

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

Tuesday, December 13, 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. December 13, 2022. The meeting was called to order by Scott Miller, Chairman. The sign in sheet was distributed for signatures with the following Board Members present.

Kimberley Foreman  
Scott Miller  
Bob Gross - Absent  
Paul Lotycz  
Tim Freeman  
Justin LaBenne - Absent  
Russ Zimmerman

Barbara Caudill, Secretary  
Brian Woods

Guests

Paul Halbeisen, Fremont Fire Dept.  
Ericka Williams, Fremont City  
Jamie Hafford  
Chris Schneider, Clerk of Courts

1. **Approval of Minutes.** The minutes of the November 8, 2022, Regular Meeting was distributed by email. A motion to approve the meeting minutes as received was made by Paul Lotycz, seconded by Russ Zimmerman. Motion was carried by voice vote without objection with Justin LaBenne and Bob Gross absent.
2. **Approval of Financials.** The December Monthly Financials \$248,358.12 were distributed by email. A motion to approve the financial reports as received was made by Tim Freeman, seconded by Paul Lotycz. Motion was carried by voice vote without objection with Justin LaBenne and Bob Gross absent.
3. **Old Business** – There was no old business to discuss. Kimberley Foreman questioned how the bidding process as one bidder voiced concerns. Brian Woods stated all bidders received bid packets by email, once bids were received, awards went to lowest bidders and other were notified they were not the successful bidder. Bid tabulation information is sent to any bidder upon request. The Board recommended that the bid tabulation information be emailed to all contractors after each award.
4. **New Business** - There was no new business brought up for discussion.
5. **Brian Woods, Executive Director** - gave his update:
  - a. Building Demolition and Revitalization Program - 12 demolitions done out of 35 (includes a couple that were Land Bank owned non-grant); contractors will continue throughout the winter months as weather permits to demolition remaining properties. Submitted last month to State for reimbursement a total of \$123,880 next submittal will be in January – waiting for necessary documents from contractors. Scott Waste slips – where is it going- Scott wants to know
  - b. Brownfield Remediation Grant- Same as last month no other actions have been received; Lumber yard – BJAAM has sent in request for Phase II to be completed--has not been completed yet but is in the process.
  - c. Update on Land Bank-owned properties –
    - Closed on 2754 CR 239, Fremont sold for \$40,000

- 326 Vine Street, Clyde – Waiting on demo to be completed by Garza
  - 5566 McPherson Highway – Bids were awarded – awaiting asbestos results
  - 2650 Port Clinton – Bids were awarded – awaiting asbestos results
  - 327 S Front – Selling to City of Fremont for \$1,000-Signed a Purchase Contract-awaiting to receive signed contract from City to proceed with closing.
  - 320 Herbster Street – Part of the Building Demo grant-owner consent. Owner owes \$6,240 in back taxes; Brian made an offer to buy for \$7,000. Owner agreed verbally, Roger Hafford will prepare an offer agreement.
6. **Roger Hafford Office:** Gobel estate-Fangboner Rd: They have recorded 3 of the deeded to the Land Bank; the estate opened of the other 1/5 in Stark County who will have the heirs deed the shares over to the Land Bank; the other 1/5 is trusted to Colonial Bank. Colonial Bank is holding up the deed process due to their requirements. Jamie Hafford stated that additional property taxes will be incurred and asked if the Land Bank is willing to pay the taxes. Originally offered \$5,000 to cover taxes.
7. **Prosecutor Office.** No one was present to give a verbal update. The Board reviewed a copy of the foreclosure list that was emailed earlier from the prosecutor's office.
8. **Additional Comments:**
- Brian Woods stated that he is working on the 2023 budget. Brian commented that he would like assistance in preparing an interim/2023 budget. A Special Meeting to approve interim budget will be established prior to January. Scott Miller and Paul Lotycz agreed to work with Brian on setting up the budget prior to the meeting.
  - Scott Miller made all board members aware that nominations for Chair and Vice Chair will need to be made in January for approval at the Annual Meeting in February.
9. **Public Comment.** No comments were received from the public. Ericka Williams stated that the assessment costs for the nuisance properties would not be sent to the Auditors office until September 2023.
10. **Executive Session.** There was no Executive Session held.
11. **Adjournment.** With no other items being brought before the board, a motion to adjourn the regular meeting was made by Paul Lotycz, seconded by Kimberley Foreman. Meeting was adjourned.

**Meeting Attestation**

I hereby certify that the minutes related to the Board of Directors' regular meeting of December 13, 2022, set forth above are the minutes approved by the Board of Directors at their meeting of January 10, 2023.

Attested: Barbara Caudill Dated: 1-10-23  
 Barbara Caudill, Sandusky County Land Reutilization Corporation Secretary

## Regular Board Meeting Sign In

Meeting Date: Tuesday December 13, 2022, at 1:00pm

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

PRINT Name	SIGNATURE	ORGANIZATION
<del>Beth Tischler</del>	<del>Beth Tischler</del>	<del>Commissioner</del>
Tim Freeman	Tim Freeman	
Chris Schneider	Chris Schneider	Clerk of Courts
Paul Klutze	Paul Klutze	Township Trustee
Paul M. Halberisen	Paul M. Halberisen	Fremont Fil Dept.
Kimberly Foreman	Kimberly Foreman	Treasurer
James Dafford	James Dafford	Attorney Secretary
Russ Zimmerman	Russ Zimmerman	Commissioner
ERICA WILLIAMS	Erica Williams	CITY OF FREMONT
* left prior to meeting.		

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 their meeting.

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

**DAY/TIME:** Tuesday, December 13, 2022, at 1:00 p.m.

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

1. Call to order by: Scott Miller, Chairman
2. Roll Call or sign in sheet
3. Approval of the Regular Minute of Tuesday, November 8, 2022.
4. Approval for Budget: November 2022, balance: Old Fort Checking Acct.
  - a. Financials will be sent to the Board Members via email for November 2022
5. Old Business – No old business to discuss
6. New Business – No new business to discuss
7. Brian Woods, Executive Director
  - a. Update on Building Demolition & Site Revitalization Grant program
  - b. Update on Brownfield Remediation Grant program
  - c. Update on Land Bank-owned properties
8. Prosecuting Office – Update on foreclosures
9. Scott Miller, Chairman additional business to be brought before the Board
10. 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 their meeting.
11. Executive Session - If required
12. Adjournment