



Hamilton County Land Reutilization Corporation

BOARD MEETING MINUTES

Wednesday, May 16, 2012

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 4:05 p.m.

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS EXCUSED:

Quarry, Mark
Weidman, Tom

PGCDA, as Management Company of the HCLRC:

Boggs Muething, Paula
Brunner, Laura
Karimi, Marjorie
Robb, Deborah
Thomas, Susan

GUESTS:

Bell, Gena – Hamilton County Board of County Commissioners
Bess, James – Price Hill Will
Bruns, Pat – Price Hill Will
Garry, Patricia – CDC Association
Gilbert, Chris – Springfield Township
Hilliard, Martha – HURC/NCST
Muller, Paul – Cincinnati Preservation Association
Orth, Fred – HURC/NCST
Paul, Gail – Media Consultant
Schwab, Kathy – LISC
Smith, Ken – Price Hill Will
Warminski, Margo – Cincinnati Preservation Association
Williams, Jason – Cincinnati Enquirer

2. Approval of Minutes

Greg Hartmann asked Board members if there were any additions or modifications to the February 15, 2012 Board of Directors meeting minutes. Hearing none, he asked for a motion to adopt the meeting minutes.

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

3. Update on HCLRC Landbank Activities

Laura Brunner introduced Paula Boggs Muething to the Board as Paula was not an official member as of the last Board meeting that occurred in February. One of the promises made by the Port Authority as management company on behalf of the HCLRC was to hire staffing to assist in the landbank effort. Ms. Boggs Muething is a former City Solicitor with the City of Cincinnati, and joined the Port Authority shortly following the February HCLRC Board meeting. While at the City of Cincinnati Ms. Boggs Muething was instrumental in the efforts, along with the County, in bringing the landbank to Hamilton County.

One of the reasons Ms. Boggs Muething was chosen for this position was in response to the CDC's and others whereby there was the need to have a single point of leadership and direction and interaction with the communities. While there are a number of people working on the landbank, Ms. Boggs Muething provides that leadership contact.

Ms. Boggs Muething stated she was very happy to join the Board for this meeting and provided the following update:

Moving Ohio Forward Demolition Grant Program

There have been several meetings with the Attorney General regarding the Moving Ohio Forward Demolition Grant program. The purpose of these meetings was to request that the funds be used for both rehabilitation and stabilization, as well as demolition and that there would be no restrictions on the funds that could be used as matching dollars, and that the demolition be allowed to be used for commercial, as well as residential structures.

On Friday, May 4, 2012, the Port Authority received notification from the Attorney General's office indicating that none of the requests made were granted; however, the definition of residential structures is expanded such that properties that are currently designated residential, as well as properties that were formerly designated residential can be demolished using the funds.

Hamilton County's preliminary allocation is \$5.8 million of which the first \$500,000 is a true grant; the remaining \$5.3 million dollars must be matched in order to utilize the entire allocation. Federal funds cannot be used as matching funds.

The HCLRC has been designated as the lead entity for applying for and administering the grant. The money can be used for the demolition of blighted residential structures only. The deadline for identifying the \$5.3 million matching funds, as well as areas of strategic focus for demolition is June 30. The deadline for the use of the entire amount of funds is December 31, 2013.

The Port Authority has met with city leaders to identify areas of blight where they would like focus and also identifying funds that could be used as matching dollars. In addition, the Port Authority has been in contact with Metropolitan Sewer Department (MSD) as they have a lot of demolition going on with their Lick Run project. MSD has allocated a half million to a million dollars in residential demolition which can be used towards the needed matching dollars.

The Port Authority has also reached out to the Model Group, CMHA, 3CDC and Duke Energy and presented at HCDC last Friday providing an update on the landbank and where it is going with regard to the Attorney General Settlement funds.

A meeting is scheduled for Friday, May 18 with the Attorney General's local office to address any questions that people may have about the program. This meeting will be attended by neighborhood groups, municipalities and other local governments. The Port Authority will be presenting at the Neighborhood Summit on Saturday, May 19, and expects to answer questions about the settlement funds as well.

A meeting is scheduled with Jeanne Gollhofer, Cincinnati Development Fund, to discuss the landbank's ability to contribute money towards the matching funds. The goal is to borrow money, pursuant to Board approval, that can be allocated toward the matching funds. A May 29 meeting is scheduled with CDC's in other jurisdictions to be held at HCDC.

The Port Authority also plans to talk with the Prosecutor's office about allocating some of the DTAC funds towards the matching funds. In Cuyahoga County, the Prosecutor allocated \$4 – 5 million toward Cuyahoga County's matching funds from their DTAC fund. The goal is to pledge \$1.5 – 2 million which will be paid back with DTAC funds over four to five years.

Over the past eight days since learning of the criteria, approximately \$4 million has been identified in matching funds of the \$5.3 million needed. The Port Authority looks forward to continuing to work with all of its community partners in identifying the remaining \$1.3 million.

Additional Landbank Activities

The following resolutions being presented today are reflective of the work that the Port Authority has been doing toward moving the landbank project forward.

There are five residential properties that are being taken into the landbank; three through the tax foreclosure process and two from the forfeited land list. The two properties from the forfeited land list are from the City of Cincinnati; one is for Citirama and one is for the Economic Development department. The three tax-foreclosed properties are for 3CDC.

The Port Authority continues working with CAGIS on technology upgrades and hopes to get this piece moving along at a quicker pace in the near future. The Port Authority continues to work with its County partners to speed up this endeavor as well.

4. Update from Port of Greater Cincinnati Development Authority

Ms. Brunner reported that Deborah Robb, Director of Inclusion and Community Relations, Port Authority, has a document with information on the two aforementioned Neighborhood Summit and HCDC meetings for anyone who is interested in attending.

The Port Authority is leveraging resources by not dedicating all of its funding through the DTAC into the demolition fund. The DTAC money will be used for the work of the landbank as originally anticipated. More work has been undertaken by identifying other sources for the matching funds. In doing so, it enhances collaboration and outreach into the community by having a lot of conversations and developing partners from a broad array of places, including MSD, LISC and others.

Staffing will continue as there is a lot of work to be done on behalf of the landbank. A law clerk from U.C. Law School will be joining the staff for the summer to assist in this effort at no cost to the Port Authority or landbank, as this person will be paid through a stipend from the school. The Port Authority will also interview for a junior attorney to join the staff, as well as an administrative support person.

The Board had further discussions on some of the details pertaining to matched funds, other sources and possible restrictions, as well as properties identified for demolition. The Port Authority will ensure to work with experts with regard to demolition and other landbank opportunities.

5. Resolution 2012-7 Authorizing the HCLRC Master Depository and Treasury Management Services Agreement

Resolution 2012-7 is a resolution authorizing a master depository and treasury management services agreement with a designated depository, making certain treasury management resolutions and directing officers and/or designated representatives to take steps necessary to implement the agreements necessary to procure various treasury management services.

Motion: Greg Hartmann moved to approve Resolution 2012-7 authorizing the HCLRC Master Depository and Treasury Management Services Agreement. The motion was seconded by Chris Monzel and was approved unanimously.

6. Resolution 2012-8 Approving the HCLRC Guidance Document

Resolution 2012-8 is a resolution approving the HCLRC guidance document for purposes of setting the policies and procedures of the HCLRC.

Motion: Greg Hartmann moved to approve Resolution 2012-8 approving the HCLRC guidance document. The motion was seconded by Joe Honerlaw and was approved unanimously.

7. Resolution 2012-9 Approving and Adopting the HCLRC Public Records Policy

Resolution 2012-9 is a resolution approving and adopting the HCLRC public records policy.

Motion: Greg Hartmann moved to approve Resolution 2012-9 approving and adopting the HCLRC public records policy. The motion was seconded by Todd Portune and was approved unanimously.

8. Resolution 2012-10 Approving the HCLRC Conflict of Interest/Ethics Policy

Resolution 2012-10 is a resolution approving the HCLRC conflict of interest/ethics policy. The Board asked for clarification on what conflict of interest forms the Port Authority is required or subject to complete. The Port Authority will confirm the question and circulate the conflict of interest acknowledgement form to the Board that indicates they have received the policy

Motion: Greg Hartmann moved to approve Resolution 2012-10 approving HCLRC conflict of interest/ethics policy. The motion was seconded by Chris Monzel and was approved unanimously.

9. Resolution 2012-11 Moving Ohio Forward Demolition Grant Program

Resolution 2012-11 is a resolution authorizing the Port of Greater Cincinnati Development Authority as management company for the HCLRC, to apply for, accept and do all things necessary to implement the requirements of the Moving Ohio Forward Demolition Grant Program.

Motion: Greg Hartmann moved to approve Resolution 2012-11 authorizing the Port of Greater Cincinnati Development Authority as management company for the HCLRC, to apply for, accept and do all things necessary to implement the requirements of the Moving Ohio Forward Demolition Grant Program. The motion was seconded by Joe Honerlaw and was approved unanimously.

10. Resolution 2012-12 Declaring that Pursuant to Ohio Revised Code Section 5722.21(B) for the Purpose of Extinguishing Liens for Delinquent Taxes and Costs on Eligible Delinquent Acquired Land

Resolution 2012-12 is a resolution declaring that pursuant to Ohio Revised Code Section 5722.21(B) for the purpose of extinguishing liens for delinquent taxes and costs on eligible delinquent land acquired or to be acquired by the HCLRC and authorizing related matters.

Motion: Greg Hartmann moved to approve Resolution 2012-12 declaring that pursuant to ORC Section 5722.21(b) for the purpose of extinguishing liens for delinquent taxes and costs on eligible delinquent acquired land. The motion was seconded by Todd Portune and was approved unanimously.

11. Resolution 2012-13 Approving the Establishment of a Local Records Commission Pursuant to Ohio Revised Code 149.412 and Designating a Fiscal Representative and a Legal

Resolution 2012-13 is a resolution approving the establishment of a local records commission pursuant to Ohio Revised Code 149.412 and designating a fiscal representative and a legal representative to such commission.

Motion: Greg Hartmann moved to approve the establishment of a local records commission pursuant to Ohio Revised Code 149.412 and designating a fiscal representative and a legal representative to such commission. The motion was seconded by Chris Monzel and was approved unanimously.

12. Appoint Assistant Secretaries of the Corporation

Motion: Greg Hartmann made a motion to appoint Paula Boggs Muething and Susan Thomas as Assistant Secretaries of the Hamilton County Land Reutilization Corporation. The motion was seconded by Robert Goering and was approved unanimously.

13. Establish Schedule for Future Meetings

Based on the annual meeting scheduled in January 2013, the Port Authority suggested holding future meetings on a quarterly basis with the next meeting scheduled September 19, 2012 at 4:00 PM as this would be the interim meeting before the annual meeting.

Marjorie Karimi, Assistant to Laura N. Brunner, will follow-up with Board members to ensure the proposed date works for the majority.

14. HCLRC Logo and Signature Block

The Port Authority engaged a graphic designer to create the HCLRC logo and signature block. The graphics incorporated in the logo represents commercial (building), residential (house), activity (return for sale property), and blighted property.

The signature block are the words "Hamilton County Land Reutilization Corporation" and located adjacent to the graphics. The logo and signature block will be used for emails, documents, website, etc. No business cards will be utilized as there are no employees. The HCLRC will utilize the Port Authority's address and telephone and fax numbers.

The Board approved the HCLRC logo and signature block.

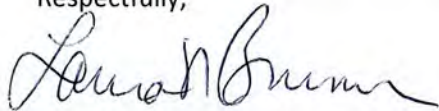
15. Other Business

The Port Authority will communicate with the Board as items previously discussed above progresses via email.

16. Adjournment

Motion: Mr. Hartmann moved to adjourn the Board of Directors meeting. The motion was seconded by Mr. Honerlaw and was approved unanimously. The Board of Directors meeting adjourned at 4:40 PM.

Respectfully,

A handwritten signature in cursive script, appearing to read "Laura N. Brunner".

Laura N. Brunner
Secretary