

## **MEETING MINUTES**

Portage County Land Reutilization Corporation

Reed Memorial Library – Jenkins Room

January 17, 2023 at 10:00 am

Meeting was called to order at 10:20 am by Chairman Brad Cromes.

Roll Call – Jeannette H. Jones

Board Members Present: Brad Cromes, Bridget Susel, Sabrina Christian-Bennett, Mike Tinlin

Board Members Absent: Sue Fields

Also Present: Dan Morganti, Jeannette H. Jones, Teresa Steinlechner, Christine Moravec, Don Rose

### **Annual Land Bank Meeting**

#### **Election of Officers:**

The election of 2023 Board officers began with Sabrina Christian-Bennett's motion to nominate Brad Cromes as Chair. The motion was seconded by Bridget Susel. Motion carried with 4 yeas. Bridget Susel nominated Sabrina Christian-Bennett for Vice Chair. The motion was seconded by Mike Tinlin. Motion carried with 4 yeas. Sabrina Christian-Bennett nominated Bridget Susel for Treasurer. The motion was seconded by Mike Tinlin. Motion carried with 4 yeas. Sabrina Christian-Bennett made a motion to adjourn the meeting and Bridget Susel seconded. Motion carried with 4 yeas. Brad Cromes adjourned the meeting at 10:21 am.

### **Quarterly Land Bank Meeting**

#### **Approval of the Minutes**

The quarterly meeting minutes from October 18, 2022 were presented. A motion was made by Bridget Susel to accept the Minutes. It was seconded by Sabrina Christian-Bennett. Mike Tinlin abstained. The motion carried with 3 yeas.

#### **Fiscal Report**

Dan Morganti provided the fiscal report for the last quarter of 2022. Total revenues for the quarter were \$86,126.64. The total expenses were \$95,647.14. The net income for the quarter was (\$9,520.50). The 2022 total revenues were \$752,172.90, total expenses \$414,336.66, and net income \$337,836.24. These figures are finalized with the exception of payroll expenses for November and December 2022. Reference made to the Balance Sheet, Cash Disbursement and Cash Receipts Journal for the quarter that are included in the packets. The Fixed Asset Register as of December 31, 2022 identifies the Land Bank owned 53 individual tax parcels; a total of 31 properties. Sabrina Christian-Bennett made a motion to

accept the Fiscal Report and Bridget Susel seconded. Brad Cromes asked a question regarding the carryover of cash to CDARS. Dan Morganti explained that anything over \$250,000 in cash beyond the FDIC limit has been carried over to CDARS during the year. Brad Cromes also asked about the possible need for an investment strategy for these dollars. Dan Morganti stated we don't currently have an investment policy, but he can look into it. We've used the CDARS account to this point. Bridget Susel and Sabrina Christian-Bennett further suggested looking for someone to advise the Land Bank in these financial matters. Sabrina Christian-Bennett suggested we check with other Land Banks too to determine what their investment strategies. Dan Morganti will review some options and report back to the Board. The motion to accept the Fiscal Report carried with 4 yeas.

Dan Morganti reported that we adopted a preliminary 2023 budget in October and that there are two grant-funded line items that need adjusted to reflect activities in the fourth quarter of the year.

ODOD Abandoned Gas Station Grant (Ruggles Property, Edinburg Township) - this aligns the 2023 budget with our grant balance. Ohio Department of Development (Building Demolition and Site Revitalization Program) – this aligns the budget with the most recent grant agreement and amendment which was signed in December 2022. Total grant amount is reflected on the revenue side as \$530,805 and expense side mirrors that amount. The first \$500,000 is a grant and any amount beyond that requires match. We now have 15 properties in the queue and hope there will be flexibility with this funding in terms of switching out properties, or adding new properties. To date, there has not been flexibility with this and there has been no change with the expenditure deadline of May 1. A first draw will be made later this month. Sabrina Christian-Bennett made a motion to accept the budget revisions. It was seconded by Bridget Susel. Motion carried with 4 yeas.

### **Policy Report**

We have an agreement with Family and Community Services to transfer 24 individual tax parcels under the Vacant Lot Disposition Policy for Non-Profit organizations. Of these parcels, we believe that three parcels are shovel ready, or ready to be developed from a lot size and utility availability perspective. The remaining parcels are considered scattered sites. The plan is for Family and Community Services to work with stakeholders on an ultimate end use for these parcels and to prioritize residential new construction. This a natural fit because FCS has many connections in the community and run the community center. Sabrina Christian-Bennett and Bridget Susel asked if the scattered lots will be combined. Dan Morganti clarified that in areas where the lots were able to be consolidated, and it made sense to assemble them, that has already occurred. Brad Cromes noted the transfer is getting the property into the hands of a responsible tax-payer until such point something can be done with them, they are an organization that has a stake in the neighborhood, and a commitment to work with MIC and others in the community. Many of these lots are of the 30' not buildable variety and this is a decades long process now to try to get them into a place where they are buildable and usable. We have been working of a number of years to try to maintain historic character of the community, but also facilitate the use and re-use of land. This is a good step in that direction. Brad Cromes further noted we are still committed to remaining a partner in that community. Sabrina Christian-Bennett made a motion to approve the disposition of the Ravenna Township McElrath properties. Bridget Susel seconded the motion. Motion carried with 4 yeas.

### Legislative Update

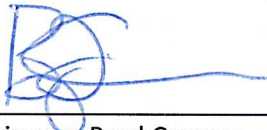
The statewide Land Bank Conference is scheduled for April 26-28 in Dayton, Ohio. Dan Morganti asked that interested persons should inform us if they want to attend.

The omnibus land bank legislation did not pass in previous General Assembly. It is anticipated that it will be introduced again.

The next Quarterly Land Bank Meeting is April 18 at 10:00 am. The next work session will be March 21, 2023 at 10 am.

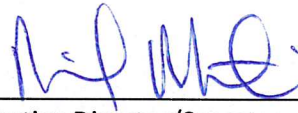
Bridget Susel asked about any progress in seeking out new office space. Dan Morganti noted that he visited an office space at 215 S. Chestnut in the County-owned Riddle Block building. There are also few other possibilities to review. In the administration building there isn't a bigger available office space, but the potential to be able to access additional storage is a possibility. Dan Morganti is still seeking out more options to consider and will report back.

Bridget Susel made the motion to adjourn the meeting. Sabrina Christian-Bennett seconded the motion. Motion carried with 4 yeas. Brad Cromes adjourned the meeting at 10:40 am.



---

Chairman, Brad Cromes



---

Executive Director/Secretary, Dan Morganti