

MINUTES

**Portage County Land Reutilization Corporation
Reed Memorial Library
December 9, 2019
Special Board Meeting**

ROLL CALL – Jenna Cariglio-Dorris

Board Members Present

Brad Cromes	Ina Sayre	Sue Fields
Kathleen Clyde	Bridget Susel	

Board Members Excused

Vicki Kline

Also Present

Dan Morganti	Chris Moravec	Chad Murdock	David Sloan
Teresa Steinlechner	Janet Esposito	John Kovacich	Laura Weber
Chris Craycroft	Jenna Cariglio-Dorris		

Call to Order and Attendance:

B. Cromes called the meeting to order at 1:00 pm and asked J. Dorris to take attendance. All members were present, with the exception of V. Kline, who was unable to attend the meeting.

Board Approval:

D. Morganti advised that the Land Bank has a deadline of Friday to request additional foreclosures as agreed in the 2019 Addendum. Two of these properties require approval by the Board. The first, located at 3115 Brady Lake Rd., has been requested by Portage County Water Resources in order to install sanitary sewer to 195 households and 87 additional vacant lots. He continued that this is the preferred location for the pump station. B. Susel asked whether Water Resources will own this parcel, because she wanted to ensure the Land Bank will not be a landlord? D. Morganti responded that the Portage County Commissioners will own the property. D. Morganti added that the Auditor values the property at ~\$9,000, and it is delinquent in the amount of \$4,359. He added that representatives from Water Resources are present to answer questions or provide additional information. They provided a map for the Board to review. B. Cromes asked what the arrows on the map represent. Water resources staff replied that these arrows represent the direction of flow for the system. D. Morganti reiterated that he is requesting approval of the MOU and authorization for him to sign the MOU and a final agreement on behalf of the Land Bank. B. Susel made a motion to approve the MOU and authorize D. Morganti to sign. Second by S. Fields. All in favor, motion carried.

The second property was requested by the Portage Park District and is located on State Route 303. The Auditor's Value of the property is \$7,700 and the property has been delinquent since 1986. The property is an apparent wetland and the Park District owns most of the land around it. The Director of the Parks

District is present and provided Board Members with a map showing the Parks' vision for the area known as the Tinker's Creek Greenway Corridor. She added that she just received approval to obtain additional property in the area, shown as orange on the map. D. Morganti shared that he has prepared a Conditional Sales Agreement, which requires the Land Bank to transfer the property as-is within 60 days of ownership for \$100. D. Morganti clarified that he is using MOU's for properties that the Land Bank would be ok with owning because it could sell the property and are utilizing Conditional Sales Agreements for properties that the Land Bank would not want to own because it is unlikely the property could be sold. I. Sayre made a motion to approve the Conditional Sales and Agreement and to authorize D. Morganti to sign the agreement, second by B. Susel. All in favor, motion carried.

Confirm Electronic Voting:

D. Morganti explained that the next group of items were unanimously approved by the Board via electronic vote, but require official in-person confirmation at this Board Meeting per the by-laws.

D. Morganti explained that the first vote is to approve the lease with the Portage County Board of Commissioners for office space and to authorize D. Morganti to sign the lease on behalf of the Land Bank. Move to confirm by S. Field, second by I. Sayre. All in favor, motion carried.

Next, is the approval of the Prosecutor/Treasurer Agreement Addendum which outlines a specific timeline and number of foreclosure that will be pursued by the Prosecutor as part of the 2019 contract. Move to confirm the electronic vote by B. Susel, second by K. Clyde, B. Cromes abstains because he is a party to the contract. Remaining Board Members vote in favor, motion carried.

D. Morganti has previously requested a cap of \$7,000 for start-up costs and office equipment. Thus far, he has only spent \$1,164 and those costs are itemized for the Board in their packet. D. Morganti is requesting formal memorialization of these costs. Move to approve by K. Clyde, second by S. Field. All in favor, motion carried.

D. Morganti also presented the NDS Transition Addendum to formalize NDS' efforts to assist in the transition to the new Executive Director. D. Morganti shared that NDS is continuing to provide accounting services, prepare minutes, and provide other services as-needed through the end of the year with no additional compensation. B. Cromes asked about the impact of the transition on the audit. D. Morganti shared that NDS has agreed to assist with the 2019 audit. B. Cromes asked whether an extension would be needed past the end of the year. D. Morganti said he does not believe it will be necessary. Move to confirm the electronic vote by B. Susel. Second by S. Fields. All in favor, motion carried.

D. Morganti shared that during the previous Work Session the Board discussed temporarily suspending the portfolio management policy. The policy will be re-worked at an upcoming work session. B. Susel clarified that this would be a temporary suspension. Motion to approve the temporary suspension by I. Sayre, second by K. Clyde. All in favor, motion carried.

D. Morganti explained that AMS (the title company) has requested a document authorizing him to serve as the signatory for Real Estate transactions. B. Susel asked why this is required since it is in the by-laws? D. Morganti shared that AMS requested it and it can be used for future requests rather than to requiring

people to search through the by-laws. Move to approve the resolution by B. Susel, second by S. Fields. All in favor, motion carried.

B. Cromes shared that J. Kohl resigned from the Board on Halloween. I. Sayre made a motion to accept the resignation, second by S. Fields. All in favor, motion carried. K. Clyde also requested that D. Morganti prepare a letter thanking J. Kohl for his service.

Other Business:

A Preliminary 2020 Budget was presented by D. Morganti. He is presented a working draft of the budget after meeting with Bridget, the Treasurer to review. He anticipates presenting a formal budget for review and approval at the January Board Meeting. He added that a revision may be likely in April for items marked with an asterisk: property acquisitions/dispositions, salaries and benefits, demolition and site cleanup, nuisance abatement demolition, and Prosecutor's Contract. He shared that salaries and benefits costs have not been finalized due decisions and timing on additional staff to be hired. Also, the Land Bank is still waiting for the first billing from F&CS for salary that will itemize his fringe benefits. Demolition and Site Clean-up and Nuisance Abatement is pending a discussion by the board regarding their priorities for residential demolition post-NIP. Finally, he is meeting with Chris Meduri, B. Cromes, and C. Murdock on Friday to discuss the 2020 contract for the Prosecutor's office. He added that there are notes on the budget to explain the rationale and reiterated that this is a preliminary document and that he is not requesting approval at this time. B. Cromes asked whether it was possible to change the by-laws to require the budget approval in October for the following year. B. Susel expressed her desire to make this change as well.

A 2020 Meeting Schedule was presented by D. Morganti. Meetings are scheduled on the 3rd Wednesday of the month at 2:30 in the afternoon, and he is requesting that the annual meeting be held in April as is consistent with previous years rather than January as stated in the by-laws. B. Susel made a motion to change the date of the annual meeting to April. K. Clyde seconds this motion. All in favor, motion carried. K. Clyde made a motion to approve the schedule. Second by S. Fields. All in favor, motion carried.


Any Other Business:

T. Steinlechner asked the Board about the timeline for the foreclosures that have been requested as part of the Treasurer / Prosecutor Addendum. Specifically, she asked whether there was a timeline given for the Prosecutor's office to file those cases. All but three cases have already been requested; however none of these cases have been filed as of the date of this meeting. D. Morganti responded that with one of the Prosecutor out for medical reasons, there may be some delays. D. Morganti will follow-up with C. Meduri at their meeting on Friday.

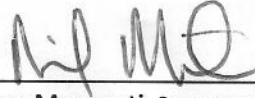
B. Cromes asked for an update on the Skeels / McElrath work. D. Morganti shared that the Land Bank has now identified 27 (of the 30 available through the addendum) cases for foreclosure. All of these properties are located in Skeels / McElrath and have been organized into two tiers. The first tier properties are those that are immediately buildable or marketable. These properties are anticipated to be able to be assembled, turned around relatively quickly and sold on the open market. The second tier properties are typically cases where there is one parcel away from being buildable/marketable and that the Land Bank may need to hold for the short to medium term until enough land can be assembled to

make it a marketable site. B. Susel added that at the work session, Board Members were able to see these parcels on the map. She further shared that these appear to be viable properties.

There being no other business K. Clyde made a motion to adjourn. Second by B. Susel. All in favor, motion carried.



Brad Cromes, Chairman



Dan Morganti, Secretary/Executive Director