

MEETING MINUTES

Portage County Land Reutilization Corporation

Reed Memorial Library – Haymaker Room

Quarterly Land Bank Board Meeting

July 14, 2021 at 1:00 p.m.

Meeting was called to order at 1:05 p.m. by Chairman, Brad Cromes

Call to Order and Attendance – Evelyn Beeman

Board Members Present

Brad Cromes Bridget Susel Sue Fields Anthony Badalamenti

Absent: Sabrina Christian-Bennett

Also Present

Dan Morganti Chris Moravec
Evelyn Beeman Chad Murdock

Approval of Official Meeting Minutes

The quarterly meeting minutes from April 21, 2021 were presented. A motion was made by Sue Fields to approve the minutes as presented, seconded by Bridget Susel. Motion carried with 4 yeas.

REPORTS AND COMMUNICATIONS

Fiscal Report

Financial Report and Property Inventory 2021 2nd Quarter

Dan Morganti presented and reviewed the financial statements through June 30, 2021. The income statement indicated total revenue collected for the 2nd quarter was \$346,851.53. It was noted the first DTAC collection was received for 2021. Expenses totaled \$166,582.96. The net income was \$180,268.57 for the 2nd quarter of 2021. Dan Morganti presented the cash disbursements and cash receipts journals for the quarter. The fixed asset register was presented which shows the accounting value of all the properties the land bank owns which includes 57 properties and 88 individual tax parcels. Brad Cromes noted the organization was doing a good job of keeping expenses down and presumed that was partly related to filling the new position. Dan Morganti gave an overview of the hiring process for the new administrative and program assistant position, indicating he had a second round of interviews with two candidates that took place last week and he is in the process of checking references now. Dan is hoping to move forward with a candidate soon. Bridget asked if Dan was happy with the candidates. Dan indicated that he was. The position had been posted for a few months and the HR manager for FCS said she had not seen this difficult of an environment for hiring. Dan has interviewed four people, brought back two for a second interview and is pleased with those candidates. Anthony Badalamenti

made a motion to accept the financial report as presented, seconded by Sue Fields. Motion carried with 4 yeas.

2020 Audit – D. Morganti

The 2020 Audit prepared by Julian & Grube for the year ended December 31, 2020 was voted on and unanimously approved electronically on June 22, 2021 as it was due to the state by July 1, 2021. There were no pandemic related funding considerations in the audit. Bridget Susel made a motion to affirm the electronic vote that occurred on June 22, 2021 to file the audit with the state by the July 1, 2021 deadline, seconded by Anthony Badalamenti. Motion carried with 4 yeas.

2020 990 Tax Return

Dan Morganti presented the 2020 990 Tax return. Dan noted two changes to the return. On page 1 there was an outdated address and page 7 should reflect Commissioner Sabrina-Bennett as an officer of the organization. The figures reflected on the 990 were taken from the annual financial statement. Brad Cromes asked who prepared the 990. HHH CPA Group, LLC has been preparing the Land Bank's tax returns since it has been filing them. Anthony Badalamenti made a motion to approve and file the 2020 990 Tax Return as presented with the 2 corrections noted, seconded by Sue Fields. Motion carried with 4 yeas.

Executive Director Performance Review

Brad Cromes did a brief overview of the performance review for Dan Morganti as voted on electronically on 4/27/21. As part of the review, overall, the Board is very pleased with Dan's work. It has asked Dan to continue to work on growing the organization, improving its perception in the community and telling the Land Bank's story more effectively. Bridget Susel made a motion to affirm the 4/27/21 vote, seconded by Anthony Badalamenti. Motion carried with 4 yeas.

Policy Report

Side lots – Both of these properties were discussed at a previous work session. Arbeco Avenue, Ravenna Twp. (29-364-14-00-059-001) is a lot that was platted prior to the land bank taking ownership. The owner to the west is requesting it as a side lot. It is under the current size requirement per township zoning for building, though it is considered a buildable lot if all setbacks can be met. Also, a two-car garage would be required, which could be a challenge. The Land Bank has been steadfast in its approach to sell marketable/buildable land on the open market for market value. Dan has been meeting with a group of residents from the Skeels community who brought up the issue of resale of land to residents who do not live in the neighborhood and one of the ways that has been identified to help address this issue within current Land Bank policy is to not be as aggressive in assembling land in favor of doing more side lots. Based on these factors, Dan suggested this parcel be listed under disposition under the side lot program. Bridget Susel noted that meeting the zoning requirements would be challenging. Bridget Susel made a motion to approve this parcel under the side lot disposition program, seconded by Sue Fields. Motion carried with 3 yeas and 1 abstention (Anthony Badalamenti). Skeels Avenue, Ravenna Twp. (29-364-13-00-058-000) is clearly a side lot from a size and configuration standpoint. An adjacent owner who owns 3 parcels to the west and 1 parcel to the east has requested the property under the side lot program. The adjacent owner was at one time married to the one of the parties that was foreclosed upon. That person was 1/17 owner of the parcel. A son of theirs was also named in the foreclosure action and this marriage ended over fifty years ago. The land bank's adopted policy is that a "Transferee, or a family member of the transferee, may not have owned or resided on or at the premises at the time of the foreclosure, or anytime thereafter, that lead to the PCLRC acquiring

the property". Given the length of time that has passed since this marriage, there being no other disposition strategy for the parcel, and that the subject adjacent owner owns 80+ parcels in the county with no history of tax delinquency Dan suggested this parcel be disposed under the side lot program. Bridget Susel made a motion to move this forward under the side lot program, seconded by Anthony Badalamenti. Motion carried with 4 yeas.

MBE-WBE Resolution #2021-01

Dan Morganti stated this resolution sets forth some definitions for Minority Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs) based upon the State of Ohio guidelines and makes a commitment of efforts to achieve MBE and WBE participation in the Land Bank contracting activities that are available. Attached to the resolution are Portage County companies currently certified as MBEs and WBEs by the State of Ohio. Unfortunately, these lists are not extensive. This will require some outreach to seek-out interested contractors who are MBEs and WBEs. Brad Cromes indicated this resolution shows the land bank has intentions of being good actors in the community by recognizing MBEs and WBEs. Discussion about the Disadvantage Business Enterprise (DBE) term. Bridget Susel noted that the resolution does not require the State's certification to participate, therefore something like an affidavit or other documentation could suffice for the purposes of the land bank. A motion was made by Bridget Susel to approve Resolution 2021-01 as presented, seconded by Anthony Badalamenti. Motion carried with 4 yeas.

Legislative & Ohio Land Bank Association Report

State Funding

Dan Morganti explained the state budget that was approved on July 1, 2021 included funding set aside for all counties for the purpose of demolition of abandoned commercial and residential structures and brownfield remediation. The amount set-aside is \$1 million per county in brownfield remediation dollars and \$500,000 for demolition. Ohio Development Services Agency is responsible for coming up with the guidelines and eligibility criteria for these programs by September 30, 2021. Dan stated it appears that the timeline established for expenditures is one year from appropriations, with an apparent extension beyond that, but match may be required. A work session related to this topic is merited for further discussion and to determine how to proceed to find partners and properties.

ARPA Funding

The Ohio Land Bank Association has been advocating for Land Bank's to receive a portion of the State's ARPA funding. Our Land Bank supported these efforts by sending a letter last spring. Attorney's Bricker & Eckler did a presentation at the recent Ohio Land Bank Association meeting that cited guidance showing that if located in a qualified Census Tract, the development of affordable housing that increases the supply of quality affordable units would be a presumed eligible-use of ARPA funding. The was interpreted to mean new construction of housing or rehab of existing housing. Discussion about what would be a qualified geographic area and what census data is used. Funding must be encumbered by 2024 with all funds disbursed by 2026. Discussion of the County's ARPA allocation. Anthony Badalamenti noted it is a tremendous amount of money and the Commissioners are in consultation with the County Commissioner's Association of Ohio and the other eighty-eight counties to determine their process for allocation. Bridget Susel noted the importance of activity eligibility to ensure a smooth audit process. Brad Cromes stated as a land bank we probably want to be thinking about this sooner than later if the process is first in first out. Bridget stated if the County decides to allocate a portion of its ARPA allocation to housing, it does have a qualified arm of the county that can implement housing activities in the Land Bank.

More discussion on the demolition and brownfield state-budget funding and amounts. One of the key variables that plays into the total amount of money that will be available on the Brownfield side is that it appears that the monies are for remediation only. To be eligible, a site must be ready to go, and already assessed, to use the dollars. This funding could be first step of a move back to the old clean Ohio Revitalization Fund (CORF) model of funding, which would be welcomed by many. Discussion of brownfields generally and how land banks can play a role in redevelopment.

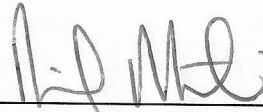
A September work session will be scheduled to discuss these matters more fully.

The next scheduled meeting will be October 20, 2021 at 1:00 p.m. at the Reed Memorial Library. There being no further business a motion was made by Anthony Badalamenti to adjourn the meeting seconded by Bridget Susel. Motion carried with 4 yeas.

The meeting adjourned at 1:40 p.m.



Chairman, Brad Cromes



Executive Director/Secretary, Dan Morganti