

MEETING MINUTES

Portage County Land Reutilization Corporation

Portage County Administration Building

449 S. Meridian St, Ravenna, OH 44266- Room #134

October 15, 2024 at 10:00 am

Meeting was called to order at 10:00 am by Chair Sabrina Christian-Bennett

Roll Call – Dan Morganti

Board Members Present: Sabrina Christian-Bennett, Mike Tinlin, John Kennedy, Bridget Susel (arrived 10:06AM), Sue Fields (arrived 10:08AM)

Also Present: Dan Morganti, Jessica Gartrell, Kelly Braybon, Kaleena Gharky, Don Rose, Chad Murdock

Quarterly Land Bank Meeting

Approval of the Minutes

The quarterly meeting minutes from June 18, 2024 were presented. A motion was made by Mike Tinlin to accept the minutes. It was seconded by John Kennedy. The motion carried with 3 yeas.

Fiscal Report

Dan Morganti provided the fiscal report for the third quarter of 2024 and June. June is included in this report because the last meeting was held a month earlier in order to approve the 2023 Audit in time for submittal by its due date. For the quarter, total revenues were \$128,595, total expenses were \$91,087 and net income was \$37,509. In addition, the Balance Sheet, Cash Receipts Journal and Cash Disbursements Journal for that time-period were included in the packet. Lastly, the Fixed Asset Register showed the land bank owned 24 parcels at the end of the quarter, and there were 8 property acquisitions and 12 property dispositions during the time period. There is a budget revision requested to increase the budget line for title work from \$8,000 to \$11,000 this accounts for covering expected expenditures in this category that are beyond the initial projection at the beginning of the year.

Mike Tinlin motioned to approve the financial report for June 2024 and the third quarter and the 2024 Budget Revision #1, John Kennedy seconded and motion carried with 3 yeas.

A preliminary budget for 2025 was presented. Normal practice has been to approve a budget in October so it is in place when the calendar, and fiscal, year begins on January 1, and then update it at the January meeting, as needed. The budget document shows the 2024 Budget, the 2024 actual amounts as of the end of the third quarter, and a 2025 preliminary budget.

Sabrina Christian-Bennett asked Dan to explain why the budget projections for 2024 are much higher than the actuals. Dan Morganti explained that in 2024 we included the funding that we applied for through the Ohio Department of Development's Building Demolition and Site Revitalization (BDSR) and Brownfield Remediation Program (BRP) and that the much of the work associated with those programs has not yet started. When we applied for funding in the early part of 2024, we projected that we would be awarded and would expend those funds during the year. As we now enter the 4th quarter it appears some of those activities will take place in 2024, but in most cases, we will see the majority of the revenues and expenditures associated with those programs in 2025 rather than 2024.

On the revenue side of the budget the first line item is our property acquisition revenues which is the projected accounting value of property entering into the land bank. Side lot sales is a projection based upon past history, and DTAC revenue projection is a five-year running average of \$345,000. Property sales include the sale of vacant land, primarily using our Realtor and the Open Market Real Estate Sales Program. Acquisition/rehab/resale is a net figure, for budgeting purposes we book both revenues and expenses to this line item, and it is projected at \$20,000 for 2025. The acquisition/rehab/resale actual for 2024 is higher than we initially projected as we sold a rehabilitated house at the beginning of the year and the expenses associated with that project took place in 2023. The FY '24 BDSR program application has been reviewed by the State and is now through a cure process. It is likely we will start implementing those projects soon. The FY '22 BDSR program is expected to close out in fourth quarter of 2024. Some of the BRP projects are still in the cure process with the State and some have been awarded. Those will primarily be 2025 expenses. The interest income is projected to be up as the 4-week CDARS return is now at little over 4%. Total Revenue for the year is projected at \$2,565,140.

On the expense side, the first line item is projected salaries and benefits for the year. Demolition, site costs and cleanup include mowing and field services. The majority of demolition costs are covered by grants, but this line covers additional associated costs for projects that aren't grant-funded. The lease agreement line item includes the monthly rent, which is \$1,000 through April, in May it will go up to \$1,050 a month, plus utilities and cleaning costs. The current lease extends through April 2026. The preliminary budget projects expenses of \$2,507,940 for the year and a net income of \$57,200. Bridget Susel asked about the Treasurer-Prosecutor line item and the remaining 2024 amount. Dan Morganti explained that the second half of the payment for the year will be made in December, so the total for the year will be the budgeted amount of \$31,500.

Mike Tinlin made the motion to approve the 2025 Preliminary Budget, John Kennedy seconded the motion. The motion carried with 5 yeas.

Policy Report

An update to the existing County-Land Bank Employment Agreement is in the packet. It mirrors our existing agreement, with the exception that this agreement will be for 3 years, 2025, 2026

and 2027. It states that either party can discontinue the agreement with a 90-day written notice. This agreement would need approved by both the Land Bank Board and the Board of Commissioners.

Mike Tinlin made the motion to approve the County-Land Bank Employment Agreement, John Kennedy seconded the motion. The motion carried with 5 yeas.

A proposed adjustment to the side lot policy was presented. Section E.3.B. is proposed to be revised to read "if multiple adjoining property owners are owner occupied, or if none of the adjoining properties are owner occupied, then the priority will be given in the following order". This doesn't change our existing priority criteria for who would qualify for the side lot, it just clarifies that these criteria are also applicable in cases where there is no contiguous owner-occupied property.

Secondly, in Section E.3.D. the recommendation is to use a sealed bid process for a side lot where the other priority criteria don't determine the transferee, instead of listing it with a Realtor. Dan thinks this makes more sense since closing costs would likely be greater than the sale price in side lot situations. Sabrina noted this makes sense too because we already have a prospective buyer in place for side lots and the minimum commissions alone would be greater than the cost.

Sue Fields made the motion to approve the Side Lot Disposition Policy changes, John Kennedy seconded the motion. The motion carried with 5 yeas.

Other Business

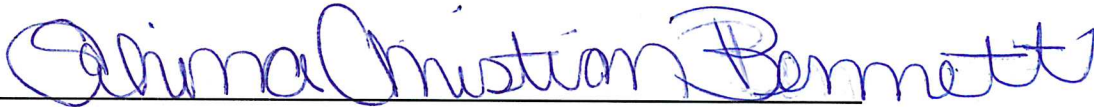
Dan gave updates on the ODOD grant application processes. The BDSR budget was shared that was submitted as part of our cure process of the initial application was submitted in February. Dan recently found out our cure was approved and ODOD is recommending the application, as cured, for funding. Funds have not yet formally been awarded. There are 17 properties on the budget, the group at the top includes the properties that fall under the \$500,000 full grant set-aside amount. One additional property, the Aurora property on Sea World Drive has a small allocation of our set aside and then they're also pushed down into the category of being in the competitive pot of funding, which requires them to bring forward match, which they've have committed to do at an amount of \$135,000 to satisfy the grant program requirements. The change between the initially submitted budget, and the cured budget, is due to three properties that were removed by the political jurisdiction, and the scope of the Sea World project has gone down in cost based upon the existing owner undertaking some of the demolition work and the City is strategically demolishing portions of the site and buildings. They're going to preserve some buildings portions of the site, and they have fine-tuned this plan. The total cured grant request is a little over 900,000 with a total cost, including match, of \$1,039,640.

Dan shared a status update on the BRP grant applications. 200 W. Williams St, Kent has been awarded and is underway. 627 Hazen Ave, Ravenna, is currently in the cure process. 643 Cleveland Rd, which is a remediation project, and the cure is now complete. Renew Environmental, the environmental consultant working on the 643 Cleveland Rd project, informed Dan, when the cure request came out, that they were no longer equipped to complete this scope of work. This was due to loss of staff since last spring when the grant application was submitted. This put us in a little bit of a time pinch. Dan reached out to Brownfield Restoration Group, the firm we are working with on the other sites, and they are willing and able to step in and complete it per Renew's scope of work that was in the originally submitted application. 571 N Walnut, the Gilcrest Stadium property, has been awarded. We're still waiting for a grant agreement, but that work will be underway soon. Lastly, a grant cure is complete for the 1057 W Main St property, which is a former gas station at corner of Zeta St and West Main St in Ravenna.

The proposed meeting calendar for 2025 is in the packet and was discussed and agreed upon.

The next Quarterly Land Bank Meeting is January 21st, 2025 at 10:00 am.

John Kennedy made the motion to adjourn the meeting. Bridget Susel seconded the motion. Motion carried with 5 yeas. Sabrina Christian-Bennett adjourned the meeting at 10:23AM.



Chair, Sabrina Christian-Bennett



Executive Director/Secretary, Dan Morganti