

SANDUSKY COUNTY LAND REUTILIZATION CORPORATION (LAND BANK) MEETING MINUTES

LOCATION: The Land Bank monthly meeting was held at Terra State Community College 2830 Napoleon Road Fremont, Ohio, Building B second floor board room at 2:00 pm. The public could join by teleconference by calling 419-333-6900 and use room 86100. They announced their name when joining the call and noted on the sign in sheet as "Call In".

DAY/TIME: Thursday, October 1, 2020 at 2:00 p.m.

PURPOSE: Regular meeting to consider the following business:

1. The meeting was called to order by Kimberley Foreman, Chairman
2. Sign in sheet was distributed for sign in. Board member and others present:

Kim Foreman	Chris Grover – Land Bank Coordinator
John Haven	Barb Caudill – Secretary
Bob Gross	<u>Absent</u>
Kay E Reiter	Tim Freeman
Paul Fiser (Call In)	
Scott Miller (Call In)	

Guests

Brian Woods – City of Fremont
Colleen Carmack – Sandusky County Recorder
George Nowsch (Call In) – Property owner of 400 Croghan St

3. Approval of Minutes of September 3, 2020. Kay Reiter made a motion to approve the minutes. Bob Gross seconded the motion. Roll call was taken. Motion Carried.
4. Budget September 30, 2020 balance: Old Fort Checking Acct. \$
Bob Gross made a motion to approve the financial report. John Haven seconded the motion. Roll call was taken. Motion Carried.
 - a. Kimberley Foreman passed out financials for September 2020.
 - b. Kimberley Foreman announced that there would be an Audit Committee meeting following the Land Bank regular meeting. Attendees would be the committee members: Kimberly Foreman, Bob Gross, and John Haven, also attending would be Chris Grover, Land Bank Coordinator and Barb Caudill, Secretary

5. Old Business

- a. 106 N. Arch Street demolition update – Chris Grove stated that a demo date was set for Monday morning, October 5th. He is working with George Nowsch to execute a Purchase Agreement. The Board stated that the agreed upon purchase price was \$3,500 and the steps and concrete pad would be left. Bob Gross mentioned that there was another potential buyer willing to pay \$3,600. Each contract is looked at separately and at this time they already had the offer by George. However, the Board wanted to have the purchase agreement finalized and executed by end of business Friday (October 2nd). They asked Chris and George if that would be possible. George stated that he had asked Chris for minor changes to be added to the agreement and if Chris could make those changes, he could have the agreement signed by end of business Friday. Chris said he would get it back to George by the end of the today. Board agreed it would move forward with demolition and sell of the property,
- b. 1245 Luckey Street update – Paperwork for 1245 Luckey Street, Fremont, is completed. Closing was September 4, 2020. Chris is working with the contractor for the demolition of this building. As of today, it is all down and working on leveling the dirt, removing some concrete, and seeding. This should be completed by Friday. After demo is complete, the goal for this property is to sell the vacant lot to one of the neighbors. Brian Woods expressed the City of Fremont’s gratitude in getting this project completed. The property had been an eyesore for many years and it now looks so much better. Thanks for your cooperation.

6. New Business

- a. State Auditor’s report –Chris Grover state that the State Auditor had completed the audit. He forwarded the Auditor’s report and findings to the board members for their review. There were only 2 minor infractions which were already addressed and rectified. The required letters were signed and will be sent back to the Auditor.
- b. The following Resolution/Policy were found to have minor clerical errors and should be corrected for clarification only. The changes did not alter the meaning or intent of the Resolution/Policy.
 - i. **Resolution 2015-6** Adopting Acquisition and Disposition Policies of the Sandusky County Land Reutilization Corporation. 1st page, “NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Licking County Land Reutilization Corporation..” should be changed to **Sandusky County** instead of Licking County.
 - ii. **Rehabilitation Policy – Resolution 2015-9**. 3rd page, last paragraph, “..tenders a deed directly back to the CLRC...” should be changed to **SCLRC** instead of CLRC.
- c. The Policies & Procedures manual has been reviewed and updated. These updates have not altered the meaning or intend of any of the Policies & Procedures adopted by the Board of Directors.

- i. Reviewed and ensured that all Policies & Procedures as adopted by the Board were incorporated into the Policies & Procedures manual
- ii. Reformatted the manual to include:
 1. Consistency in formatting and numbering of the Policies & Procedures sections
 2. Added a header/footer to include the document title and a revision date
 3. Updated the Table of Contents
- iii. Added the “Resolution Number and date adopted/amended” or other means of approval by the Board (i.e., meeting) under each Policy section for a reference
- iv. Added the Public Records policy as Section XI Inspection, Release and Retention of Public Records Policy (As approved 08/01/19 meeting)
- v. Added a Revision History page to the end. This will give a brief description of when and why the Policy & Procedures manual has been revised.

The board had received the above-referenced documents for review. It was agreed that the changes were warranted. Kay Reiter made a motion to accept the above changes to the Resolution, Rehabilitation Policy, and Policy & Procedures manual. Bob Gross seconded the motion. Roll call was taken. Motion Carried.

7. Chris Grover, Land Bank Coordinator - No property sale at this time. He did mention that the property 1101 White are has a tax lien on it and it was sold. Chris wants to look at who bought the property to see if they would be interested in buying the Luckey property. Collen Carmack, Sandusky County Recorder stated she would keep an eye out and let Chris know who the buyer was.
8. Kay made a comment the 1121 and 1131 Siler property. Whoever the buyer was he is doing a phenomenal job on the cleaning up. It's very impressive to look at the property now.
9. Kaitlin Klucas, Asst. Prosecuting Attorney – No one present for updates
10. Public Comments – No additional public comments other than George's comment above.

Next meeting: Date November 5, 2020 Time: 1:00 pm: Terra State Community College, 2830 Napoleon Road, Fremont, Ohio, Bldg. B second floor boardroom – with social distancing

Adjournment: Motion: Scott Miller Second: Bob Gross. Roll call was taken. Motion carried.

Attest: _____ Barbara Caudill, Secretary