

Minutes Approved at February 17, 2015 Board Meeting.

## Minutes of Fairfield County Land Reutilization Corporation

**Meeting Date: January 20, 2015**

Time: 2:00pm - 3:00pm

Location: Fairfield County Commissioner's Hearing Room

Members of the Board:

James Bahnsen, Fairfield County Treasurer, Statutory Director/Chair

Mike Kiger, Fairfield County Commissioner, Statutory Director

David L. Levacy, Fairfield County Commissioner, Statutory Director

Dave Smith, City of Lancaster, Municipal Director/Vice Chair/Designee

Harry Myers, Jr., Violet Township, Township Director

Steve Davis, Fairfield County Commissioner, Selected Director

Zack DeLeon, Selected Director

Board Members Present: Bahnsen, Kiger, Levacy, Smith, Myers and Davis

Individuals Present: Donna Fox Moore, Carri Brown, Joshua Horacek, Holly Mattei, Bob Clark, Jeff Porter, Brian Kuhn, Sean Fowler, Michael Kaper, Ann Hammond, Dave Burgei

**Quorum: Six of Seven Board Members were present. Quorum was attained.**

- I. Call to Order: James Bahnsen, Treasurer.
- II. Review and Approval of Minutes from the November 25, 2014, business meeting (attached)  
Move to Approve: Smith  
Second: Kiger  
Minutes approved by unanimous vote of board.

### III. Review and Approval of Treasurer's Report

Move to Approve: Myers

Second: Davis

Treasurer's Report approved by unanimous vote of board

### IV. Old Business

- A. The Board welcomed Michael Kaper as the new Executive Director of the Land Bank. Michael Kaper introduced himself and gave a brief rundown of the work he has done since his December 1 start date.

Particularly noted was the work done in anticipation of the March 31, 2015 NIP Grant deadline requiring the acquisition of 12 Target Area properties. The goal is to acquire these properties through an expedited Board of Revision Foreclosure process. 15 target properties (all in Lancaster) are currently in the process. Concern was raised over the lack of properties outside of Lancaster, and the potential that more than 3 of the 15 in the process will not result in a foreclosure (leaving less than the required 12). It was suggested that additional properties be added to the process, with some outside the Lancaster target areas. Michael Kaper will also work with Donna Fox Moore on a possible extension to the March 31, 2015 NIP deadline for acquisition of properties.

- B. Review and approval of a contract for NIP Grant Administration Services with Lancaster Fairfield Community Action.

Move to Approve: Davis

Second: Smith

Community Action Contract approved by unanimous vote of board

### V. New Business

A draft Agreement for Services was included in the material distributed prior to the meeting. Jim Bahnsen reported the parties to the agreement are the Treasurer, the Commissioners and the Land Bank, and the agreement will cover Land Bank payment for services provided by the Treasurer's Office and the Commissioner's Office. One note was made that the Treasurer has enumerated a Land Bank cost of \$42,900 to cover reimbursement for the portion of the Executive Director's overall annual salary attributable to anticipated Land Bank work. It was also discussed that the Land Bank's payment to the Commissioners for services and goods can be noted "As Needed" rather than specified. Board members were asked to review the contract for discussion at next month's board meeting.

Jim Bahnsen briefly discussed the need for an annual audit. He is working on getting quotes to perform the audit, particularly local firms such as Jones Cochenour.

The potential acquisition of the Lancaster Hardware Building by the Land Bank was discussed. Lancaster Hardware is vacant and tax delinquent, making it a potential target for foreclosure and Land Bank acquisition. One projected use of the building is as a Food Hub, allowing local merchants the opportunity to rent space in the building from which they could prepare and sell food. Michael Kaper, Jeff Porter, Holly Mattei and Bob Clark will further assess the Food Hub potential and the Land Bank's projected role.

A BOR training session will be held by the Prosecutor's Office to prepare the BOR in the handling of foreclosures. Carri Brown mentioned members of the Board might be interested in attending, and asked that Michael Kaper notify the Board once the date and time are finalized.

VI. Upcoming calendar:

- a. Michael Kaper and Sean Fowler will tour the Lancaster NIP Target Areas on Thursday, January 22.
- b. Michael Kaper and Jim Bahnsen will be meeting with Tim Smith of the Muskingum County Land Reutilization Corporation on Wednesday, January 28.
- c. Michael Kaper and Jim Bahnsen are scheduled to attend the Ohio Land Bank Quarterly Meeting on Tuesday February 10.

VII. Adjournment

The meeting adjourned at 3:00.

Motion to Adjourn: Davis

Second: Smith

The next regular board meeting will take place on February 17, 2015 at 1:45 pm (to accommodate a 3:00 Revolving Loan Fund meeting) in the Board of County Commissioners Hearing Room.