

Meeting Notes

Portage County Land Bank Board Quarterly Meeting

Tuesday, July 21, 2026

10:30 AM – 10:53 AM

Location: Reed Memorial Library- Jenkins room

The meeting was called to order at 10:30 a.m. by Chair Sabrina Christian-Bennett.

Roll Call

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

Board Members Absent: None noted.

Also Present: Olivia Pilon, Chad Murdock, Jessica Gartrell, Deseree Perry, JoAnn Stikes

Approval of Minutes

The minutes from the April 21, 2026 Quarterly Board Meeting were presented for approval. A motion was made by Mike Tinlin to approve the minutes and seconded by Joe Bica. The motion carried unanimously.

Fiscal Report

Olivia presented the second quarter financial reports.

She reported that the Land Bank remained in a strong financial position with net income of approximately **\$698,000**, which was above budget. This was primarily due to the timing of reimbursements related to the **Welcome Home Ohio Program**. Since only one Welcome Home Ohio property had been sold, reimbursements and proceeds owed to Neighborhood Development Services (NDS) had not yet been distributed. These payments were expected to occur within the next few weeks, causing revenues and expenses to align more closely later in the year.

Olivia noted that the **Acquisition/Rehab/Resale Program** continued to show a negative balance due to investments made in the renovation of the Edinburgh property, which remains on the market. She also reported that **DTAC revenue** exceeded expectations and was significantly higher than the amount budgeted using the five-year average.

Discussion occurred regarding the sale of **519 Day Street**, including reimbursement obligations related to construction costs and the revenue-sharing arrangement with NDS.

Olivia then reviewed the balance sheet. The Land Bank's property and inventory holdings were valued at approximately **\$642,900**. As of the end of the second quarter, the Land Bank owned **22 properties consisting of 37 parcels** throughout Portage County.

After review of the financial statements and property inventory report, Mike Tinlin moved to approve the financial report and property inventory. Joe Bica seconded the motion. The motion carried unanimously.

2026 Budget Revision No. 1

Olivia presented the first budget revision for Fiscal Year 2026.

The proposed revisions included:

- Adjustments to the Ohio Department of Development (ODOD) Brownfield Remediation Program grant revenue to reflect recently awarded funding.
- Updates to Welcome Home Ohio grant revenues for Fiscal Years 2024 and 2026 to better reflect expected reimbursements, project proceeds, and grant awards.
- Corresponding expense revisions for Brownfield and Welcome Home Ohio projects.
- Addition of **\$12,000** in consulting expenses for strategic planning services.
- Increase in insurance expenses to **\$12,000** due to CORSA policy changes and inventory coverage needs.

Olivia advised that overall the revisions would positively impact the budget by approximately **\$15,000**.

A motion to approve Budget Revision No. 1 was made by Bridget Susel and seconded by Sue Fields. The motion carried unanimously.

Grant Reports

ODOD Building Demolition and Site Revitalization Program

Olivia provided an update on six active demolition projects. Three projects had been completed, pending only final retainage payments.

She highlighted the proposed demolition of the **Windham Community Center**, noting that a pre-bid meeting had been completed and demolition bids were due by July 30. The Village of Windham had not yet scheduled a community meeting regarding the project. Olivia stated that all grant-funded projects must be completed by **December 31, 2026**.

She also reported that the Ohio Land Bank Association had encouraged Land Banks to begin identifying potential projects for the next round of demolition funding. Staff planned to reach out to local jurisdictions in the coming weeks.

Brownfield Remediation Program

Olivia reviewed ongoing Brownfield projects and reported that extension requests had been submitted for three projects. The Ohio Department of Development indicated that amended agreements should be received soon.

Additionally, grant agreements for the next round of Brownfield funding were expected in late July or early August.

Welcome Home Ohio Program

Olivia reported the following status updates for Welcome Home Ohio projects:

- One home had closed.
- One home was under contract and anticipated to close shortly.
- One Habitat for Humanity project was expected to go under contract within approximately 30 days.
- One home was nearing completion and expected to be listed for sale soon.
- Habitat's new construction project remained underway.
- The final NDS partnership renovation was anticipated to begin around August 1.

Olivia also reported that NDS agreed to a flat management fee of **\$15,000 per property** for the next round of Welcome Home Ohio projects. Board members requested that the final contract be presented for review prior to approval.

No action was taken regarding the contract.

Other Business

Woodgate Boulevard Parcel

Olivia requested Board authorization to pursue acquisition of a small parcel located on **Woodgate Boulevard** through the Land Bank's contract with the County Treasurer and Prosecutor's Office.

The owners of the adjacent apartment complex had expressed interest in acquiring the parcel and had already submitted an interest form.

Bridget Susel moved to authorize the Land Bank to pursue acquisition of the parcel. Mike Tinlin seconded the motion. The motion carried unanimously.

2025 Annual Report Electronic Vote Affirmation

The Board acknowledged and affirmed, for the official record, the prior electronic vote approving the **2025 Annual Report**. No additional vote was required.

Greater Ohio Policy Center Strategic Plan Proposal

Olivia presented a proposal from the **Greater Ohio Policy Center (GOPC)** to facilitate development of a strategic plan for the Land Bank.

She explained that GOPC has extensive experience working with Land Banks throughout Ohio and possesses significant expertise in land banking policies and programs. The proposed streamlined planning process would cost **\$12,000**.

Board members discussed the value of obtaining assistance from an organization familiar with Land Bank operations and statewide initiatives.

Bridget Susel moved to engage the Greater Ohio Policy Center to complete the strategic planning process as outlined in the proposal. Sue Fields seconded the motion. The motion carried unanimously.

Next Meeting

The next meeting will be a **Work Session** held on:

September 15, 2026

10:00 a.m.

Land Bank Office

640 W. Main Street, Ravenna, OH

Adjournment

Mike Tinlin moved to adjourn the meeting. Sabrina Christian-Bennett seconded the motion.
The motion carried unanimously.

The meeting adjourned at **10:53 a.m..**

DocuSigned by:
Sabrina Christian Bennett
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Chair, Sabrina Christian-Bennett

Olivia Pilon

Executive Director, Olivia Pilon