

MEETING MINUTES
Portage County Land Reutilization Corporation
Reed Memorial Library – Jenkins Room
April 21, 2026 at 10:30 am

Meeting was called to order at 10:40 am by Chair Sabrina Christian-Bennett.

Roll Call – Olivia Pilon confirmed attendance.

In Attendance: Sabrina Christian-Bennett, Mike Tinlin, Sue Fields, Bridget Susel, Olivia Pilon, Kristi Hack, Chad Murdock, Don Rose

Quarterly Land Bank Meeting

Approval of the Minutes

The quarterly meeting minutes from January 20, 2026 were presented.

A motion was made by Mike Tinlin to approve the minutes. It was seconded by Sue Fields. The motion carried with all yeas.

Fiscal Report

Olivia Pilon reviewed the fiscal packet containing the Income Statement, Balance Sheet, Fixed Asset Register, and cash journals.

Key highlights included:

- Net income of approximately \$470,000 due to timing of demolition reimbursement.
- Temporary negative balance in Acquisition/Rehab/Resale due to renovation investment.
- First quarter expenses totaled approximately \$97,000.
- Property inventory totaled approximately \$709,000.
- 26 properties (43 parcels) in inventory; 12 acquired and 8 sold.

A motion was made by Bridget Susel to approve the financial report as presented. It was seconded by Mike Tinlin. The motion carried with all yeas.

2025 Basic Financial Statements

Olivia Pilon presented the 2025 Basic Financial Statements prepared by Julian & Grube.

Highlights included:

- Total expenditures of approximately \$3.5 million.
- Total revenue of approximately \$2.8 million.
- Net decrease of approximately \$680,000 due to timing differences in reimbursements.
- Ending net position of approximately \$1.08 million.

A motion was made by Mike Tinlin to approve the 2025 Basic Financial Statements. It was seconded by Sue Fields. The motion carried with all yeas.

Grants Report

Building Demolition & Site Revitalization (BDSR)

- Four projects approved and moving forward, with pre-bid meetings scheduled.
- Additional projects will be added to fully utilize program funds.
- Windham Community Center project includes a local match and ongoing community discussion.

Brownfield Remediation Program (BRP)

- Several projects completed with three remaining active.
- One project targeted for completion by June 30; extensions may be requested.

Welcome Home Ohio

- Two homes completed and listed for sale.
- Additional homes remain under construction or in progress.

Other Business

Prosecutor Contract Renewal

A motion was made by Bridget Susel to approve the contract. It was seconded by Mike Tinlin. The motion carried with all yeas.

Reaffirmation of Office Lease Approval

A motion was made by Bridget Susel to reaffirm the electronic approval of the office lease. It was seconded by Mike Tinlin. The motion carried with all yeas.

Website Update

A new website will launch with improved navigation, enhanced program visibility, and ADA compliance.

Leadership Portage County

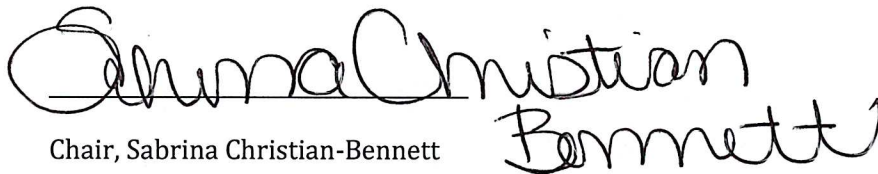
The Board supported participation in the Leadership Portage County program as a professional development opportunity.

Next Meeting

The next meeting will be held on June 16, 2026 at 10:00 am at 640 W. Main Street, Ravenna.

Adjournment

A motion to adjourn was made and seconded on the record. The motion carried with all yeas, and Sabrina Christian-Bennett adjourned the meeting at 11:06 am.


Chair, Sabrina Christian-Bennett



Executive Director/Secretary, Olivia Pilon