

MINUTES OF THE STARK COUNTY LAND REUTILIZATION CORPORATION
October 16, 2017

The Stark County Land Reutilization Corporation met for their regular meeting on Monday, October 16, 2017 at 9:00 a.m. in the Stark County Regional Planning Commission Conference Room.

Board Members

Alex Zumbar
Janet Creighton
Bill Smith
Lem Green

RPC Staff

Lynn Carlone
Katie Phillips
Heather Cunningham
Sarah Peters
Jill Gerber
Amanda Davey
Rachel Forchione
Emma Posillico
Bob Nau

Others

Deana Stafford
JR Rinaldi
Jaime Allbritain
Joe Mazzola
Josh Whitacre

1. CALL TO ORDER BY SCLRC CHAIRMAN, Alex Zumbar
2. ROLL CALL – Board Members Present

Roll call found the following Board members in attendance: Alex Zumbar, Janet Creighton, Bill Smith and Lem Green. Zumbar moved, Green seconded, and the motion carried to excuse John Arnold.

3. MINUTES OF THE September 18, 2017 MEETING

Creighton moved, Smith seconded, and the motion carried to approve the minutes of September 18, 2017.

4. PUBLIC SPEAKS – No public speaks
5. TREASURER REPORT

The month of September ended with a checking account balance of \$1,578,721.37. Revenues were \$401,435.17 and total expenses were \$68,753.55. The Star Ohio Investment account had an ending balance of \$1,008,817.14 with \$995.82 interest earned, and the Star Plus Investment account had an ending balance of \$6,132.52. Green moved and Smith seconded to approve the Treasurer's Report for September.

Zumbar referenced the spreadsheet showing the budget for FY 2017. He suggested that RPC prepare an amendment to the proposed budget because when the budget is audited, the State Auditor will see any variances in terms of revenues and expenses. For example, the 2017 budgeted amount for Statutory DTAC Funds is \$780,000, but \$866,935 was actually collected, so that amount should be changed to reflect the actual amount. By December these variances should be amended so it reflects that it has been changed based upon the grants. In regards to the approval of the Treasurer’s Report, a vote was taken and carried.

6. FISCAL ITEMS

Post Approval of Payments

1. City of Canton – NIP #37 – 10 parcels	\$155,601.81
a. 215497 1819 Vine Ave. SW	\$16,292.61
b. 210652 309 Correll Ave. NE	\$16,179.44
c. 222960 1938 Gross Ave. NE	\$14,182.59
d. 231322 354 Webster Ave. NE	\$14,556.18
e. 204748 1931 Bryan Ave. SW	\$12,854.00
f. 208528 2023 – 3 rd St. NE	\$11,798.48
g. 221868 932 Greenfield Ave. SW	\$14,261.16
h. 229339 1727 2 nd St. NE	\$23,700.00
i. 235139 1725 Tuscarawas St. E	\$14,609.97
j. 237032 2029 – 3 rd St. NE	\$17,167.38

Creighton moved, Green seconded, and the motion carried to approve the post-approval of the above noted payments.

7. NEIGHBORHOOD INITIATIVE PROGRAM (NIP) REPORT – Lynn Carlone

Carlone presented the Neighborhood Initiative Program (NIP) Update

City of Canton:

❖ **413 – Total number of acquired properties to date:**

- 258 demolitions have been completed overall – 9 new packets have been completed since the September report
 - 242 demolitions have been approved by OHFA – 10 new packets since the September report.
 - Current average cost of demolition per property is \$15,880.00

- OHA mortgages are fully executed on 232 properties & OHFA reimbursement to SCLRC - \$3,659,255.18
 - Canton has been reimbursed a total of \$3,511,468.09 for 242 properties
 - OHA mortgages are pending on 10 properties; OHFA to reimburse SCLRC - \$168,601.41
 - 7 demolitions have been submitted to OHFA and awaiting approval; OHFA to reimburse SCLRC additional - \$128,367.13
 - 9 additional demolition packets being reviewed by the RPC for submission to OHFA
- ❖ **140 - Total Number of Properties Identified on a Current Active List for Acquisition under Round 3** (15 additional parcels recent submitted by City & under review by RPC)

City of Alliance:

- ❖ **136 - Total number of acquired properties to date:**
- 35 demolition reimbursement packets have been submitted overall – 0 new packets since the July report.
 - 35 demolitions have been approved by OHFA – 0 new packets since August report
 - Current average cost of demolition per property is \$13,473.00
 - OHA mortgages are fully executed on 29 properties & OHFA reimbursement to SCLRC - \$396,545.94
 - Alliance has been reimbursed a total of \$423,883.66 for 35 properties
 - OHA mortgages are pending on 6 properties; OHFA to reimburse SCLRC additional - \$73,763.17
- ❖ **18 - Total Number of Properties Identified on a Current Active List for Acquisition under Round 3.** (4 additional parcel submitted by City & under review by RPC)

City of Massillon:

- ❖ **25 - Total number of acquired properties to date**
- 4 demolitions have been completed overall – 0 new demolition has been completed since December
 - 4 demolitions have been approved by OHFA – 0 new packets since February report.
 - Current average cost of demolition per property is \$9,599.00
 - OHA mortgages are fully executed on 4 properties; OHFA reimburse to SCLRC - \$39,644.68
 - Massillon has been reimbursed a total of \$34,444.68 for 4 properties
- ❖ **33- Total Number of Properties Identified on a Current Active List for Acquisition under Round 3.**
Green moved, Smith seconded, and the motion carried to approve the NIP report as presented.

9. SIDE LOT/VACANT LOT PROGRAM REPORT – Sarah Peters
Sarah Peters presented the Side Lot Program Update:

Total Applications Submitted: 1344

(37 applications were received since last month's update)

Cities – 1157

Canton: 941, Massillon: 89, Alliance: 127

Other Communities – 187

Bethlehem Twp – 8, Brewster – 2, Canton Twp – 33, East Canton – 7, East Sparta – 2, Hartville – 3, Jackson Twp – 4, Lake Twp – 4, Lawrence Twp – 6, Lexington Twp – 29, Limaville – 2, Louisville – 2, Meyer's Lake – 1, Minerva – 3, Nimishillen – 4, Osnaburg Twp – 12, Paris Twp – 3, Perry Twp – 10, Pike Twp – 4, Plain Twp – 30, Sandy Twp – 2, Sugarcreek Twp – 5, Tuscarawas Twp – 2, Washington Twp – 4, and Waynesburg – 3, Wilmot -1

- Total Number of Applications under Preliminary Review: 0
- Total Number of Applications Denied: 485
- Number of Canceled Applications/Fee Refunded: 51
- Total Number Pending Approval by Community: 16
- **Total Number of Approved Applications: 792**
(12 Applications approved since last month's update)

- Total Number of Approved Applications Pending Deposit Receipt / NIP Early Lien Release Approval / Request for Foreclosure / Completed Foreclosure Proceeding: 210
- Total Number Being Prepared for Transfer: 22
- **Total Number Transferred to Date: 560**
(22 Side Lots were transferred since last month's update)

Vacant Lot Program Update:

Total Applications Submitted: 141

(8 Application received since the last month's update)

Cities – 133; Canton: 113, Alliance: 11, Massillon: 1

Other Communities – 8

Canton Twp – 1, Hartville – 1, Lexington Twp – 2, Sugarcreek Twp – 1, Washington Twp - 3

- Total Number of Applications under Preliminary Review: 0
- Total Number of Applications Denied: 86
- Number of Canceled Applications/Fee Refunded: 2
- Total Number Pending Approval by Community: 12
- **Total Number of Approved Applications: 41**
(2 Applications approved since the last report)

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- Total Number of Approved Applications Pending Executed MOU/ Completion of Foreclosure Proceeding: 27
 - Total Number Being Prepared for Transfer: 0
 - Total Number Transferred to Date: 14
- Creighton moved, Green seconded, and the motion carried to approve the Side Lot/Vacant Lot report as presented.

10. NEW BUSINESS

a. Support Letter as Member of Brownfield Assessment Coalition

Nau stated in 2014, RPC was awarded a USEPA Brownfields Assessment grant for \$600,000 to do Phase 1 and Phase 2 environmental assessments. While RPC was not awarded the grant funding applied for in 2016, they are applying again for a three-year Brownfields Assessment grant for funding to continue the program efforts. A letter from RPC was sent to Zumbar as President of the SCLRC requesting coalition member support for this application. A letter of support, signed by Zumbar on behalf of the SCLRC, was attached that documented SCLRC's eligibility and agreement to be part of the Stark County Brownfields Coalition. Green moved and Smith seconded to approve the post-approval of a support letter to the Brownfield Assessment Coalition agreement with RPC. Smith asked what the grant money was spent on before. Nau stated a number of environmental assessments have been completed that included spending about \$140,000 in assessments at the former Republic Storage property and over \$50,000 in assessments at the former Bishopsgate Greenhouse in Lake Township as well as over \$220,000 in the assessment and tank removals at several abandoned gas stations throughout the county. RPC is currently working on the project in Alliance where the Land Bank took title to the property to get it cleaned up and then turn it back over to the former owner for redevelopment. A vote was taken on the previous motion and carried.

b. City of Canton – Requests for Foreclosure – Parcels 247276, 247279

Nau stated the City of Canton submitted a letter requesting the Land Bank assist the city in acquiring two tax delinquent and vacant properties associated with the Ohio Casting brownfield remediation project. The SCLRC will acquire ownership on behalf of the City of Canton. Peters stated the other Ohio Casting parcels were transferred directly to the Canton City Land Reutilization program in 2014, and these two sliver parcels were left off of that prior transfer. Green moved, Creighton seconded, and the motion carried to approve the request by the City of Canton.

c. RPC Administrative Services Agreement

Nau stated the RPC Administrative Services agreement is for time and materials not to exceed \$180,000. This agreement runs from October 1st to September 30th. A summary of expenses for the past three years incurred by the SCLRC for the RPC's services was reviewed. As of September 30th, RPC's administrative expenses show an overage of \$5,651. Nau requested the Board consider approving the overage, and then discuss a possible increase of 2% a year for three years. Zumbar stated the first motion would be to approve the overage expended to date, and then to discuss covering the additional overages for the remainder of the year, which is an unknown number at this point. He suggested going towards an annual contract from January 1 to December 31. He would give RPC a chance to prepare a

proposal to present to the Board for consideration by next month or December. Nau stated much has happened in the last three years and there are also two new board members, so he recommended scheduling a work session. The work session will lead into discussion on how much time the Board wants staff to spend and what activities are priority. It was decided to schedule the work session the same day as the December SCLRC meeting and defer the discussion of the additional overage and increases to the agreement to that time. Green moved, Creighton seconded, and the motion carried to approve the overage of \$5,651.28.

d. Strategic Planning Work Session

The Strategic Planning Work Session is scheduled for December 18th following the SCLRC regular meeting. Nau informed the board that staff is scheduled to go to the Canton City Council on December 4th to present the annual update on the Side Lot and NIP programs.

e. Julian & Grube, Inc. - Financial Statement Preparation for State Audit

Zumbar stated this is a renewal of the three-year contract for the cost of \$1,100 per year. They will prepare the Land Bank's basic financial statements. Creighton moved, Zumbar seconded, and the motion carried to post approve the contract with Julian & Grube, Inc.

11. OLD BUSINESS

a. Property Management Software Update

Peters stated they are waiting for all the information from various departments using and tracking Land Bank information to get that uploaded into PPS, and then the Board members will be given their log-ins. She has asked people that are working with Land Bank data to submit their information as soon as possible. A brief discussion followed.

12. Next Meeting – November 20, 2017, 9:00 a.m.

The meeting was adjourned at 9:30 a.m.