

Minutes of Fairfield County Land Reutilization Corporation

Meeting Date: December 15, 2015 at 2:00 PM

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

Individuals Present: Carri Brown, Ann Hammond, Sean Fowler, Josh Horacek, Donna Fox-Moore, Michael Kaper, Dennis Keller, Holly Mattei, John Slater.

Quorum: Five of Seven Board Members were present. Quorum was attained.

I. Call to Order: James Bahnsen, Board Chairperson

James Bahnsen called the meeting to order at 2:05 pm.

II. Review and Approval of Minutes from the November 2015 business meeting.

Move to Approve: Kiger.

Second: Smith.

Minutes approved by unanimous vote of Board Members present.

III. Review and Approval of Treasurer's Report and 2016 Budget

a. James Bahnsen provided a brief summary and review of Financial Activity from January 1, 2015 through December 15, 2015. Included with the Meeting Agenda as Attachment B was a summary report of said activity.

Move to Approve: Myers

Second: Smith

Treasurer's Report approved by unanimous vote of Board Members present.

- b. James Bahnsen presented the 2016 Land Bank Budget. The budget is divided into two parts - one section for monetary items charged against the approved Land Bank DTAC funding and a separate section addressing the NIP Award funding.
 - i. DTAC. Mr. Bahnsen began by discussing some items of interest for 2016 on the DTAC side of the budget. In general, the administrative costs of running the Land Bank come from the DTAC apportionment. Of special note:
 - 1. The column header should read 2016 rather than 2015.
 - 2. \$41,640 Contract Services from Treasurer includes \$10,000 for a potential Admin Assistant position.
 - 3. Under General and Administrative:
 - a. Contractual Services of \$40,000 is based on paying Community Action the contracted 10% of the expected \$400,000 NIP recovery.
 - b. Legal costs of \$10,000 due to a recommendation from the Executive Director that we consider hiring outside counsel to provide guidance on subjects beyond the standard land transfers.
 - c. Audit expense this year will be roughly \$5,000 to account for a required audit (due to increased financial activity).
 - ii. NIP. The NIP budget for the year is set at the \$400,000 revised award, all of which will be spent for demolition under the NIP program. As Mr. Kaper mentioned, we are required under the program to have all demolition under the program complete by June 30, 2016.

Move to Approve the 2016 Budget: Dave Smith

Second: Mike Kiger

2016 Budget approved by unanimous vote of Board Members present.

IV. Old Business

- a. NIP. Update provided by Executive Director. Mr. Kaper reported we currently have 24 properties, of which 15 are in some phase of the demolition process. 8 properties are completely done, with 7 of those having been billed in late November 2015. We are expecting our first reimbursement of \$126,000+ from the NIP program in short order. Mr. Kaper could not guarantee, however, the reimbursement would be received prior to the end of the year. Our first 15 demolitions are averaging roughly \$16,500.
- b. Thriving Communities Lobby Effort. Update provided by Executive Director. Vorys Advisors is looking to procure additional Land Bank funding from State

resources. Zack Space of Vorys gave an update at the Quarterly Land Bank Meeting. No new details to report.

- c. IRS Private Letter Ruling. Update provided by Executive Director. We recently received, reviewed and approved the draft of the letter that will be filed on our behalf with the IRS regarding our §115 tax exempt status. The next step is to wait on the ruling from the IRS.
- d. Auditor's Conference. Jim Bahnsen, Josh Horacek and Michael Kaper gave a presentation before the Ohio County Auditor's Association, talking about our experience as a Land Bank in Fairfield County. The presentation went well with quality feedback from Conference attendees.
- e. Quarterly Land Bank Meeting. Update provided by Executive Director. Mr. Bahnsen and Mr. Kaper attended the quarterly land bank meeting on December 3 in Mansfield. Topics covered included:
 - i. Audits. The majority of land banks in Ohio face the same situation we do, basically unfamiliarity with the audit process. A representative of the Ohio Auditor was present, who spoke on what to expect moving forward. The cost and time involved in auditing were discussed. In short, we were somewhat comforted to hear that everyone has the same questions regarding the process that we do.
 - ii. Additional funding. Jim Rokakis announced that they are working through the Federal Government to procure additional funding. This would be in addition to any State funding made available through the Vorys effort. Per Mr. Rokakis, they would like to get funding for projects other than residential. Possibility of industrial demolition dollars, which Mr. Kaper commented would fit nicely with our desire to handle the Workingman's Friend in Lancaster.

V. New Business.

- a. Mr. Bahnsen informed the Board that given the sensitive nature of information that needed to be considered, he was asking for a motion and vote to close the meeting to all but the Board, the Executive Director, Carri Brown, Josh Horacek and Dennis Keller. No minutes would be kept during the closed portion of the meeting, and no decisions could be made.

Motion to close the meeting: Dave Levacy

Second: Harry Myers

Motion to close the meeting approved by unanimous vote of Board Members present.

- b. Clarence E. Miller Building. Following the reconvening of the meeting, the potential acquisition of the Clarence E. Miller Building was presented to the

Board. The County Administration has expressed an interest in transferring ownership of the Clarence E. Miller Building to the Land Bank. The Land Bank would then be responsible for transferring the property as it sees fit. It was determined that the Executive Director, Michael Kaper, should be granted the authority to work with Dennis Keller and Assistant Prosecutor Josh Horacek on the potential acquisition of the parcels in question.

Motion to authorize the Executive Director to pursue an avenue for acquisition of the property from Fairfield County & negotiate such draft agreement was proposed by: Harry Myers

Second: Dave Smith

The motion was approved by unanimous vote of the Board Members present.

Action Steps (Carri Brown)

- VI. Around the Horn – Dave Smith asked that we continue to pursue the potential of dealing with Commercial Properties (specifically the Working Man’s Friend) as well as residential properties. Mr. Kaper mentioned that he did speak with Jack Mattlin of the Lancaster Fire Department following last month’s Board Meeting. We are continuing to pursue funding to deal with the buried tank. However, until we are assured of sufficient funding, it will be difficult to assume the responsibility on a project that could cost hundreds of thousands of dollars.
- VII. Calendar – it was decided to set a regular monthly meeting day and time. If a meeting is not necessary it can be cancelled, otherwise it will be held at 2:00 the second Tuesday of each month.
- VIII. Adjournment - The meeting adjourned at 3:00 pm.

Motion to Adjourn: Mike Kiger

Second: Smith

The next regular board meeting will take place Tuesday, January 12, 2016 at 2:00 pm.