

**HAMILTON COUNTY LAND REUTILIZATION CORPORATION
BOARD ORGANIZATIONAL AND SPECIAL MEETING MINUTES**

Wednesday, February 15, 2012

4:30 PM, Hamilton County Administrative Offices, Room 610, Cincinnati, OH

1. CALL TO ORDER

Greg Hartmann called the Hamilton County Land Reutilization Corporation (HCLRC) Board of Directors meeting to order at 4:35 p.m.

BOARD MEMBERS PRESENT:

Goering, Robert
Hartmann, Greg
Honerlaw, Joseph
Monzel, Chris
Portune, Todd
Qualls, Roxanne
Quarry, Mark
Rolfes, Carolyn
Weidman, Tom

PGCDA, as Management Company of the HCLRC:

Brunner, Laura
Johnson, Melissa
Karimi, Marjorie
Schafer, Ray
Thomas, Susan

HAMILTON COUNTY:

Aluotto, Jeff – Hamilton County Administration
Anness, Charlie – Hamilton County Prosecutor's Office
Kinsky, Todd – Hamilton County Administration
Lonneman, Michael – Hamilton County Treasurer's Office
Sigman, Christian – Hamilton County Administration

2. Approval of Minutes

Mr. Hartmann asked Board members if there were any additions or modifications to the January 9, 2012 Board of Directors meeting minutes. Hearing none, he asked for a motion to adopt the meeting minutes.

Motion: Todd Portune moved to adopt the minutes of the January 9, 2012 Board of Directors meeting. The motion was seconded by Tom Weidman and was approved unanimously.

**3. Resolution 2012-5 Approval of Interim Budget and
Resolution 2012-6 Service Agreement**

The Board of Directors approved the Port of Greater Cincinnati Development Authority ("Port Authority") to execute all aspects of the management of the HCLRC policies and procedures. Included in the proposed Interim Budget Resolution is the set fee that is payable to the Port Authority for staffing and administration; and, will be negotiated annually.

The Scope of Services is outlined on Page 5 of the proposed Service Agreement Resolution.

Motion: Todd Portune moved to approve Resolution 2012-5 approving the Initial Interim Budget for the fiscal year 2012 and Resolution 2012-6 approving the Service Agreement between the Hamilton County Land Reutilization Corporation and the Port of Greater Cincinnati Development Authority. The motion was seconded by Tom Weidman and was approved unanimously.

4. Appoint Secretary of HCLRC

Motion: Greg Hartmann made a motion to appoint Laura Brunner as Secretary of the Hamilton County Land Reutilization Corporation. The motion was seconded by Joe Honerlaw and was approved unanimously.

5. Update from Port of Greater Cincinnati Development Authority

Laura Brunner provided the following:

Over the past 30 days, the Port Authority met individually with HCLRC Board of Directors, as well as other members of the community. The purpose of these meetings was to gather input about what the Board and community members hope the Port Authority will do and/or not do with regard to managing the landbank.

The message from stakeholders has been consistent, with the primary messages being do a fewer number of bigger or strategic projects proactively. Reactively, disposition strategy will be essential to ensure that the HCLRC, to only takes in properties for which there is an actual plan.

There will be a broad range of opportunities that will come from different sources. There will be a process in which to manage these opportunities. Part of the process will be to direct individuals seeking assistance to contact the Port Authority. A website will be developed that will provide information, as well as contact information to assist the community.

The Board was provided with a flowchart reflecting the acquisition and disposition of properties. The next step will be to develop a filtering process that will be used to evaluate these opportunities; this will include knowing what will happen to the property in the end, will there be community support, and understanding the economics pertaining to the property ensuring the limited amount of resources are spent wisely to enable the greatest impact. There will be projects that will not be considered because they do not work within the acquisition and disposition schematics.

If there is interest in pursuing the property, it will fall into one or two categories: A Short-term transaction, which can be commercial or residential. This will be an actual transaction that can be accomplished because of the Port Authority's tools to get the property to an ultimate owner, (community or private entity). The second category the potential property can be is a strategic acquisition which is a longer-term hold, and can be commercial or residential.

As of February 24, 2012, with the announcement of potential funds available from the Attorney General's office, there will be more transactions than initially anticipated and the ratio of residential vs. commercial is going to change. This will impact the staffing to support the landbank and fundraise in order to maximize the greatest amount of potential of this pool of money that will be from the State of Ohio. The Port Authority will proactively offer to the Attorney General's office, some language that will make this broader rather than simply demolition.

The Port Authority will proactively reach out to community organizations, developers, rehabbers, builders, and private organizations for strategic partnerships that desire to take advantage of the landbank and the Port Authority tools.

There was further discussion surrounding the potential funding from the Attorney General's office. It was recommended that the HCLRC have a meeting with the Attorney General's office to discuss how the potential funding rules will be written, as Hamilton County is unique to the State and stress how Hamilton County.

The Port Authority will draft language and will circulate to the HCLRC Board for additional ideas and will work with Commissioner Hartmann's office to coordinate a meeting with the Attorney General's office, which will include Roxanne Qualls as a City representative and municipal league representation.

6. Establish Dates for Upcoming Meetings

The Board of Directors agreed to meet in sixty days rather than thirty days as there is much that needs to be accomplished. Meeting in sixty days will allow the Port Authority to focus on the tasks at hand which includes the RFQ process to secure general and real estate counsel, select a financial institution and open the HCLRC accounts, obtain Directors & Officers insurance, and develop Ethics and Public Records policies. There will also be the task of technology investment that is currently being worked on. The Scope of Engagement will need to be determined and then executed, which is largely the sharing of information across different databases that are needed to be as proactive and effective as possible.

Additionally, the Port Authority will hire a director for the landbank and determine staffing needs (to be added incrementally). Also, working on policies, protocols and strategic processes as discussed earlier.

The next meeting date will be surveyed among Board members and determined at a later date.

7. Other Business

Greg Hartmann reported that the Board of Realtors requested a more formal status of the HCLRC Board and to consider a non-voting seat. The Board will need to consult with the Prosecutor's Office to ensure this request complies with state law. There is the possibility there will be other entities to come forward to suggest they be given the same consideration, which may or may not be appropriate. The Board will need to ensure there is objective criteria relied upon to make these determinations.

Jeff Aluotto reported that as the HCLRC has formally adopted and implemented a full outsourcing model, the Board now has a fully capable executive and administrative arm working on its behalf. This puts the HCLRC in the position of not having any direct employees; therefore, as this outsourced engagement progresses there will come a time when the HCLRC will need to have its own administrative arm to review the Port Authority's billing, renegotiate the agreement, etc. County Administration is capable and available to do so.

Programmatically, the Department of Planning will become more involved and the Administration less so involved and attending Board meetings.

Greg Hartmann stressed the importance of ensuring meeting dates are communicated especially as the landbank moves forward. The Board will reach out to municipal leagues and township associations to ensure meeting dates are communicated. Meeting notifications will also be posted on the upcoming HCLRC website, as well as the Port Authority website.

Laura Brunner acknowledged and thanked Jeff Aluotto for his valued partnership in getting this process moving.

8. Adjournment

Motion: Greg Hartmann moved to adjourn the HCLRC Board of Directors meeting at 5:10 PM.

Respectfully,



Laura N. Brunner
Secretary