

MEETING MINUTES

Portage County Land Reutilization Corporation

Reed Memorial Library – Jenkins Room

January 16, 2024 at 11:30 am

Meeting was called to order at 11:31 am by Chair Sabrina Christian-Bennett

Roll Call – Dan Morganti

Board Members Present: Sabrina Christian-Bennett, Mike Tinlin, Bridget Susel, John Kennedy

Board Members Absent: Sue Fields

Also Present: Dan Morganti, Chad Murdock, John Zizka, Kaleena Gharky

Annual Land Bank Meeting

Election of Officers:

The election of 2024 Board officers began with a motion by John Kennedy to nominate Sabrina Christian-Bennett as Chair. The motion was seconded by Mike Tinlin. Motion carried with 3 yeas. John Kennedy nominated Mike Tinlin for Vice Chair. The motion was seconded by Sabrina Christian-Bennett. Motion carried with 3 yeas. Sabrina Christian-Bennett nominated Bridget Susel for Treasurer-Secretary. The motion was seconded by Mike Tinlin. Motion carried with 3 yeas. The 2024 Board meeting schedule was discussed for the year. Bridget Susel arrives at 11:34 am.

Records Commission:

The Land Bank's Records Commission, which includes all Board members, was updated by Dan that no records have been disposed, and there are no plans to dispose of any records at this time. The Records Commission, at a minimum, will meet annually as part of the Board's organizational meeting, and can meet more frequently as necessary. John Kennedy made a motion to adjourn the meeting and Mike Tinlin seconded. Motion carried with 4 yeas. Sabrina Christian-Bennett adjourned the Annual Meeting at 11:35 am.

Quarterly Land Bank Meeting

The meeting was called to order at 11:36 am by Chair Sabrina Christian-Bennett with Board members Mike Tinlin, Bridget Susel, John Kennedy present.

Approval of the Minutes

The quarterly meeting minutes from October 18, 2023 were presented. A motion was made by Mike Tinlin to accept the Minutes. It was seconded by John Kennedy. The motion carried with 4 yeas.

Fiscal Report

Dan Morganti provided the fiscal report for the 4th quarter and year end of 2023. Total revenues for the year were \$921,602. The total expenses were \$856,275. The net income for the year was \$65,327. These figures are finalized with the exception of payroll expenses for December 2023 and a few smaller invoices. The Fixed Asset Register as of December 31, 2023 is included in the packet. Bridget Susel made

a motion to accept the Fiscal Report and John Kennedy seconded the motion. Motion carried with 4 yeas.

Dan Morganti shared the 2024 Budget update. In October, a preliminary budget was approved to begin the year. There are a few updates. Acquisition/Rehab/Resale line item one house sale was initially thought to close by the end of the year and this will take place in early 2024. The revised amount also takes into account the projected costs associated with rehabbing one additional house in 2024. There are two ODOD-grant program items that were added. The Building Demolition and Site Revitalization program (FY'24) and the Brownfield Remediation Program (FY '24). These were included at the grant set aside amounts for our County. We may apply for additional funding beyond the set-aside amounts, but from a budgeting standpoint, at this point in time, it makes sense to use these figures. On the expense side, there is an increase to the Salaries and Benefits line item related to OPERS, and healthcare costs, and the salary the Administrative and Program Assistant position that has been approved. The ODOD programs are reflected as talked about above only on the expense side of the budget. The consulting line item that was added is for Brownfield Strategy Services, based upon a proposal was received from a consultant. Dan will require a much more detailed proposal to more clearly spell-out the scope of work before moving forward. Bridget asked if the Land Bank solicit them, or if they approached us? Dan responded that the consultant had an existing relationship with Regional Planning and the proposal was submitted through them. The consultant would help facilitate new projects and identify brownfield site in the County and assist with preparing a grant application to create a brownfield inventory for a grant that begins in November. This would put funding in the budget, but a final agreement with more detail would still be needed. Bridget Susel asked if they have experience with this type of work? Dan said they do, but he still will want to more clearly define the scope of work before committing to it. John Kennedy asked who the consultant was and Dan responded AECOM. Bridget Susel asked if they certified professionals, and Dan stated that they have a certified professionals on their staff, but the main contact person we have been working with title is brownfield strategist. Bridget has a concern about the recent funding made available with the state many consultants are soliciting communities, and in past experience she has seen work product from consultants that is generic and lacks specificity. She wants to know if this is something we can facilitate on our own, or is it worth it? Bridget would also like to see they have experience in other communities doing this work, and if they have been successful in other communities? She would like to see this vetted a little more. Dan confirmed this would be done. Bridget Susel made a motion to accept the budget revisions. It was seconded by John Kennedy. Motion carried with 4 yeas.

An Executive Director performance review was approved electronically October 30, 2023 and it is being brought back to the Board to be affirmed. Bridget Susel made a motion to affirm the electronic vote. It was seconded by John Kennedy. Motion carried with 4 yeas.

The Portage County-Land Bank Employment Agreement was approved electronically by the board, as follows: "Pursuant to ORC 1724.02(A)(12) the Corporation desires to engage the Board of Commissioners to provide services for the Corporation related to the day-to-day business and affairs of the Corporation and a resolution and agreement will be developed to outline that the Board of Commissioners, pursuant to ORC 307.07, desires to provide such services for the Corporation. In other words, the Executive Director and staff will be employees of the County assigned exclusively to the Land Bank, without interruption or change in services. The Land Bank may be required to pay a little more for such services primarily because of the OPERS employer match. However, such additional costs are offset

by this model providing greater stability for Land Bank operations. Finally, it is the model used by a majority of similar-sized Land Banks in the State. To authorize the Executive Director to issue a formal 30-day notice to terminate the existing Staffing and Employment Services Agreement between the Land Bank and Family and Community Services per Section 2.02 of the agreement and to direct the Executive Director, and the PCLRC attorney, to develop a resolution and agreement for the Board of Commissioners approval at their January 11, 2024 meeting, to be effective on, or about, Monday, January 15, 2024.” The commissioners did approve this agreement last Thursday, on January 11th. The Portage County-Land Bank Employment Agreement is an overarching document that refers to Employee MOUs that are utilized to document the details of the employees who will be employed as part of the agreement. Dan noted on his MOU it allows for transfer of existing leave time from Family & Community Services (FCS) to the County. FCS policy is to pay-out this time when an employee leaves. Dan asked FCS to not do that in this situation, since the time will be transferred, if that is acceptable. Dan explained process to fill the Administrative and Program Assistant position that began under the FCS hiring process in October. He has identified a candidate, Jessica Gartrell, who has accepted verbally, and we are currently working through the county hiring approval. Dan stated the electronic approval conceptually authorized this agreement, and we can affirm that, as well as approve the specific detailed agreement and Employee MOUs. Bridget Susel made a motion to affirm the electronic vote and authorize the Portage County-Land Bank Employment Agreement. It was seconded by John Kennedy. Motion carried with 4 yeas.

Policy Report

Dan Morganti presented a few modifications to Building Demolition and Site Revitalization program policies and procedures, which are documented in the packet.

Building Demolition and Site Revitalization properties were due to the Land Bank office by last Friday, January 12th, and applicants now have until the end of January to provide any further documentation necessary to show eligibility for demolition. 24 properties that have been submitted. A few of the properties might be removed from the list between now and the end of January, but no additional properties will be added. For example, one property that is land bank owned will likely be able to be undertaken with the current round of grant funding, and two mobile homes where the applicant has yet to provide clear documentation that they are affixed to the ground. These will likely be removed. The list includes primarily single-family houses. There are 3 commercial sites including the old Sea World site that is in the process of being purchased by the City of Aurora who plans to convert it to a park. John asked if there were any updates on this site since the last meeting. Dan stated the City has informed him it is likely to move forward soon. He visited the site last week, and there are many dilapidated buildings, some are planned to be salvaged and re-purposed, there is a lot of concrete and infrastructure that needs removed. This site also spans into Geauga County. The cost was broken-out by County, our budget request is for the Portage County portion only. 266 N. Water is a commercial building in Kent that would clear the way for an economic development opportunity. The old Walnut School which is owned by FCS, initially was considered as a potential Brownfield Remediation Program candidate, but an asbestos report shows the quantity is minimal. The plan is to apply for the full amount with the properties listed and as presented. There is \$500,000 set-aside in grant funding for Portage County and everything beyond that is competitive. Dan suggests submitting this total amount and if we find out we don't get funding at that time we'll need to make some decisions on priorities. Bridget noted that removing the Sea World property would bring it close to the \$500,000 set-aside amount.

A motion is needed to accept the policy changes, and authorize the list of properties to submit knowing that no more will be added, but some may be removed, between now and the end of January when the grant application will be submitted. Bridget Susel made a motion to affirm the electronic vote. It was seconded by John Kennedy. Motion carried with 4 yeas.

On the last item, the Brownfield Remediation Program, Sabrina wanted to confirm that the 643 Cleveland Road property is not the old County Engineer's site. Dan confirmed that this is the old Engineer's site. Sabrina said the County has spent a lot of time and money to remediate this property and asked what would need to be done now? Dan said that in Round 1 of the BRP a Voluntary Action Program (VAP) assessment was done on the property that identified cleanup necessary under the VAP. The County and Emerald Environmental remediated an Underground Storage Tank (UST) that was on the site and achieved a (NFA) No Further Action status from the Bureau of Underground Storage Tanks (BUSTR). The BUSTR issue is resolved, but additional remediation is needed for the VAP. The County's costs related to the UST could be used as match for a VAP remediation. Sabrina was surprised to see this site, since the work that was done by the County took years and it is finally done. Dan understands that the County transferred the property to the City who then transferred the property to FCS. The ultimate plan, once a NFA and CNS is achieved, which the UST issue is part of and is necessary for, is for the property to be transferred back to the City. Dan said this NFA from BUSTR is a necessary part of eventually achieving the gold standard of a NFA and Covenant not to Sue (CNS) under the VAP. Bridget asked if there is a VAP MOA that has been approved by the EPA for the site? Dan's understanding is that would be part of this proposed scope of remediation work. Sabrina clarified that the County is not obligated to do the VAP, she said it was required to comply with the UST/BUSTR issue and that is done. Dan will do a full document review and report back to the Board before moving this site forward.

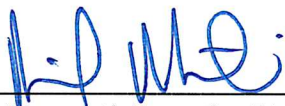
A motion was requested to affirm the previous electronic vote related to 200 W. Williams, to table the old County Engineer's site for further review, and submit 267 Hazen. Bridget Susel made the motion. It was seconded by John Kennedy. Motion carried with 4 yeas.

The next Quarterly Land Bank Meeting is April 16th at 10:00 am at Reed Library.

Sabrina Christian-Bennett made the motion to adjourn the meeting. John Kennedy seconded the motion. Motion carried with 4 yeas. Sabrina Christian-Bennett adjourned the meeting



Sabrina Christian-Bennett, Chair



Dan Morganti, Executive Director/Secretary