



## HCLRC BOARD MEETING MINUTES

Wednesday, April 24, 2013

4:00 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 4:03 p.m.

#### **BOARD MEMBERS PRESENT:**

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

#### **BOARD MEMBERS EXCUSED:**

Weidman, Tom

#### **PGCDA, as Management Company of the HCLRC:**

Basil, Will  
Boggs Muething, Paula  
Brunner, Laura  
Karimi, Marjorie  
Recht, Chris  
Robb, Deborah  
Weber, William

#### **GUESTS:**

Mouch, Dan  
Binns, Kathy

### 2. WELCOME AND INTRODUCTIONS

Mr. Hartmann acknowledged and welcomed guests.

### 3. APPROVAL OF MINUTES

Mr. Hartmann asked Board members if there were any additions or modifications to the January 17, 2013 Board of Directors meeting minutes. Hearing none, he asked for a motion to adopt the meeting minutes.

**Motion:** Rob Goering moved to adopt the minutes of the January 17, 2013 Board of Directors meeting. The motion was seconded by Caroline Rolfes and was approved unanimously.

#### 4. **PROPOSED AMENDMENTS TO CODE OF REGULATIONS**

Paula Boggs Muething reviewed with the Board the resolution placed before the Board for its consideration, discussion, and approval for the proposed amendments to the Code of Regulations.

A red-lined version of the amendments was forwarded to the Board prior to the January HCLRC Board of Director meetings. Most of the amendments address updating the Code of Regulations to reflect how the HCLRC actually engages in its work.

The only notable substantive change is in Article III, Directors, and how the municipal director would be appointed. The Code of Regulations previously read that the municipal director would be appointed by the municipal league; however, the municipal director was not appointed in that manner. Therefore, the language in Part 2 of Article III has been changed to reflect the municipal director is appointed by the municipality.

*Formal Action* – Proposed resolution 2013-3 was brought before the Board for approval of the proposed amendments to the Code of Regulations:

#### **A RESOLUTION TO AMEND THE CODE OF REGULATIONS**

After some discussion of the matter, Mr. Hartmann asked for a motion to approve Resolution No. 2013-3.

**Motion:** Mr. Portune moved to approve Resolution No. 2013-3 approving the amendments to the Code of Regulations. The motion was seconded by Mr. Goering, and was approved unanimously.

#### 5. **FINANCIAL REPORT**

Laura Brunner presented the financial summary for the Board's review:

##### Balance Sheet – March 2013

- A/R – Moving Ohio Forward (MOF) Grants of \$93,030 represents grant money earned related to program-to-date demolition costs expended. We plan to submit our first reimbursement request to the state next month.
- A/R – Other of \$22,102 represents additional money due from the Port Authority for costs related to Jordan Crossing.
- Not reflected on the balance sheet are nearly \$600,000 of open purchase orders for environmental and demolition work under the Moving Ohio Forward program.

##### Income Statement – March 2013

- Operating revenues include Moving Ohio Forward grant funds and the sale/transfer of Jordan Crossing to the Port Authority.
- Other consulting services represents services rendered to date by CBI.
- DTAC funds from the county are not due until the second half of the year.

Pursuant to the Board's request at the January 17 Board meeting, the Board was provided a financial report containing detailed breakdown on the expenditures.

There were no questions posed by the Board and the Financial Report was received unanimously.

**6. PROPERTY ACQUISITION/BOARD OF REVISIONS FORECLOSURES**

A map report of all properties that have been requested and acquired to date was presented to the Board.

To date, acquisitions have been limited to requests from the forfeited land list and donated properties. Currently, 25 properties are being held and a number of closing will be performed within the next few weeks in order to transfer these properties to the landbank.

Acquisitions to be expedited through the foreclosure process have not commenced as yet. The Hamilton County Commissioners voted today to approve the outside counsel; however, per the County Prosecutor, the Prosecutor's Office will not be able to approve the appointment of outside counsel until the judges meet in a joint session in June. The anticipated appointed outside counsel has begun work and will have several cases ready to go in June pending the Prosecutor's Office approval. Seventy property requests have been submitted to outside counsel.

Once the properties are acquired, Building Value will provide property maintenance and stabilization work on the properties being held for a period of time. The relationship with Building Value speaks to the Port Authority's inclusion goals as well as a having a partner committed to the landbank mission.

The Board engaged in conversation about potential roadblocks and solutions due to the various governmental entities involved in the process.

**7. PROGRAM UPDATES**

CAGIS Data Project

CAGIS has developed an application for the Landbank's data project. The data project entails getting information to the public to empower communities to be able to know what is going on with the properties in their neighborhoods.

CAGIS has integrated all of the tax delinquency information. On the landbank application, a user can click on the screen and all properties that are tax delinquent light up on the monitor screen. Depending upon how delinquent these properties are, the properties are shaded in a different color.

In addition, the landbank is working with Greater Cincinnati Water Works and water shutoffs will be available on the landbank application as well.

One issue that remains is the conceptual agreement with the Clerk of Courts obtained in September 2012, allowing them to add a field in the electronic filing for parcel identification for foreclosures. The landbank had agreed to pay for the staff overtime it would take to gather this information. Upon speaking with the Clerk of Courts office last week, it was learned that this project had not yet been completed. Delay to the completion of this project is due to a requirement imposed upon the Clerk of Courts from the state legislature which took priority. The Clerk of Courts office will not be able to refocus on the landbank project until May 1.

As this information is a critical link and the grant of \$55,000 provided from The Annie Casey Foundation has an expiration date of May 31, it currently appears the grant will be a missed opportunity to pay for this piece of the project.

After some lengthy discussion, the Board determined this is a critical piece that needs to be done and paid for by the grant. Commissioner Hartmann will reach out to the Clerk of Court's office to help facilitate in getting this project outsourced and underway.

#### HCLRC Brochure

Will Basil, Planning Associate, designed a marketing brochure for the HCLRC, "Revitalizing Communities, Catalyzing Investment." The brochure will be distributed to various community groups to supplement information on the HCLRC website.

#### Focus Neighborhoods Strategy

Meetings with the identified long-term communities have commenced. The final recommendation on these neighborhoods will be received in September. The HCLRC has set aside Moving Ohio Forward (MOF) grant money for the priority demolitions in the long-term neighborhoods. Priority demolitions in the identified short-term communities have begun.

The Board reviewed the provided opportunities map that identifies housing stock within the targeted neighborhoods. The goal is to use the HCLRC resources to do strategic demolitions and rehabs to ensure the housing market remains stable.

The HCLRC is also working with Avondale Comprehensive Development Corporation (ACDC) in their focus area to acquire properties and do demolitions.

#### Potential Homesteading Program

The HCLRC would like to explore a potential Homesteading program by devising rehab and design quality standards. The HCLRC is working with GBBN Architects to develop these standards which would be used as a benchmark on what should be done in each potential house. This would include an estimate of costs and would be provided to potential buyers on what upfront items need to be done to the property.

The HCLRC would partner with local community development corporations and/or governments to assist in identifying populations that would be good targets and/or areas for potential growth in single-family housing. Preliminary discussions with Price Hill Will and Evanston have taken place.

The transfer of properties would include requirements for prequalification and require classes on home economics and basic property maintenance. The HCLRC would partner with entities that conduct these types of classes. Other requirements for a potential owner are that they cannot have had a property that was tax delinquent or code violations, etc. The property would also have to be owner-occupied.

The Board had in-depth discussion on this topic and determined the HCLRC will continue to move forward with developing this program.

#### Moving Ohio Forward

The Moving Ohio Forward (MOF) statistics is as follows:



	<b># of Demos</b>	<b>Cost</b>	<b>% of Budget</b>
Completed	14	\$371,990	9.8%
In Progress	32	\$2,544,573	40.7%
Remaining		\$1,825,299	49.5%
	<b>Total</b>	<b>\$3,797,840</b>	<b>100%</b>

“Progress” means that the work has started (environmental assessment, abatement, or demolition). The MOF program is almost at the halfway mark which means the HCLRC is on track to spend the entire allocation from this program of which the Port Authority is managing directly.

The County jurisdictions have experienced some challenges getting properties condemned; however, since the appointment of Todd Kinskey in his new role as Director of Planning and Development, there has been progress in this area.

The Landbank is in the process of auditing sub-recipients of the MOF program, which includes the City of Cincinnati and Colerain Township. Colerain Township has been allotted \$400,000 of which three buildings have been demolished to date. The Landbank is working with the Township to develop some solutions so they’re able to get their allocation spent. If they do not, the Landbank will be able to use those funds on other properties.

The City of Cincinnati’s allocation from the MOF program is approximately \$7 million. To date, 80 demolitions have been completed. Of the approximately \$7 million, \$3.9 million is encumbered (signed contracts or completed demolitions). The Landbank has set up a process with the City to continue communicating about progress to ensure their allocation gets spent. The MOF grant program’s deadline is December 31, 2013. The approximate timeline for demolitions is approximately three months which includes environmental abatement efforts.

Inclusion Efforts for the MOF Program

The Landbank falls under the Port Authority’s Economic Inclusion Policy whereby there are aspirational goals of 25% minority (MBE) participation; 7% women (WBE) participation; and, 30% small (SBE) participation.

Currently, contracts committed for demolition is at 29% MBE, 19% WBE and 57% SBE, and 2% non-profits.

Historic Structure Stabilization Program

The Historic Structure Stabilization advisory board met January 23 and discussed fifteen possible properties that would be good candidates for the program. After discussion, the advisory board rated the properties according to several criteria including architectural significance, level of community support, other possible funding sources, and the contribution to the immediate surroundings of that property.

From the ratings, the advisory board selected five properties to get an estimate on the cost of the stabilization work. The advisory board will meet later in the week to decide which properties will be receive funding and how much. The process that is in place is the process that will be used moving forward for other potential properties.

In order to expand potential properties, the landbank will work with Hamilton County to expand the program county-wide. In addition, the program will be marketed on the Landbank website, as well as

partner with CPA on how to do historic structure stabilization work. Once the selected properties have been awarded, it is anticipated there will be media coverage that will also assist in the marketing of this program

**8. ADJOURNMENT**

**Motion:** Mr. Hartmann moved to adjourn the Board of Directors meeting. The motion was seconded by Mr. Goering and was approved unanimously. The Board of Directors meeting adjourned at 4:45 PM.

Respectfully,

A handwritten signature in black ink, appearing to read "Laura N. Brunner". The signature is written in a cursive, flowing style.

Laura N. Brunner  
Secretary