

**Meeting Notes**  
**Portage County Land Bank Board Meeting**  
**Tuesday, October 21, 2025**  
**10:00AM – 11:00AM**

Reed Memorial Library- Jenkins Room, Ravenna, OH 44266

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

**Roll Call** - Jessica Gartrell

**Board Members Present:** Sabrina Christian-Bennett, Mike Tinlin, Sue Fields, Bridget Susel

**Board Members Absent:** Joe Bica

**Also Present:** Olivia Pilon, Dan Morganti, Chad Murdock, Jessica Gartrell, Kelly Braybon

**Approval of the Minutes**

The quarterly meeting minutes from July 15, 2025 were presented. A motion was made by Mike Tinlin to accept the minutes. It was seconded by Sue Fields. The motion was carried with 4 yeas.

**Fiscal Report**

Olivia presented the fiscal report, noting that property acquisition exceeded disposition due to the purchase of two Welcome Home Ohio houses. The Acquisition Rehab Resale Program was in deficit, primarily due to ongoing renovations in Edinburgh, with revenue expected in 2026. The ODOD Building Demolition and Site Revitalization Program showed expenses exceeding revenue due to pending disbursements totaling approximately \$547,000. Olivia explained delays in reimbursement and ongoing communication with ODOD representatives. The Brownfield Remediation Program was progressing smoothly with reimbursements received. Welcome Home Ohio reimbursements were also received, though only one was reflected in the September 30th budget due to timing.

Inventory updates included site visits by Olivia and Jessica to assess disposition strategies. The Yale property in Edinburgh is slated for rehab, while the Scranton property is scheduled for demolition. Properties on Washington and 1st Avenue are to be listed with realtor Sarah Taylor. Three properties on Silica Sand in Windham were recently acquired, with potential interest from the Parks District. Two additional Windham properties were sold last week.

Olivia then presented the preliminary budget for 2026, which closely resembled the version discussed during the previous work session. Demo funding from 2024 is expected to conclude by the end of 2025, with some revenue possibly extending into 2026. The board was notified of a \$230,000 allocation for demolition funding in the upcoming year, with an estimated \$150,000 likely to be utilized. The board anticipates submitting eight properties for funding. Additionally, a potential \$1.7 million in revenue and expenses may be added to the Brownfield Remediation Program pending an escrow agreement with Hometown Bank regarding the Davie Drill site.

Discussion followed regarding the county's management of new brownfield funding. Bridget and other members emphasized the importance of planning due to tight timelines and suggested continuing with the land bank as the lead entity. The board agreed that maintaining the current approach was logical and efficient.

A motion was made to approve the fiscal report by Mike Tinlin and seconded by Sue Fields, passed with 4 yeas.

A motion was made by Bridget Susel to approve the 2026 Preliminary Budget and seconded by Mike Timlin, passed with 4 yeas.

#### **Policy Update**

Policy updates were presented next. Olivia proposed revisions to the wire transfer policy to comply with Ohio's Good Funds Law, which mandates wire transfers for transactions over \$10,000. The board also discussed social media policy updates, including closing the Twitter account and launching a LinkedIn account. Olivia requested the ability to designate a staff member, such as Jessica, to manage posts. Sabrina called for a motion to approve the wire transfer policy change and social media policy updates, provided by Mike Tinlin and seconded by Sue Fields, passed with 4 yeas.

#### **Other Business and Updates**

The board then considered the disposition of a commercial property known as the old Flamingo site. The township expressed interest in purchasing the property as-is to expedite its return to productive use. Due to the unique nature of the property and its commercial status, the board agreed to offer it to the township for \$100 if it does not sell at sheriff's sale. The motion to approve the sale made by Bridget Susel and seconded by Sue Fields, passed with 4 yeas.

Olivia provided updates on Department of Development grant programs. Demo applications for 2026 are due November 19. Brownfield projects at Hazen and Walnut are progressing, while Cleveland Road is on hold due to leasing issues. The Welcome Home



Ohio program has acquired two of four planned rehabs, with a third pending due to estate-related legal matters. Habitat for Humanity is still seeking a suitable rehab property and has yet to begin construction on their new build.

The proposed 2026 board meeting calendar was reviewed and approved. All meetings will continue to be held on Tuesdays.

The board discussed a proposal from Full Spectrum Marketing to overhaul the land bank's website. The redesign aims to improve accessibility, include ADA compliance, and feature interactive property maps. The board approved the proposal, noting the importance of better outreach and visibility for available properties. Motion to approve brought by Sue Fields and seconded by Bridget Susel

Upcoming meetings were confirmed: the next work session will be held on December 16, 2025, and the annual board meeting is scheduled for January 20, 2026, both at Reed Memorial Library.

With no further business, the meeting was adjourned following a motion by Bridget Susel and second by Sue Fields, and unanimous approval at 10:47AM

  
Board Chair, Sabrina Christian-Bennett 

  
Executive Director/Secretary, Olivia Pilon