

**SANDUSKY COUNTY LAND REUTILIZATION CORPORATION (LRC)  
MEETING MINUTES**

**LOCATION:** 622 Croghan Street, Fremont, Ohio 43420

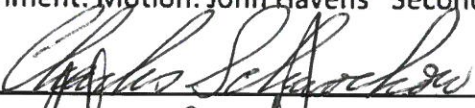
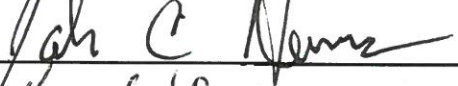
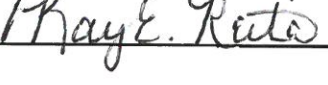
**DAY/TIME:** Thursday, May 3, 2018 at 1:00 p.m.

**PURPOSE:** Regular meeting to consider the following business:

1. Call to order by: Irma Celestino, Chairman
2. Roll Call or sign in sheet
3. Approval of Minutes of April 5, 2018. Kay Reiter made a motion to approve the minutes. John Havens seconded the motion. Motion carried.
4. Budget: April 30, 2018 balance: Savings Acct. \$25.06;  
Checking Acct. \$107,786.39  
Presentation of \$15,000.00 check for reimbursement to the Sandusky County Commissioners leaving an unpaid balance of \$85,000.00 to be repaid
5. Old Business
  - a. Awaiting reimbursement #2 from OHFA -\$48,869.49. OHFA had another question about how it was submitted by the land bank which was another delay in sending payment. They are meeting today and will contact Chris Grover, Coordinator, and let him know if the submittals were uploaded correctly.
  - b. Irma met with Jason Conklin of Conklin Consulting. He will begin entering data from our budget to get QuickBooks ready to use. County IT is helping with the installation of the program.
  - c. The 2017 GAAP report was filed by Julian & Grube, Inc. as required
6. New Business
  - a. Pre-Engagement letter from State Auditors to begin the 2017 audit was received.
  - b. Audit Committee met prior to the regular meeting and reviewed 4<sup>th</sup> Qtr. 2017 and 1<sup>st</sup> Qtr. 2018
  - c. Public request policy and records retention schedule and policy was discussed. A policy for both needs to be written and approved. Irma has copies of the sample policies given to her when the land bank was first established. Kaitlin Klucas is going to review both and present them at the next meeting. Irma asked if the board could set an amount to charge for copies when requested. John Havens made a motion to charge \$0.25 cents per page for public record requests. Kay Reiter seconded the motion. Motion carried.
7. Chris Grover, Land Bank Coordinator. Nickles Gas Station had the environmental study done and will be ready to for contractors to remove the tanks. The gas station on State Street will have to wait on approval for grant money for cleaning the parcel up. Chris went out and visited a property on CR 72, the Lena Eisenhower property. There was interest in the property to pay \$2,500.00. The property will need major clean up and will probably cost the land bank more to clean up. Currently there is \$5,000.00 in the parcel. He asked the board to consider selling for the \$2,500.00 and leave the clean up to the new owner.

8. Kaitlin Klucas, Asst. Prosecuting Attorney. She dealt with the issue with the Blausey attorney and she sent a letter out and this should be cleared up. WSOS did look at the property and grass is not growing. She ordered title work for two properties and filed for BOR on another property. There is a possible donation to the land bank too. Once she receives these there should be a good group together to meet with the Board of Revision.
9. WSOS – Amy discussed the next upload for the grant. She has five more properties to upload and three that need to be finished. This would have everything done for the grant. She is getting hold of the contractor for the dirt on the property discussed earlier. There is a side walk repair that needs to be done too now that the weather has changed.
10. Public Comments – none
11. Next meeting: Date: June 07, 2018 Time: 1:00 place: same
12. At 2:25pm Irma requested to enter into executive session to discuss personnel matters. Ken Frost made the motion and Kay Reiter seconded. Motion carried.
13. At 2:35pm Kay Reiter made a motion to exit executive session. John Havens seconded. Motion carried.
14. Irma made a request to increase the hourly rate of Chris Grover to \$23.00. Kay Reiter made a motion to approve the increase effective immediately. Charlie Schwochow seconded the motion. Motion carried.

Adjournment: Motion: John Havens Seconded Motion: Ken Frost Motion carried.

  
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Attest:

  
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Theresa Garcia, Secretary

BUDGET	MAY
Balance --April 30, 2018	\$107,786.39
Revenue	
Reimbursement #2	\$48,869.49
1st half 2018 Mobile Home DRETAC fees	\$1,784.32
Reimbursement-Clerk of Courts pub. Costs	\$323.91
Balance	\$158,764.11
Expenses	
Ck 1230 WSOS adm.-1225 Hickory St., Frem.	\$1,903.94
Ck 1231 WSOS adm-607 May St., Frem.	\$1,862.50
Ck 1232 WSOS adm-220 York St. Bellv.	\$1,851.20
Ck 1133 WSOS adm-425 Sandusky Ave., Frem	\$2,028.38
Ck 1234 WSOS adm-122 Spring St., Clyde	\$1,663.96
Ck 1235 Sandusky Co. Commissioners	\$15,000.00
Ck 1236 Digital Kingdom Int.-Inv. #0228	\$50.00
Ck 1237 SHI-purchase Adobe Software	\$376.00
Ck 1238 SHI-purchase Quickbooks software	\$469.00
Ck 1239 MNCO-legal notice	\$360.77
Ck 1240 S.C. Clerk of Courts-court costs for Ethel Wheeler property	\$704.60
Ck1241 J. Conklin Co.-Inv. 2088	\$300.00
Ck1242 R.E. Yeager-J. Parsley prop. Survey	\$450.00
Ck1243 Christoper Grover-Inv. 2018-05	\$2,887.00
Total Expenses	\$29,907.35
	\$128,856.76