C & M DEVELOPMENT INC	QUEEN RD	3/2/16			21737.15	REC BY TWP		
29-364-13-00-065-000	MOORE DEANNA L & KEVIN M (J&S)	5504 FREEDOM	3/4/16			2062.83	REC BY TERESA	SF DEMO OR ARR	
29-364-13-00-066-000	MOORE DEANNA L & KEVIN M (J&S)	FREEDOM	3/4/16				HOLD UNTIL OCTOBER	HOLD UNTIL OCTOBER	
25-016-00-00-019-003	SUMPTER, JOSEPH E & MAGGIE M	10504 HOPKINS RD	3/16/16			17600.54	REC BY TWP - SIDE YARD /		
05-019-00-00-006-000	CAMMERATA JEFF AND MELINDA	11212 HOPKINS	3/16/16			3025.25	MOF DEMO - RECC Y COMMUNITY - NO SPECIAL ASSESSMENT?		
25-020-10-00-030-000	GRIFFITH SAMUEL C & JANICE	11515 PARKMAN	3/16/16			27474.88	REC BY TWP - MOF DEMO		
25-020-10-00-031-000	GRIFFITH SAMUEL C & JANICE	PARKMAN	3/16/16			673.28	3 ACRES - SIDE LOT - REC BY COMMUNITY		
25-020-10-00-033-000	GRIFFITH SAMUEL C & JANICE	CENTER	3/16/16			741.82	3 ACRES - SIDE LOT - REC BY COMMUNITY		
25-022-00-00-024-001	PACKLER DONALD JR & JAMES S	PARKMAN	3/16/16			2618.7	1.48 ACRES - NO ACCESS - FAMILY ALL AROUND THE PROPERTY		
25-022-00-00-025-001	PACKLER JAMES & WILMA JEAN (J&S)	11921 PARKMAN RD	3/16/16			2336.79	1.08 ACRES - MOF DEMO, BUT NO SPECIAL ASSESSMENT? - FAMILY ALL AROUND THE PROPERTY		
25-032-10-00-001-000	VANHORN EDWARD	BLOOM	3/16/16			8435.59	7.4 ACRES - REC BY COMMUNITY		
25-039-00-00-036-002	SUMPTER CHRISTOPHER & EDITH	10061 PIERCE	3/16/16			24288.9	MOF DEMO - RECC Y COMMUNITY - 2.84 ACRES		
26-104-00-00-003-001	WARDENS DISCIPLE CHR	ST RT 225	3/16/16			131.38	DELO SPECIAL ASSMT ONLY - TWP MAINTAINS ALREADY IT'S A CEMETARY		

Portage County Land Bank
Cash Receipts Journal
For the Period From Jan 1, 2016 to Jan 31, 2016

Filter Criteria Includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
1/25/16	15000	02012016	land bank money not used for 81323 10042004		11,768.10
	10000		Portage County Auditor's Office	11,768.10	
				11,768.10	11,768.10

Xa.

Portage County Land Bank
Balance Sheet
January 31, 2016

ASSETS

Current Assets		
Cash	\$	151,881.33
CDARS		350,462.29
Land Bank Reserve		12,000.00
Land Inventory		155,050.00
		<hr/>
Total Current Assets		669,393.62
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>669,393.62</u>

LIABILITIES AND CAPITAL

Current Liabilities		<hr/>
Total Current Liabilities		0.00
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		0.00
Capital		
Fund Balance	\$	687,826.32
Net Income		(18,432.70)
		<hr/>
Total Capital		669,393.62
		<hr/>
Total Liabilities & Capital	\$	<u>669,393.62</u>

Unaudited - For Management Purposes Only

Portage County Land Bank
Cash Disbursements Journal
For the Period From Jan 1, 2016 to Jan 31, 2016

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
1/11/16	1262	50000 10000	NIP Project Expense Steam Genie	200.00	200.00
1/11/16	1263	51000 10000	Legal Chad Murdock	450.00	450.00
1/11/16	1264	58000 10000	Audit Treasurer State of Ohio	82.00	82.00
1/15/16	1265	51400 10000	Prosecutor's Contract Brad Cromes, Treasurer	60,000.00	60,000.00
1/15/16	1266	57000 10000	Insurance Sutton Insurance	700.00	700.00
1/26/16	1267	50500 10000	Other Project Expense Diamond Environmental	3,325.00	3,325.00
1/26/16	1268	50500 10000	Other Project Expense CTG Environmental	500.00	500.00
1/26/16	1269	58500 10000	Other Maintenance City of Ravenna - Water/Sewer	6.00	6.00
Total				65,283.00	65,283.00

Portage County Land Bank
Income Statement
Compared with Budget
For the One Month Ending January 31, 2016

	Current Month Actual	Year to Date Actual	Total Budget
Revenues			
Land Donations (Non-Cash)			
NIP Grant Revenue	\$ 46,790.00	\$ 46,790.00	\$ 75,000.00
Side Lot Sales	0.00	0.00	80,000.00
DTAC Revenue	0.00	0.00	600.00
Other Income	0.00	0.00	340,000.00
A/R/R	40.30	40.30	0.00
	0.00	0.00	20,000.00
Total Revenues	46,830.30	46,830.30	515,600.00
Expenses			
NIP Project Expense	200.00	200.00	80,000.00
Other Project Expense	3,825.00	3,825.00	80,000.00
Community Demo	0.00	0.00	50,000.00
A/R/R	0.00	0.00	80,000.00
Legal	450.00	450.00	20,000.00
Space Rental	0.00	0.00	400.00
Annual Meeting	0.00	0.00	1,200.00
Court Costs	0.00	0.00	5,000.00
Sheriff Costs	0.00	0.00	5,000.00
Planning & Mapping	0.00	0.00	10,000.00
Prosecutor's Contract	0.00	0.00	60,000.00
Filing Fees	60,000.00	60,000.00	20,000.00
Board Training	0.00	0.00	1,000.00
Staff Travel & Training	0.00	0.00	1,500.00
Postage	0.00	0.00	500.00
Consulting	0.00	0.00	40,000.00
RPC	0.00	0.00	2,500.00
Special Assessments	0.00	0.00	2,000.00
Other Maintenance	0.00	0.00	12,000.00
Insurance	6.00	6.00	6,000.00
Audit	700.00	700.00	4,500.00
Web Page	82.00	82.00	2,500.00
Marketing	0.00	0.00	1,500.00
Annual Report	0.00	0.00	3,500.00
Mission Statement	0.00	0.00	500.00
Western Reserve Land Conserv	0.00	0.00	3,000.00
	0.00	0.00	
Total Expenses	65,263.00	65,263.00	492,600.00
Net Income	\$ (18,432.70)	\$ (18,432.70)	\$ 23,000.00

For Management Purposes Only

Portage County Land Bank
Income Statement
Compared with Budget
For the Two Months Ending February 29, 2016

	Current Month Actual	Year to Date Actual	Total Budget
Revenues			
Land Donations (Non-Cash)	\$ 0.00	\$ 46,790.00	\$ 75,000.00
NIP Grant Revenue	0.00	0.00	80,000.00
Side Lot Sales	0.00	0.00	600.00
DTAC Revenue	0.00	0.00	340,000.00
Other Income	0.00	40.30	0.00
A/R/R	0.00	0.00	20,000.00
Total Revenues	0.00	46,830.30	515,600.00
Expenses			
NIP Project Expense	0.00	200.00	80,000.00
Other Project Expense	0.00	3,825.00	80,000.00
Community Demo	0.00	0.00	50,000.00
A/R/R	0.00	0.00	80,000.00
Legal	1,312.50	1,762.50	20,000.00
Space Rental	0.00	0.00	400.00
Annual Meeting	0.00	0.00	1,200.00
Court Costs	0.00	0.00	5,000.00
Sheriff Costs	0.00	0.00	5,000.00
Planning & Mapping	0.00	0.00	10,000.00
General Admin	18.75	18.75	0.00
Prosecutor's Contract	0.00	60,000.00	60,000.00
Filing Fees	3,219.00	3,219.00	20,000.00
Board Training	0.00	0.00	1,000.00
Staff Travel & Training	0.00	0.00	1,500.00
Postage	0.00	0.00	500.00
Consulting	0.00	0.00	40,000.00
RPC	0.00	0.00	2,500.00
Special Assessments	412.98	412.98	2,000.00
NIP Maintenance	1,325.75	1,325.75	0.00
Other Maintenance	13.20	19.20	12,000.00
Insurance	0.00	700.00	6,000.00
Audit	287.00	369.00	4,500.00
Web Page	0.00	0.00	2,500.00
Marketing	0.00	0.00	1,500.00
Annual Report	0.00	0.00	3,500.00
Mission Statement	0.00	0.00	500.00
Western Reserve Land Conserv	0.00	0.00	3,000.00
Total Expenses	6,589.18	71,852.18	492,600.00

For Management Purposes Only

Portage County Land Bank Income Statement Compared with Budget For the Two Months Ending February 29, 2016			
Net Income	Current Month	Year to Date	Total
	Actual	Actual	Budget
	\$ (6,589.18)	\$ (25,021.88)	\$ 23,000.00

Portage County Land Bank
Cash Disbursements Journal
For the Period From Feb 1, 2016 to Feb 29, 2016

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/12/16	1270	55500 10000	Special Assessments Brad Cromes, Treasurer	9.23	9.23
2/12/16	1271	55500 10000	Special Assessments Brad Cromes, Treasurer	31.92	31.92
2/12/16	1272	55500 10000	Special Assessments Brad Cromes, Treasurer	9.23	9.23
2/12/16	1273	55500 10000	Special Assessments Brad Cromes, Treasurer	156.00	156.00
2/12/16	1274	55500 10000	Special Assessments Brad Cromes, Treasurer	156.00	156.00
2/12/16	1275	55500 10000	Special Assessments Brad Cromes, Treasurer	9.23	9.23
2/12/16	1276	55500 10000	Special Assessments Brad Cromes, Treasurer	9.23	9.23
2/12/16	1277	55500 10000	Special Assessments Brad Cromes, Treasurer	32.14	32.14
2/12/16	1278	51000 10000	Legal Chad Murdock	1,312.50	1,312.50
2/12/16	1279	52000 10000	Filing Fees Diamond Title	100.00	100.00
2/12/16	1280	58000 10000	Audit Treasurer State of Ohio	287.00	287.00
2/12/16	1281	56500 10000	Other Maintenance City of Ravenna - Water/Sewer	13.20	13.20
2/12/16	1282	52000 10000	Filing Fees AMS Title	1,844.00	1,844.00
2/26/16	1283	52000 10000	Filing Fees AMS Title	885.00	885.00
2/26/16	1284	52000 10000	Filing Fees AMS Title	390.00	390.00
2/26/16	1285	56000 10000	NIP Maintenance Portage County Water Resources	265.15	265.15
2/26/16	1286	56000 10000	NIP Maintenance Portage County Water Resources	265.15	265.15
2/26/16	1287	56000 10000	NIP Maintenance Portage County Water Resources	265.15	265.15

Portage County Land Bank
Cash Disbursements Journal
For the Period From Feb 1, 2016 to Feb 29, 2016

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/26/16	1288	56000 10000	NIP Maintenance Portage County Water Resources	265.15	265.15
2/26/16	1289	56000 10000	NIP Maintenance Portage County Water Resources	265.15	265.15
Total				<u>6,570.43</u>	<u>6,570.43</u>

Portage County Land Bank
Balance Sheet
February 29, 2016

ASSETS

Current Assets		
Cash	\$	195,794.75
CDARS		299,959.69
Land Bank Reserve		12,000.00
Land Inventory		155,050.00
		<hr/>
Total Current Assets		662,804.44
Property and Equipment		<hr/>
Total Property and Equipment		0.00
Other Assets		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>662,804.44</u>

LIABILITIES AND CAPITAL

Current Liabilities		<hr/>
Total Current Liabilities		0.00
Long-Term Liabilities		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		0.00
Capital		
Fund Balance	\$	687,826.32
Net Income		(25,021.88)
		<hr/>
Total Capital		662,804.44
		<hr/>
Total Liabilities & Capital	\$	<u>662,804.44</u>

NDS

**NIP Program Update:
March 16, 2016**

Demolitions In-Process:

Property Address	Community	Status
6483 Schoolview Dr.	Kent	Complete
9123 Wilverne	Windham	Complete
9506 State Route 224	Deerfield	Complete.
3567 State Route 59	Ravenna	Contract Signed.
4550 W. High St.	Mantua	Contract Signed.
467 S. Sycamore	Ravenna	Contract Signed.
6297 Elm St.	Ravenna	Contract Signed.
9499 S.R. 224	Deerfield	Contract Signed.
332 Cedar	Ravenna	Contract Signed.
870 Jones	Ravenna	Contract Signed.
510 Ravenna Rd.	Ravenna	Contract Signed.
1369 Whittlesey	Atwater	Contract Signed.
9930 Blanton	Windham	Contract Signed.
825 Locke	Kent	Contract Signed.
467 King	Ravenna	Contract Signed.
349 W. Elm	Kent	Contract Signed.
9785 Belden Dr.	Windham	Preparing specifications & Disconnecting Utilities
1888 Mahoning Rd	Deerfield	Preparing specifications & Disconnecting Utilities
4391 Court St.	Ravenna	Preparing specifications & Disconnecting Utilities
1348 Bank St.	Atwater	Preparing specifications & Disconnecting Utilities
12914 Hobart Rd.	Garrettsville	Preparing specifications & Disconnecting Utilities
227 Madison St.	Ravenna	Preparing specifications & Disconnecting Utilities
6295 Waterloo Rd.	Atwater	Preparing specifications & Disconnecting Utilities

Acquisition Efforts:

- We have stopped acquiring parcels for NIP demolition. We believe we have acquired the maximum number of parcels to demolish based upon the funding amount and average demolition costs.

Reporting:

All reports are up-to-date.

Portage County Land Reutilization Corp.
Fixed Asset Register

Address	Parcel #	Value
9123 Wilverne, Windham	41-058-10-00-033-000	4,200.00
6483 Schoolview, Franklin Twp	12-039-10-00-117-000	2,560.00
Schoolview, Franklin Twp	12-039-10-00-118-000	2,560.00
Lane, Rootstown	32-020-11-00-087-000	1,440.00
9506 ST RT 224, Deerfield	08-029-00-00-012-000	1,860.00
467 Sycamore, Ravenna	31-361-23-00-077-000	8,680.00
10582 Reynolds, Nelson Twp	25-052-01-00-008-000	12,250.00
4550 West High St, Mantua	24-040-10-00-094-000	9,170.00
3567 ST RT 59, Ravenna	29-308-10-00-128-000	6,620.00
3567 ST RT 59, Ravenna	29-308-00-00-005-000	3,500.00
9499 ST RT 224, Deerfield	08-030-00-00-009-000	1,580.00
6297 Elm St, Atwater	01-038-30-00-035-000	3,780.00
332 Cedar St, Ravenna	31-349-04-00-293-000	4,270.00
870 Jones Rd, Ravenna	31-306-04-00-043-000	11,130.00
510 Ravenna Rd, Ravenna	31-365-10-00-128-000	3,890.00
1369 Whittlesey, Atwater	01-038-10-00-010-000	3,430.00
9930 Blanton Drive, Windham	41-058-20-00-066-000	4,100.00
825 Lock Street, Kent	17-031-21-00-056-000	6,930.00
467 King Street, Ravenna	31-361-24-00-058-000	8,050.00
349 West Elm, Kent	17-012-20-00-101-000	6,230.00
349 West Elm, Kent	17-012-20-00-102-000	2,030.00
1888 Mahoning, Deerfield	08-067-00-00-018-001	8,050.00
4391 Court St, Ravenna	29-364-13-00-169-000	180.00
4391 Court St, Ravenna	29-364-13-00-170-000	180.00
4391 Court St, Ravenna	29-364-13-00-171-000	530.00
227 Madison, Ravenna	31-305-10-00-029-000	7,350.00
12914 Hobart, Garrettsville	25-052-01-00-014-011	11,690.00
1348 Bank St, Atwater	01-038-30-00-052-000	5,220.00
1348 Bank St, Atwater	01-038-30-00-051-000	2,210.00
9785 Belden, Windham	41-058-10-00-100-000	4,730.00
6295 Waterloo, Atwater	01-038-30-00-112-000	6,650.00
		155,050.00

- P. To do all acts and things necessary or convenient to carry out the purposes of Section 1724.01 of the Ohio Revised Code and the powers especially created for a county land reutilization corporation in Chapter 1724 of the Ohio Revised Code, including, but not limited to, contracting with the federal government, the State or any political subdivision thereof (including agreements pursuant to divisions (A)(3) and (B) of Section 1724.10 of the Ohio Revised Code), and any other party, whether non-profit or for-profit.

ARTICLE II—Meetings

Section 1. Place of Meetings

All meetings of the Portage County Land Reutilization Corporation shall be held at a location as designated from time to time by the Chair of the Board of Directors.

Section 2. Annual Meeting

An annual meeting of voting members shall be held on the first Monday of the fourth month following the close of each fiscal year of the corporation. The principal purpose of the annual meeting is the approval of the annual financial report. Should the filing of the annual report with the Auditor of the State of Ohio be extended beyond 120 days following the close of the fiscal year, the annual meeting may be held at a later date, but prior to the filing of the annual financial report with the Auditor of State. Notice of such meetings shall be given to the Directors at least fourteen (14) days before the time of such meeting.

Section 3. Regular Meetings

Meetings shall be held at least quarterly on such date and at such time and place as shall be designated by the Chair of the Board of Directors. Notice of such meetings shall be given to the Directors at least seven (7) days before the time of such meeting.

Section 4. Special Meetings

The Chair, the Vice Chair or any three Directors, upon at least 24 hours notice given to each Director, may call a special meeting of the Board of Directors.

Section 5. Notice of Meetings

The **Executive Director** shall establish a procedure, which shall provide for public notice of meeting of the Board of Directors of the Portage County Portage County Land Reutilization Corporation, which notice shall contain the time, place and date of any meeting of the Portage County Land Reutilization Corporation. Said procedure shall fully comply with the provisions of Sections **1702.18** and **1702.31** of the Revised Code of Ohio, and **where applicable be open to the public.**

Section 6. Quorum

A majority of all the Directors of the Portage County Land Reutilization Corporation shall constitute a quorum for the transaction of business, but a lesser number may adjourn any meeting. The affirmative

tors shall have authority to make, prescribe and enforce all rules and regulations for the conduct of the business and affairs of the Corporation and the management and control of its properties. Without limiting the generality of the foregoing, the Corporation acting through its Board of Directors may employ and provide compensation for an executive director whose title shall be Executive Director of the Corporation (the "Executive Director") and who shall manage the daily operations of the Corporation

Section 6. Compensation

Members of the board shall not be compensated for their services as director.

Section 7. Reimbursement of Expenses

Members of the Board may be reimbursed for their reasonable expenses in the performance of their duties.

ARTICLE IV—Officers

Section 1. General Provisions

The Board of Directors shall elect a Chair and a Vice Chair and appoint a Secretary and a Treasurer.

Section 2. Term of Office

Officers shall be elected at the **annual** meeting of the Board of Directors (**voting members**) to be held as **set forth in Article II Section 2 of the Rules and Regulations**. They shall serve on a calendar year basis, and until their successors are elected and qualified.

Any officer may resign by giving written notice to the Secretary, or in the event of resignation of the Secretary, by giving written notice to the Chair. Resignation shall be effective as of the date stated in such resignation. Notice of resignation shall be transmitted by the officer receiving the same to all members of the Board of Directors.

Section 3. Removal

All officers shall serve at the pleasure of the Board of Directors, and shall be subject to removal at any time.

Section 4. Vacancies

Vacancies in all offices shall be filled by the Board of Directors.

Section 5. Chair

The Chair shall be a member of the Board of Directors. He/she shall preside at all meetings of the Board of Directors, shall be an executive officer of the Portage County Land Reutilization Corporation and shall exercise supervision over the business of the Portage County Land Reutilization Corporation and over its officers and employees. He/she, **or the Vice-Chair**, shall have authority to sign all contracts, releases, bonds, notes and other instruments and documents to be executed on behalf of the Portage County

Subject: RE: land bank annual meeting
Date: Wednesday, February 24, 2016 at 9:57:22 AM Eastern Standard Time
From: Dave Vaughan
To: Vicki Kline, Brad Cromes, Bridget Susel, woneal@brimfieldohio.gov, Kathleen Chandler
CC: Jenna Cariglio, Michael Bogo, Erica Sadaj

Resending. Thanks, Dave

From: Dave Vaughan
Sent: Thursday, February 18, 2016 11:43 AM
To: Vicki Kline <Vkline@portageco.com>; Brad Cromes <BCromes@portageco.com>; 'Bridget Susel' <suselb@kent-ohio.org>; woneal@brimfieldohio.gov; 'Kathleen Chandler' <KChandler@portageco.com>
Cc: Jenna Cariglio <jcariglio@ndsohio.org>; Michael Bogo <Bogo@ndsohio.org>; Erica Sadaj <ESadaj@ndsohio.org>
Subject: land bank annual meeting

All, we are somewhere around 2 months from the annual meeting and I wanted to get some basic framework in place. For everything stated below I highly encourage thought, discussion and further development.

We will produce and have for distribution an annual report.

Speakers:

Vicki: welcome, overview and introduction

Brad: foreclosures and taxes collected

Bridget: economic impact of land bank (funds brought in to County, impact of value via demos and land returned to use)

Wendy: production (demos, sales, foreclosures)

Commissioner Chandler: Summary and closing

Note: we will need to discuss and work-up visuals for each presentation.

We will provide lunch and hold the event at Northeast Ohio Medical University. The goal would be an 11:30 kick-off and an 1:00 closing

Invitees:

Commissioners

Township Trustees

School systems

Cities and villages (Mayor's and Council)

Local financial institutions

- *Congressman Tim Ryan
- *State elected officials
- *Senator Sherrod Brown
- * Senator Rob Portman
- * would probably change speakers and agenda

Note: a press announcement would be distributed prior to the event, so we would need to include space for several reporters.

Note: under this approach the general public would not be invited. A potential issue is that we are attracting some general public at the regular meetings and this might exclude them.

Note: it is assumed that NDS and the Prosecutor's Office would be present.

Note: would you want to give awards to the previous land bank board members?

Note: Wells and Chase donated houses to us (Chase through NDS) would you want to invite and recognize them?

Note: Given that we are including lunch we will need to work off of RSVP's

OK, so maybe I went a little beyond framework.....

Thanks, Dave

1050 W. Main Street
Kent, Ohio, 44240
P: 330.541.9486
Email: jgordon@fullspectrummarketing.com

Neighborhood Development Services

Statement of Work – 3 Websites

March 11, 2016



1050 W Main Street, Kent, Ohio 44240 | fullspectrummarketing.com

G.B. Hawk Construction Website

Audience: Portage County and Summit County homeowners

Objective: Promote Residential and Commercial (by RFP only) construction, restoration, and remodeling services

Core Pages (to be provided by NDS):

- Homepage
 - Residential
 - Commercial
 - Blog
 - Article detail page
 - Success Stories / Job Portfolio
 - Job / Portfolio Detail Page
 - About Us
 - Contact Us
 - Form

General Technical Needs:

- Responsive
- Strong SEO principals and structure
- Flexible – easy-to-update and can adapt as the organization shifts

Custom Functionality:

- WordPress Multisite Solution for single Admin to manage all 3 sites
- Blog / Article Detail Page with video capability
- Filterable job portfolio and detail
- Commercial RFP submission form

Hosting / Training / Maintenance:

Hosting

- 99.9% uptime for website in WordPress tailored hosting environment
- Monitoring and active WordPress updates keep your site secure with the latest changes in technology
- Real-time security threat detection identifies and denies malicious behavior before it affects your website
- Daily, on-demand redundant backups
- Fast website loading times with an optimized server environment

Training and Maintenance

- 4 hours of FSM's services to make website updates and changes each year
- Two one (1) hour training sessions with as many attendees as you want
- Ongoing support – if you have a question, just call us... we're right up the road!

Timeline: Go Live TBD

Budget:

- One-time: \$7,500 – \$1,500 bundle discount = **\$6,000**
- Hosting / Training / Maintenance Package (begins at launch): \$150/mo – \$100 bundle discount = **\$50/mo**

NDS Website

Audience: Partners (e.g. NeighborWorks, Barberton Community Foundation), Banks, Political Jurisdictions (e.g. city governments, county governments)

Objective: Explaining the NDS idea... NDS Talents + Funding = Opportunities for Communities

Core Pages (to be provided by NDS):

- Homepage
 - Commercial Development
 - Housing Development
 - About Us
 - Success Stories
 - Blog / Press Tab
 - Article detail page
 - Contact Us
 - Form



1050 W Main Street, Kent, Ohio 44240 | fullspectrummarketing.com



How to Work with FSM

Your main points of contact are Josh Gordon and Andrew Husted. Your Project Manager will be Amy Chubbuck, and support provided by Kelly Cecora.

Andrew Husted

Web Manager

Email: ahusted@fullspectrummarketing.com

Mobile: 330.324.3000

Amy Chubbuck

Account Director

Email: achubbuck@fullspectrummarketing.com

Mobile: 330.607.0144

Kelly Cecora

Account Coordinator

Email: kcecora@fullspectrummarketing.com

Mobile: 330.281.8942

Josh Gordon

President

Email: jgordon@fullspectrummarketing.com

Mobile: 330.807.4772

We are here to serve you and your entire staff!

It's also important for us to know whom to contact for each project. Who is on point at NDS for each project?

G.B. Hawk Website: _____

PC Land Bank Website: _____

NDS Website: _____



1050 W Main Street, Kent, Ohio 44240 | fullspectrummarketing.com

Fee and Payment Schedule

This document will establish Neighborhood Development Services (hereinafter referred to as "NDS" agreement to engage) Full Spectrum Marketing (hereinafter referred to as "FSM") as the Agency of Record for its public relations and marketing communications efforts.

1. General: NDS desires to procure from FSM for a full range of public relations and marketing communications services. These services may include, without limitation, the creation and maintenance of print and electronic marketing materials for various media and purposes.
2. FSM allows for two (2) rounds of revisions per deliverable. If more revisions are necessary, an Hourly Rate may come into effect.
3. NDS acknowledges and agrees that said Services will be provided by FSM and if required, by third-party providers (Service Provider) hired by FSM. Service Provider fees are the sole responsibility of FSM.
4. FSM will be responsible for the creation of completed work for various forms of media. NDS will have opportunity to review and proof all work.
5. FSM will handle placement of any newspaper, radio, billboard, and online advertisements. FSM will not be held responsible for placement, positioning or timing of advertisements by the various media being used in the campaign. FSM will not be held responsible for any media failing to publish, air and or delivery advertisements in the scheduled timeline. FSM will work with the media to correct the failure and seek some form of restitution for this failure on behalf of NDS.
6. Material and Data will be owned by NDS after the fulfillment of this agreement. This will include logo, slogans, and or advertisements created by FSM or its Service Providers. This will include any Websites and or Social sites created by FSM or its Service Providers.
7. NDS Representations and Warranties. NDS represents and warrants that (i) NDS Materials, NDS Trademarks, all website links that NDS requests that FSM and its Service Provider include on a website or other Services developed under this Agreement, and all information (including, but not limited to, name, address and telephone number) furnished by NDS in connection with an Order: (a) are original, accurate, and complete, and shall comply with all applicable laws, rules, and regulations; (b) are not libelous or defamatory and do not violate or infringe the personal or proprietary rights of any person or other entity (including without limitation any patent, copyright, trademark, trade secret or other intellectual property or publicity); and (c) do not contain viruses or any other contaminants, or disabling devices including, but not limited to, codes, commands or instructions that may be used to access, alter, delete, damage or disable the network or software of FSM, its Service Provider or any Vendors, or any of their respective affiliates; (ii) it will comply with all federal, state and local laws and regulations applicable to the performance of its obligations hereunder and will obtain all applicable permits and licenses required of it in connection with its obligations hereunder; and (iii) it will avoid deceptive, misleading or unethical practices that could adversely affect the performance of FSM obligations under this Agreement or, during the Term, damage the reputation of FSM.
8. Indemnification. NDS agrees to defend, Indemnify and hold harmless FSM, its parent and affiliates, Service Provider, and each of their respective directors, officers, employees, contractors, agents and assigns, from and against any claim, loss, demand, cause of action, debt or liability, including reasonable attorneys' fees resulting from a third-party claim arising out of: (i) any NDS Materials provided by NDS for use by Full Spectrum and/or its Service Provider under this Agreement, including, without limitation, any claim that any such NDS Materials are libelous or defamatory or violate or infringe the rights of any third party, including, without limitation, any patent, copyright, trademark, trade secret, or other intellectual property or proprietary right, or any rights of privacy or publicity; (ii) the breach or alleged breach of any representation or warranty made by NDS in this Agreement, or (iii) any claim relating to NDS's products or services.
9. Disclaimers. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER PARTY MAKES ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, AND THE SERVICES ARE PROVIDED "AS IS" AND "WITH ALL FAULTS." FSM, ITS SERVICE PROVIDER AND ANY VENDORS SHALL NOT HAVE ANY LIABILITY OR RESPONSIBILITY TO NDS OR ANY OTHER PERSON WITH RESPECT TO ANY CLAIMS ARISING OUT OF OR IN CONNECTION WITH ANY NDS MATERIALS OR OTHER MATERIAL DISPLAYED ON NDS'S WEBSITE (S) OR THE FAILURE TO DISPLAY ANY SUCH MATERIALS ON FSM'S WEBSITE (S). FSM DOES NOT REPRESENT OR WARRANT THAT ANY SERVICES, ADS OR OTHER MATERIAL WILL BE DISPLAYED ON ANY FSM WEBSITE WITHOUT INTERRUPTION OR ERROR.
10. Limitation of Liability. UNDER NO CIRCUMSTANCES AND UNDER NO LEGAL THEORY, WHETHER IN TORT, CONTRACT, OR OTHERWISE, SHALL FSM, ITS SERVICE PROVIDER, ANY VENDOR, OR ANY OF THEIR RESPECTIVE AFFILIATES BE LIABLE TO NDS OR ANY THIRD PARTY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES OF ANY CHARACTER INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOST DATA OR LOST PROFITS. IN NO EVENT SHALL FSM, SERVICE PROVIDER'S OR ANY VENDOR'S LIABILITY TO NDS OR ANY THIRD PARTY UNDER THIS AGREEMENT, WHETHER IN TORT, CONTRACT, OR UNDER ANY OTHER LEGAL THEORY EXCEED THE AMOUNT ACTUALLY PAID BY NDS TO FSM UNDER THIS AGREEMENT IN THE THREE (3) MONTHS IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE CLAIM, EVEN IF ANY REMEDY PROVIDED FOR IN THIS AGREEMENT FAILS OF ITS ESSENTIAL PURPOSE.
11. Force Majeure. Any delay in or failure of performance by FSM will not be considered a breach of this Agreement and will be excused to the extent caused by any occurrence beyond the reasonable control of FSM including, but not limited to, public emergency or necessity, restrictions imposed by law, acts of God, war, riot, strikes, power outages, or failures of the Internet.
12. Modifications to this Agreement. FSM reserves the right to amend or revise the terms of any Order and/or this Agreement at any time upon thirty (30) days written notice to NDS. If such amendments or revisions are to material terms of this Agreement and are not acceptable to NDS, NDS may cancel this Agreement without penalty or liability by providing written notice to NDS within such thirty (30) days period.
13. Payment Terms: For services performed in this agreement, our terms are 30% down at contract signing. Monthly or quarterly statements will be provided for service rendered in the previous 30 days. Payment terms are due net 30 days unless otherwise specified: with approved credit. Per this agreement we will provide if requested invoices from third-party Service Providers.
14. Termination. FSM may, in its sole discretion, terminate this Agreement or suspend the Services in the event NDS fails to pay any amount owed hereunder when due and fails to cure such non-payment within five (5) days following the due date. Without limiting the foregoing, FSM may terminate this Agreement at any time, with or without cause, upon ten (10) days prior written notice to NDS. This Agreement will automatically terminate, without notice (i) upon the institution by or against NDS of insolvency, receivership, or bankruptcy proceedings or any other proceedings for the settlement of NDS's debts; (ii) upon NDS making an assignment for the benefit of creditors; or (iii) upon NDS dissolution. NDS may terminate this Agreement in the event of a material breach by FSM that remains uncured for a period of thirty (30) days following FSM receipt of written notice of such breach from NDS.



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