

**SANDUSKY COUNTY LAND REUTILIZATION CORPORATION
BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

Tuesday, May 10, 2022 at 1:00 p.m.

Sandusky County Land Bank office
2511 Countryside Drive, Suite C, Fremont, Ohio

The Regular meeting was held at 1:00 p.m. May 10th. The meeting was called to order by Scott Miller, Vice Chairman. The sign in sheet was distributed for signatures with the following Board Members present and constituted a quorum for conducting the business of the Land Bank.

Kimberley Foreman	Brian Woods, Executive Director	Dean Schneider, Fremont Fire Dept.
Scott Miller	Barbara Caudill, Secretary	Mike Mezinger, Fremont Fire Dept.
Bob Gross	<u>Guests</u>	Beth Tischler, County Prosecutor
Paul Lotycz	Erica Williams, City of Fremont	Roger Hafford, Land Bank Attorney
Tim Freeman - absent	Colleen Carmack, County Recorder	Jaime Hafford, Attorney Assistant
Russ Zimmerman	Zack Pierce, BJAAM	Justin Burel, Big Burel Food Truck
Justin LaBenne	Paul Halbeisen, Fremont Fire Chief	Ken Kreilick, Edward Jones/ Leadership Sandusky County Lydia Sweeney, Edward Jones

1. **Resolution No. 2022 - 6** Acceptance of Resignation of John Havens and Appointment of Paul Lotycz as Replacement as Selected Director was read. Kimberley Foreman made a motion to approve the Resolution, seconded Bob Gross. Motion carried by roll call without objection with Tim Freeman absent.
2. **Election of Board Chairman.** With the resignation of John Havens, the chairman position has been vacated. Nominations for new board chair were given. Scott Miller made a motion to appoint Scott Miller for board chair with Justin LaBenne seconded the motion. With no other nominations being presented, the motion carried by voice vote without objection with Tim Freeman absent.

Scott Miller resigned from the vice chair position. The vice chair position has now been vacated. Bob Gross made a motion to nominate Bob Gross for vice chair with Justin LaBenne seconded the motion. With no other nominations being presented, the motion carried by voice vote without objection with Tim Freeman absent. Scott Miller will now be Board Chairman and Bob Gross Vice Chairman until election of officers in February 2023.
3. **Approval of Minutes.** The minutes of the April 12, 2022, Regular Meeting were distributed by email. A motion to approve the meeting minutes as received were made by Russ Zimmerman, seconded by Bob Gross. Motion was carried by voice vote without objections with Tim Freeman absent.
4. **Approval of Financials.** The April 2022 Monthly Financials were distributed. A motion to approve the financials as received was made by Kimberley Foreman, seconded by Justin LaBenne. Motion carried by voice vote without objection with Tim Foreman absent.

5. **Old Business.** The job description for Executive Director as discussed in the April 12, 2022 meeting were distributed to Board members for review. Scott Miller had several discussions with other members as to the responsibilities. Kimberley Foreman recommended to table the approval until next meeting so additional changes could be made, seconded by Scott Miller. It was agreed that all changes should be sent to both Kimberley Foreman and Scott Miller to be combined and resubmitted to the Board for review prior to next meeting.
6. **New Business** – The Resolution 2022 – 4 Adoption of the Job Description for the Position of Executive Director. Motion made by Kimberley Foreman to table resolution until next meeting; seconded by Scott Miller. Motion carried by roll call without objection with Tim Freeman absent.
7. **Brian Woods, Executive Director**
 - a. **Update on Building Demolition & Site Revitalization Grant program**
 - Presented the list of the 24 properties, received all bids for asbestos surveys and demolition. Total projected is \$351,000. After contacting the City of Fremont and the other entities; there will be additional properties added but unsure at this time how many (estimated 6) and the final costs. All of the administrative costs will be reimbursed to the Land Bank.
 - Beth Tischler asked about the Building Demo deadline. Barbara Caudill stated that as of today, the state still had not opened the application for additions/corrections. However, any entity that have other nuisance properties can submit the required documents to the Land Bank by Friday, May 13th. This will allow time to enter everything into the application by the state’s deadline of end of business on Monday, May 16.
 - b. **Update on Brownfield Remediation Grant program**
 - Zack Pierce, BJAAM updated the Board on the commercial properties. 1st round deadline was January 31 – Land Bank submitted 2 projects; Atlas Crankshaft – awarded \$189,000 and former Commercial Oil Service site – state had some questions – awaiting approval for \$141,000; 2nd round going on right now due April 31 extended to May 31 – several other properties are being submitted: Triple J Towing; the former Kellogg facility; and the former lumber yard on Front Street. The lumber yard is just now beginning to be evaluated and may not meet the deadline. Brian Woods stated that if the property does not meet the deadline, we still will move forward with the evaluation and will find other funding resources to perform the demolition.
 - Paul Lotycz asked Zack about Brownfield grant monies. The township has a property with a 10,000 storage underground tank (UST) (approx. 200 - 300 gallons remaining). Could they apply for the Brownfield grant? Mr. Pierce interjected that USTs are handled differently and regulated under the BUSTR regulations; Brownfield is regulated under OhioEPA. He relayed that there are specific grant monies available for UST under the Abandoned Gas Station fund. Beth Tischler stated she could assist in finding the funds.
 - c. **Roger Hafford** gave a legal update on the three properties status to acquire:
 1. 2754 Co. Rd 239, Magnuson property – Purchase completed - Land Bank now owns property – three or four people already show interest in purchasing the property
 2. 810/814 Front street property – The attorney office called Roger stated they have all the legal documents. Expect to receive the documents next week to finalize the purchase.

3. Fangboner –lots 9, 10, 11, 12, 13 and 14. Roger commented that this property would probably not be fully acquired by Land Bank since there are 5 different heirs. There needs to be 2 different estates opened with multiple heirs involved. Could possibly get 3/5 interest of the all the properties (not 3 individual lots). Roger asked if the Land Bank wanted to move forward to acquire the 3/5 interest and work on getting the last 2/5 interest. After much discussions, the Board decided, under the advisement of Roger Hafford, to move forward with purchase of any interest in the property that could be purchased. A motion to move forward with the purchase was made by Paul Lotycz; seconded by Bob Gross. Motion carried by voice vote without objection with Tim Freeman absent.
 - d. **Land Bank Conference.** Brian Woods, Barbara Caudill, and Kimberley Foreman attended the Ohio Land Bank conference. The conference was very informative. Barbara Caudill will gather information on a project database that other Land Banks use to track their properties and will present to the Board at a later date. The database interacts with the Treasurer and Auditors office to have current data available. Barbara Caudill will send the link to the Ohio Land Bank Association for presentation. Scott Miller recommended that all Board members seek out webinars and online resources to learn about the Land Bank.
8. **Prosecuting Office** – Update on Prosecutor office was given by Beth Tischler. Kaitlyn will send the foreclosure update to the Board at a later date. Sheriff sales are going to be going online. Pricing for filing fees for clerk of courts on foreclosure are going up due to the online program to a one-time flat fee of \$295. Beth Tischler will have someone come to do a presentation on the online program once it is available. Most Land Banks at the conference acquired their properties through auditor sales not BOR. Beth Tischler and Kimberley Foreman will get with Jerri Miller, Auditor’s office to discuss how the Land Bank could get the forfeited properties when the auditor’s sales do not have buyers.
 9. **Other Business:** Discussions about the Keegan property were had with concerns over potential hazardous soils. Brian Woods stated there were too much confusion with EPA and others agencies regarding removal of onsite debris. It was taken off the demo list.
 10. **Public Comments:** Colleen Carmack asked if the title searches were done on the 24 properties. Barbara Caudill replied that the 24 properties were done with the possibility of 8 more. Paul Halbeisen, Fremont Fire Chief, indicated that the City has 6 more properties to be added.
 11. **Adjournment.** With no other items being brought before the board, a motion to adjourn the regular meeting was made by Bob Gross, seconded by Kimberley Foreman. Motion carried by voice vote without objection with Tim Freeman absent. Meeting adjourned.

Meeting Attestation

I hereby certify that the minutes related to the Board of Directors’ regular meeting of May 10, 2022 set forth above are the minutes approved by the Board of Directors at their meeting of June 14, 2022.

Attested: Barbara Caudill Dated: 06/14/22
Barbara Caudill, Sandusky County Land Reutilization Bank Secretary

Regular Board Meeting Sign In

Meeting Date: Tuesday May 10, 2022 at 1:00pm

Meeting Place: Sandusky County Land Bank Conference Room
2511 Countryside Drive, Suite C Fremont, Ohio

PRINT Name	SIGNATURE	ORGANIZATION
Ken Kreilick	<i>Ken Kreilick</i>	Edward Jones / Leadership Sand County
Buss Zimmerman	<i>Buss Zimmerman</i>	
Paul Klotz	<i>Paul Klotz</i>	Sandusky Twp.
ZACH Pience	<i>ZACH Pience</i>	BJAAm
Kydia Sweeney	<i>Kydia Sweeney</i>	Edward Jones
Mike Mezinger	<i>Mike Mezinger</i>	Fremont Fire Dept.
Colleen Carmack	<i>Colleen Carmack</i>	Recorder
Beth Tischler	<i>Beth Tischler</i>	Prosecutor
Scott Miller	<i>Scott Miller</i>	Commissioner
Dean Schroeder	<i>Dean Schroeder</i>	Fremont Fire
Paul M. Hattstein	<i>Paul M. Hattstein</i>	Fremont Fire
Justin Burel	<i>Justin Burel</i>	Big Burel Food Truck

Attested by: *Barbara Caudill* Barbara Caudill, Secretary

SANDUSKY COUNTY LAND REUTILIZATION CORPORATION
AGENDA
BOARD OF DIRECTORS
REGULAR MEETING

Notice to the Attending Public: Please mute all digital devices and refrain from texting. If public comment is not specifically requested for an Agenda item, the member of the public who are attending will be given the opportunity to make comments at the end of the meeting. Comments will be limited to three (3) minutes per person; however, the Chairperson may decide to shorten or lengthen the public comment period at his/her discretion. Members of the public may not transfer their time to others. Please be aware that the Board will take comments under advisement and is not required at this time to respond to your remarks during the course of their meeting.

LOCATION: May Regular Monthly board meeting will be held at Sandusky County Land Bank office
2511 Countryside Drive, Suite C, Fremont, Ohio.

DAY/TIME: Tuesday, May 10, 2022, at 1:00 p.m.

PURPOSE:

The Regular meeting to consider the following business:

1. Call to order by: Scott Miller, Vice Chairman
2. Roll Call or sign in sheet
3. Accepting John Havens resignation and Adopting Resolution 2022 – 6

RESOLUTION NO. 2022-6

**ACCEPTANCE OF RESIGNATION OF JOHN HAVENS AND APPOINTMENT OF PAUL LOTYCZ AS REPLACEMENT AS
SELECTED DIRECTOR**

WHEREAS, John Havens submitted a letter of resignation as Selected Director member of the Board effective May 1, 2022, and,

WHEREAS, pursuant to ORC Section 1724.03(B) Regulations for government of corporation – board of directors, and,

WHEREAS, John Havens recommended Paul Lotycz be appointed as the Selected Director and Paul Lotycz has agreed to fill this position needed on the Board.

WHEREAS, the Board of Directors hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of this Board, and that all the deliberations of this Board, and of its committees, if any, which resulted in formal actions, were taken in meetings open to the public, in full compliance with applicable legal requirements, including ORC Section 121.22;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Sandusky County Land Reutilization Corporation that:

Section 1. This Board of Directors accepts the resignation submitted by John Havens and accepts the appointment of Paul Lotycz to the Board.

Section 2. This Resolution shall take effect and be in force immediately upon its adoption.

4. Election of Board Chairman
5. Approval of the Regular Minutes of Tuesday, April 12, 2022 Meeting.
6. Budget April 30, 2022 balance: Old Fort Checking Acct. \$ 408,585.85
 - a. Financials will be sent to the Board Members via email for April 2022
7. Old Business – Review recommended changes job description for Executive Director as discussed in the April 12, 2022 meeting.
8. New Business - Adopting Resolution 2022 – 4

RESOLUTION NO. 2022 - 4

ADOPTION JOB DESCRIPTION FOR THE POSITION OF EXECUTIVE DIRECTOR

WHEREAS, the Board of Directors of the Sandusky County Land Reutilization Corporation (“Board” and “Corporation” respectively) held its Regular Meeting on May 10, 2022 and

WHEREAS, the Board wishes to adopt a job description for the position of Executive Director as outlined in the Code of Regulations – Article VI - 6 Officers; as follows:

WHEREAS, the Board of Directors hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of this Board, and that all the deliberations of this Board, and of its committees, if any, which resulted in formal actions, were taken in meetings open to the public, in full compliance with applicable legal requirements, including ORC Section 121.22;

- a. Job Description for the position of Executive Director as attached hereto to this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Sandusky County Land Reutilization Corporation that:

Section 1. This Board of Directors hereby approves the Adoption Job Description for the Position of Executive Director

Section 2. This Resolution shall take effect and be in force immediately upon its adoption.

9. Brian Woods, Executive Director
 - a. Update on Building Demolition & Site Revitalization Grant program
 - b. Update on Brownfield Remediation Grant program
 - c. Update on the Ohio Land Bank conference
 - d. Legal update on status to acquire both Front and Fangboner properties – Roger Hafford
 - e. Legal update on purchase status of 2754 Co. Rd 239, Magnuson property - Roger Hafford
10. Prosecuting Office – Update on foreclosures
11. Scott Miller, Vice Chairman additional business to be brought before the Board
12. Public Comments: Comments will be limited to three (3) minutes per person. Members of the public may not transfer their time to others. Please be aware that the Board will take comments under advisement and is not required at this time to respond to your remarks during the course of their meeting.
13. Adjournment