

## **MINUTES**

### **Portage County Land Reutilization Corporation**

**Reed Memorial Library  
Thursday, August 24, 2017  
2:30 P.M.**

The Board of Directors of the Portage County Land Reutilization Corporation met for a regular monthly meeting on Thursday, August 24, 2017 at Reed Memorial Library. The meeting was called to order at 2:30 PM by Vicki Kline.

#### **ROLL CALL** – Pam Friend

#### **Board Members Present**

Vicki Kline    Sabrina Christian-Bennett    Brad Cromes    Jack Kohl    Bridget Susel

#### **Board Members Excused**

Wendi O’Neal    Ina Sayre

#### **Also Present**

Stacy Brown	Jennifer Robison	Mike Bogo	Kaitlyn McNerney
Greg Barton	Dan Morganti	Pam Friend	John Kovacich
Glenn Reigelman	John Zizka	Chris Moravec	Chad Murdock

#### **APPROVAL OF OFFICIAL MEETING MINUTES**

##### **July 27, 2017 Official Meeting Minutes**

The July 27, 2017 minutes were presented. Sabrina Christian-Bennett made a motion to approve the minutes as presented. Motion seconded by Bridget Susel. Motion carried with 5 Yeas.

#### **FORECLOSURE STATUS UPDATE**

Greg Barton updated the board that there are 33 active foreclosures in process. They have dropped off (6) deeds to Neighborhood Development Services for the Land Bank since July 27, 2017. Greg anticipates 12 more will be delivered to the Land Bank by the end of September. Greg also discussed approval of mobile homes and getting them to the Land Bank.

There are NIP funding requirements for mobile homes and the issue of whether they are on a fixed foundation or are mobile. Jennifer Robison said that NDS would like to know if the board will pay for those mobile home properties that NIP will not fund.

Bridget Susel recommended that the board set a policy that they follow the NIP requirements and not foreclose on properties with mobile homes that can be moved. Brad Cromes suggested that the Policy Committee should meet to discuss further and set a policy on properties with movable mobile homes.

There is a property in Nelson Township that Greg has to file a complaint on by tomorrow. Mike Bogo suggested moving forward on the foreclosure of this mobile home and using it as a test case. Bridget said that if the property does not qualify under NIP, there is DTAC funds to cover the cost until a policy can be crafted for these types of properties.

Bridget Susel made a motion for the mobile home property at 12540 Parkman Road in Garrettsville to be foreclosed on first by using the NIP program and then if it does not qualify, authorizing the use of DTAC money to address the property. Motion seconded by Brad Cromes. Motion carried with 5 Yeas.

## **REPORTS AND COMMUNICATIONS**

### **Treasurer's Report – Dan Morganti**

Dan presented the July Financial Statement. The current revenue is \$22,819.18 and the Year-to-Date Revenue is \$626,444.54. The expenses for the month were \$22,767.46 and the Year-to-Date Expenses are \$277,700.71.

Dan updated the board with the status of the delinquent taxes from the previous three years and the fines associated with these. They had an accountant retroactively submit the returns and contest the fees. The total fees would have been approximately \$10,000 per year. Dan received notice that the fees have been waived.

Brad Cromes asked whether the land donations on the income statement were from banks. Kaitlyn McNerney stated that the donations were from individuals.

Brad Cromes made a motion to accept the July 2017 Financial Statement as presented. Motion seconded by Sabrina Christian-Bennett. Motion carried with 5 Yeas.

### **NIP Update/Demo Tracking – Jennifer Robison**

There are 3 properties that have been inspected and historic waivers have been sent out to OHFA that NDS is waiting for approvals on. They are waiting for new contract funds to be added. There are 2 properties that were submitted on 5/16 and 5/17 and OHFA is pushing them through.

Sales/Agreement – Jennifer Robison

*\*Donation Agreements*

8972 Maple Grove Avenue, Windham – Pre-Approval Submitted to OHFA.

*\*Purchase Agreements*

114 Avon Court – Acquisition/Sold – Wired this week.

3125 Polly Road – It has been inspected and Rick is working on specification for rehab.

Tallmadge Road – 7.656 Acres – under contract with a realtor

Paris Township Lots – under contract with a realtor

Mike Bogo stated that NDS followed the new policy on disposing of property. They listed those properties that qualified to be sold via a realtor. He said two of the properties are under contract with one being a breakeven situation and the other sale will net the Land Bank \$20,000. He said they are working to find additional realtors that are interested in listing additional properties.

*\*Side Lot Agreements*

12914 Hobart Road – Early Lien Release – Approved - Waiting for OHFA to release, return of maintenance check received.

417 Cleveland Road – Early Lien Release – Approved – Return of maintenance check in process.

6295 Waterloo Road – Early Lien Release – Approved – Return of maintenance check in process. Purchase agreement prepared.

Smith Road (Muzzy Lake) – Closing Documents to AMS Title 7/25/17 – Completed on 8/18/17.

*\*McElrath/Skeels Parcel – Combination*

Parcel Combinations Complete – Recorded; McElrath – 2 new combinations at surveyor

Jennifer is working with the Health Department to have solid waste removed at a cost of about \$5,000. She also talked about the various calls NDS has received with interest in the lots. Brad Cromes talked about scheduling a meeting with the full MIC board to setup a process regarding who will be the point person for MIC and what criteria they are going to use to distribute the properties. Once that is established the Land Bank Policy Committee can meet to set a policy.

**OTHER BUSINESS**

OHIO NIP – Jennifer Robison

NDS received notice that the Land Bank qualifies for the NIP Reduced Documentation Program because of the accuracy of packets that have been submitted in the last year. NDS will still retain full documentation for each parcel.

Historic Building – 7276 State Route 303, Freedom Township – it has 2 buildings and a garage. One of the buildings is historical the other two are not.

John Zizka discussed with the board that the building was once a one room schoolhouse. John said that the local historical society would like to use it as a meeting place. Bridget Susel said that the local historical society should recommend that Freedom Township pass a resolution for a local historic designation on the property. Jennifer Robison talked about using DTAC funds to take down the two non-historical properties if it does not qualify for NIP.

#### Database – Mike Bogo

Mike discussed that with the growth of the Land Bank, NDS feels it is time to consider purchasing automation software to streamline the process. NDS has researched different programs and found one that is a workflow based system from Site Control. The programs initial cost is \$35,000; then \$7,500 a year for maintenance and updates. He said that it was developed by the Cuyahoga County Land Bank. Their current county clients are Hamilton, Mahoning, Summit, Stark and South Suburban. He said it is a custom package that includes the NIP program. The program also covers property maintenance/management workflow, which currently is not needed by the Land Bank, but could be an issue down the road. The program is API centric (Application Program Interface). Mike really likes this because it puts data into it and takes data out of it. He talked about the programs mapping capabilities using the county's parcel system.

Bridget Susel said she would want more information before the board could make a decision on purchasing any program. Due to the cost of the program she would want to know how long the yearly commitment would be in place. Brad Cromes agreed and said it was his understanding from the conferences he has attended that as additional land banks sign on then the yearly cost would drop. He said he would want to see something in writing regarding that statement.

John Zizka talked about his concern over the \$7,500 a year for maintenance and updates. The yearly cost would be about 25% of the original investment. He is wondering how many updates you would need at that cost from year to year. He encouraged the board to be cautious when considering any program.

Brad asked Mike if they received figures from the other two companies they researched and Mike said no because they do not do what is needed. Bridget said she doesn't feel the mapping is needed as much as the project management. She said she would like to talk with counties that are currently using the program. Mike said he will gather additional information to present at the September meeting.

#### Executive and Policy Meetings – Vicki Kline

Vicki would like to schedule both an executive meeting and a policy meeting. She will work with Jennifer Robison to get those scheduled with board members.

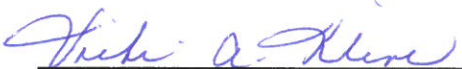
September Meeting – Vicki Kline

The next regular meeting has been scheduled for Thursday, September 28, 2017 at 3:30 p.m. at Reed Memorial Library. **\*PLEASE NOTE THE TIME CHANGE\***

**ADJOURNMENT**

Brad Cromes made a motion to adjourn the meeting at 3:30 p.m. Motion seconded by Jack Kohl. Motion carried with 4 Yeas (Sabrina Christian-Bennett left @ 3:00).

We do certify that the foregoing is a true and certified record of the Board, the official meeting of August 24, 2017.



Vicki Kline  
Chairman



David Vaughan  
Secretary/Administrator