

MINUTES

Portage County Land Reutilization Corporation

Neighborhood Development Services Monday, February 12, 2018 1:00 P.M.

The Board of Directors of the Portage County Land Reutilization Corporation met for a regular monthly meeting on Monday, February 12, 2018 at the Reed Memorial Library. The meeting was called to order at 1:00 p.m. by Vicki Kline.

ROLL CALL – Lisa Reeves

Board Members Present

Vicki Kline	Ina Sayre	Sue Fields (Brimfield Twp. Representative)
Bridget Susel	Brad Cromes	Mike Kerrigan

Also Present

Jennifer Robison	John Kovacich	Dan Morganti	John Zizka
Glenn Reigelman	Mike Bogo	Teresa Steinlechner	Kaitlyn McNerney
Chris Moavec	Julia Adkins	Denise Smith	Jenna Cariglio-Dorris
Chad Murdock			

APPROVAL OF OFFICIAL MEETING MINUTES

November 13, 2017 Official Meeting Minutes

The November 13, 2017 minutes were presented. I. Sayre made a motion to approve the minutes as presented. Motion seconded by B. Cromes. Motion carried with 5 Yeas.

By-Laws

J. Zizka said he was on the Land Bank website and noticed some discrepancies in the By-Laws. J. Zizka noted that under Article III, Directors it states that "A Township representative exists . . ." it should say "A Township representative exists." It goes on to state that . . . selected by the Portage County Trustee Association. J. Zizka said this has not been done in the past. It was believed the By-Laws that are posted on the website were an older version and that this section was changed. B. Susel said this was back when there were 9 members on the Board. It was recommended that it be clarified with Chad Murdock and the website be updated with the most current By-Laws.

FORECLOSURE STATUS UPDATE

With the most cases that were recently opened, there were a number of people off in the Township during the month of December and we were not able to complete the zoning affidavits however we are now moving forward. A number of them are in the process of default.

With the properties selected to go through the NIP Program we will meet the number needed.

REPORTS AND COMMUNICATIONS

Treasurer's Report – Dan Morganti

Dan presented the November, December and January Financial Statement. For the month of November the revenue was \$75,168.50 and the Year-to-Date Revenue was \$836,469.01. The expenses for the month were \$130,309.25 and the Year-to-Date Expenses were \$651,152.79.

For the month of December the revenue was \$55,300.25 and the Year-to-Date Revenue was \$888,769.26. The expenses for the month were \$29,993.31 and the Year-to-Date Expenses were \$681,146.10.

The largest revenue for 2017 was as follows:

1. DTAC Revenue - \$285,912
2. NIP Grant Revenue - \$277,624
3. Land Donations - \$213,740

The largest expenses for 2017 were as follows:

1. NIP Expense - \$230,912.58
2. Property Transfers - \$135,340.50
3. Prosecutor's Contract - \$75,000.00

The total assets for the Portage County Land Bank are \$1,035,370.16. The total property inventory is \$374,910. The total capital retained earnings and net income is \$1,105,420.21.

For the month of January the revenue was \$46,797.20 and the Year-to-Date Revenue was \$46,797.20. The expenses for the month were \$146,522.50 and the Year-to-Date Expenses were \$146,522.50.

A motion was made by B. Cromes to accept the financial statement for November, December and January as presented. Motion seconded by M. Kerrigan. Motion carried with 5 Yeas.

It was noted the three parcels (27-021-10-00-073-000, 27-021-10-00-074-000 and 27-021-10-00-075-000) listed under Paris Township in the Fixed Asset Register were sold on September 18, 2017 and should be removed.

2018 Budget

D. Morganti presented the 2018 budget. The figures are based upon prior year numbers.

D. Morganti noted that under Acquisition/Rehab/Resale (A/R/R) it is anticipated the Land Bank will receive \$20,000 which is for the sale price for the Polly Road property. After discussion, it was noted that under A/R/R under Revenue that it be changed to \$80,000. By making this change it will change the anticipated revenue for the year.

V. Kline requested the financial statement show the actual amount vs. the budget. D. Morganti said it would be possible to do it.

M. Kerrigan made a motion to accept the 2018 budget as presented. Motion seconded by I. Sayre. Motion carried with 5 Yeas.

NIP Update/Demo Tracking – Jennifer Robison

Currently there is approximately \$69,000 from OHFA pending for reimbursement for four properties.

It is estimated that 33 properties will be owned by the Land Bank in order to spend the NIP funds.

It was noted by John Zizka that as of January 16, 2018 the parcel located at 7276 State Route 303 transferred to Freedom Township. Freedom Township and the Historical Society who will be the end user would like to supply the refreshments at the next Land Bank meeting.

CONFIRM ELECTRONIC VOTE – V. Kline

The actions were that taken by electronic were confirmed for the following:

1. The Portage County Prosecutor’s Contract for February 1, 2018 – January 31, 2019
2. Proposal for the 2017 GAAP Conversion

CREATE COMMERCIAL COMMITTEE – V. Kline

The following persons were selected to be on the Commercial Committee:

1. Jack Kohl
2. B. Cromes
3. B. Susel

Realtor Procurement Procedures – J. Cariglio-Dorris

The Realtor Procurement Procedures was presented. A motion was made by B. Susel to approve Realtor Procurement Procedures as presented. Motion seconded by V. Kline. Motion carried with 5 Yeas.

Realtor Procurement Results – J. Cariglio-Dorris

The following were received:

1. Sarah Taylor – All of her past listings for the Land Bank have been sold, many of which were sold within 30 days.
2. Sue Riemenschneider
3. Ryan Neal
4. Rob McClellan

B. Susel recommended going with Sarah Taylor. A motion was made by I. Sayre to select Sarah Taylor to be the realtor for the Land Bank. Motion seconded by M. Kerrigan. Motion carried with 5 Yeas.

Board Meetings & Structured Work Sessions

It is being recommended by Stacy Brown the Land Bank goes to meeting quarterly and then having work sessions in between meetings. In Stacy Brown's view that many of the board meetings have had a lot of items on the agenda where they just approve things and where there is not a lot of activity going on. It was noted by B. Susel said that no votes will take place in the work session and that everything will still come back to the full board. It was noted by B. Susel that Cuyahoga County Land Bank has their meetings quarterly.

Mike Kerrigan questioned whether or not it would be effective immediately and if there would be a meeting in March. After further discussion, it was recommended that a monthly meeting be held in March and the Annual Meeting be held in April. It was noted by B. Cromes that a revision will need to be made at some point to the By-Laws reflecting the change from monthly to quarterly and the Annual Meeting would be held in March.

John Zizka questioned whether or not the work sessions that were being proposed in lieu of monthly meetings would be held in accordance with the Sunshine Law. Chad Murdock stated they are not required to advertise. John Zizka said he thought that if a majority of the board members were present that it constituted a public meeting. B. Cromes stated that is public sector law and not for a non-profit organization. Chad Murdock said there are certain

circumstances in which it would have to be discussed at a public meeting and that is laid out in the By-Laws in the open meeting section.

M. Kerrigan made a motion to change the meetings from being monthly to quarterly. Motion seconded by B. Cromes. Motion carried with 5 Yeas.

OTHER BUSINESS

Look Ahead to 2018 – M. Bogo

M. Bogo noted that he has had some conversation about what the goals and/or direction are for 2018. Some of the goals were:

- Allowing commercial property to be purchased
- Purchasing the number of properties to meet the NIP requirements

Donation & Acceptance Agreements for NIP Properties – J. Cariglio-Dorris

A motion was made by B. Susel to accept the Donation and Acceptance Agreement for NIP Properties as presented. Motion seconded by B. Cromes. Motion carried with 5 Yeas.

NIP Audit of Maintenance Funds and Outsourced Services – J. Robison

OHFA has requested information for maintenance funds and outsourced services. NDS has provided OHFA with the information as requested.

March Meeting – Vicki Kline

The next regular meeting has been scheduled for Monday, March 12, 2018 at 1:00 p.m. at the Reed Memorial Library.

April Meeting (Annual Meeting) – V. Kline

The Annual Meeting has been scheduled for Monday, April 9, 2018 at 1:00 p.m. at the Reed Memorial Library.

PPS Software

Someone questioned what the status of the purchase of the PPS software. J. Cariglio-Dorris stated that she received favorable reviews for the 2 software companies that were being looked at and also reviewed them however there wasn't enough time to get it on the agenda. B. Cromes made a motion to authorize the purchase of the PPS software from Cuyahoga County for \$30,000 and the recurring license fee (starting the second year) of \$7,500. Motion seconded by M. Kerrigan. Motion carried with 5 Yeas.

B. Cromes noted that the purchase of the software would need to be added to the 2018 Budget.

4092 Summit Road, Ravenna

The Ravenna Police Department would like to use 4092 Summit Road for some training. They would like to do the training on February 23, 2018 from 7:00 a.m. – 7:00 p.m.

It was recommended that any fire department wanting to use structures for fire training be brought to the Board on a case-by-case basis for approval.

Acquiring Manufactured/Mobile Homes

B. Cromes said it was discussed a couple of times in relation to properties the Land Bank acquires and subsequently discover there is a mobile home on them. B. Cromes said this issue has come up with one property that has been acquired. The mobile home did not show up on any of the title searches prior to purchasing the property. The mobile home didn't get discovered until the deed went through the process over at the administration building. The only options are:

- Foreclose on the mobile home, which would need to go through the process of having a Sherriff sale
- Go through an eviction process once the Land Bank owns.

The property owner and the owner of the mobile home are two different people. As a result the deed is being held up at the Auditor's Office.

B. Cromes said his preference was to go through the eviction process.


ADJOURNMENT

B. Cromes made a motion to adjourn the meeting at 1:50 p.m. Motion seconded by M. Kerrigan. Motion carried with 5 Yeas.

We do certify that the foregoing is a true and certified record of the Board, the official meeting of February 12, 2018.



Vicki Kline, Chairman



Stacy Brown, Secretary/Administrator