



**BOARD MEETING MINUTES**

**Wednesday, September 19, 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  
Quarry, Mark  
Rolfes, Carolyn

**BOARD MEMBERS EXCUSED:**

Weidman, Tom

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

Boggs Muething, Paula  
Brunner, Laura  
Laird, Tiffany  
Recht, Chris  
Robb, Deborah  
Thomas, Susan  
Weber, William

**GUESTS:**

Chen, Qian - University of Cincinnati, Student  
Cunningham, Ed – City of Cincinnati  
Duval, Dick - Cincinnati Preservation Association  
Ma, Rui – University of Cincinnati, Student  
Muller, Paul – Cincinnati Preservation Association  
Warminski, Margo – Cincinnati Preservation Association  
Qi, Xuanning - University of Cincinnati, Student

**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 May 16, 2012 Board of Directors meeting minutes. Hearing none, he asked for a motion to adopt the meeting minutes.

**Motion:** Joe Honerlaw moved to adopt the minutes of the May 16, 2012 Board of Directors meeting. The motion was seconded by Chris Monzel and was approved unanimously.

**4. MOVING OHIO FORWARD DEMOLITION GRANT PROGRAM**

Laura Brunner introduced Paula Boggs Muething who provided the following updates:

The HCLRC was awarded the entire funding allocation for Hamilton County, consisting of \$11.1 million dollars, under the Moving Ohio Forward Demolition Grant Program. The funds will be used throughout the County and can be used for deconstruction as well as demolition.

Demolitions will be prefunded and the HCLRC will seek reimbursement of fifty percent from the Attorney General's office. Reimbursements are expected to be received within thirty to sixty days from the time of request.

The Moving Ohio Forward Demolition Program kickoff event occurred on September 18, 2012. It began with a press conference at 10:00 AM, and was followed by the demolition of blighted properties at 936-938 and 940 McPherson Avenue, Cincinnati, OH 45205, in Price Hill. The redevelopment strategy for these sites includes the City of Cincinnati assessing demolition liens on the properties. Once the liens are assessed, the HCLRC will request that the Prosecutor foreclose on the liens, permitting the HCLRC to obtain control of these properties. Lastly, the HCLRC will turn the properties over to BLOC Ministries, located across the street, which intends to convert the area into play space for neighborhood children.

**Matching Funds**

The following have been dedicated as matching funds:

HCLRC - \$1.47 million

City of Cincinnati - \$3.49 million

Colerain Township \$200,000

Urban League of Greater Cincinnati/Model Group - \$112,000

Cincinnati Center City Development Corporation (3CDC) - \$64,000

Elmwood Place - 11,000

**Sub-recipients**

The HCLRC has been designated as the lead entity for applying for and administering the grant. The sub-recipients under the HCLRC are the City of Cincinnati and Colerain Township. Sub-recipient agreements have been established and approved by the Attorney General. Each sub-recipient is responsible for its own demolition program while ensuring consistency with the program's general requirements. Sub-recipient reimbursement requests are submitted to the HCLRC, audited, and forwarded to the state.

**Community Outreach**

When the program was first announced, the Port Authority conducted several community outreach sessions to all the jurisdictions throughout Hamilton County. More recently, one-on-one calls and in-person interviews with 14 different jurisdictions have taken place, addressing lawful condemnation processes, program requirements, and acquiring specifics on the properties they wish to have demolished. In addition, there have been meetings with stakeholder groups and presentations given at Community Council meetings.

William Weber, Law Clerk at the Port of Greater Cincinnati Development Authority, has created a blog which provides detailed information on each property that is going to Sheriff's Sale as a result of the tax foreclosure process. This blog is instrumental in generating additional interest and driving potential

purchasers to those sales. Additional information can be found on the Hamilton County's Landbank website.

**Risk Management**

Deborah Robb, the Director of Inclusion and Community Relations for the Port Authority, and Chris Recht, Associate Counsel for the Port Authority, have worked together to develop contracts for the Demolition Program. Ms. Boggs Muething introduced Ms. Robb who provided the following update:

A Master Service Agreement has been developed for the demolition contractors. To ensure any risk to the Landbank is being mitigated, the Agreement was tailored based on documents received from the City of Cincinnati, Hamilton County and Cuyahoga County's Landbank.

The Port Authority will be working with an Environmental Consultant to do the NESHAP Study, as well as an Abatement Contractor. In addition, deconstruction will be done by Building Value, and correspondence is open with Habitat for Humanity for housing that it would like to control.

Ms. Robb added the Port Authority is collaborating with the City of Cincinnati to hold a Demolition Event. The purpose of this event is to get additional small, minority-owned, and women-owned contractors involved.

The Port Authority is working internally on workflow over the accounting process; building purchase orders processes, as well as receipt of payment. Mr. Recht reported a demolition process flowchart has been established.

*Formal Action* – Proposed resolution 2012-14 was brought before the Board for approval for the HCLRC to advance money to the City of Cincinnati for the purpose of the Moving Ohio Forward Demolition Grant Program:

**A RESOLUTION TO ADVANCE MONIES TO THE CITY OF CINCINNATI FOR THE PURPOSE OF FUNDING QUALIFIED DEMOLITION FOR THE REMAINDER OF THE 2012 CALENDAR YEAR.**

After some discussion of the matter, Mr. Hartmann asked for a motion to approve Resolution No. 2012-14.

**Motion:** Todd Portune moved to approve Resolution No. 2012-14 authorizing the HCLRC to advance money to the City of Cincinnati for the purpose of the Moving Ohio Forward Demolition Grant Program. The motion was seconded by Mr. Monzel, and was approved unanimously.

*Formal Action* – Proposed resolution 2012-15 was brought before the Board for approval for the HCLRC to expand funds necessary in 2012 and 2013 for Moving Ohio Forward demolition and related expenses:

**A RESOLUTION TO APPROVE THE EXPENDITURE OF FUNDS OF UP TO TWO MILLION DOLLARS FOR PURPOSES OF THE MOVING OHIO FORWARD DEMOLITION GRANT PROGRAM.**

After some discussion of the matter, Mr. Hartmann asked for a motion to approve Resolution No. 2012-15.

**Motion:** Roxanne Qualls moved to approve Resolution No. 2012-15 authorizing the HCLRC to expand funds necessary in 2012 and 2013 for Moving Ohio Forward demolition and related expenses. The motion was seconded by Carolyn Rolfes, and was approved unanimously.

**5. LANDBANK PROGRAMS**

Ms. Brunner reported that the Port Authority is working closely with the City of Cincinnati on strategy to combine the work of the Landbank under the Demolition Grant Program with the City's work under the Program.

Ms. Boggs Muething reported additional disposition methods. The Port Authority has taken steps to ensure when disposing a property to end-users that they are qualified and responsible individuals who have demonstrated responsible property ownership. Disposition of property to qualified purchasers/end-users includes a series of applications to evaluate applicants and other potential end-users, in addition to an additional application for HCLRC Community Partners. Applications can be found on the Hamilton County Landbank website. Vacant Lot programs include a Lot-To-Yard and Gardens and Green program. A Historic Structure Stabilization program has also been established.

*Formal Action* – Proposed resolution 2012-16 was brought before the Board for approval for the HCLRC to fund the historic structure stabilization program in 2012 and 2013:

**A RESOLUTION TO ALLOCATE \$250,000.00 TO THE HISTORIC STRUCTURE STABILIZATION PROGRAM.**

After some discussion of the matter, Mr. Hartmann asked for a motion to approve Resolution No. 2012-16.

**Motion:** Robert Goering moved to approve Resolution No. 2012-16 authorizing the HCLRC to fund the historic structure stabilization program in 2012 and 2013. The motion was seconded by Ms. Rolfes, and was approved unanimously.

**6. CAGIS UPDATE**

The Port Authority has engaged Xinhao Wang, PhD, Professor of Planning, University of Cincinnati, as a consultant. Dr. Wang has been working with the Port Authority to identify the needs of the Landbank in terms of what information will be needed and beneficial. A meeting took place with CAGIS and progress has been made.

Ms. Brunner reported that she has reached out within the County and met with the Prosecutor, Clerk of Courts, and Auditor to discuss changes and evolutions of their systems, to be able to coordinate more efficiently. Additional follow-up meetings have been set. The Clerk of Courts have identified that the addition of the Parcel ID number will assist in not only the work that the HCLRC is doing, but in much of the work of other users throughout the County. As they Clerk of Courts is financially constrained to remedy the addition, the Landbank will fund the update. The Port Authority continues working with CAGIS on technology upgrades.

The Board had further discussions on some of the details pertaining to what the system will do once integrated.

**7. FOCUS NEIGHBORHOODS**

Ms. Brunner stated that the Port Authority intends to proactively pursue strategic opportunities. Ms. Boggs Muething reported that through working with community partners and through an initial analysis of market strength indicators including the number of foreclosures, code violations/condemnations, level

of public and private investment, educational and historic resources, and community engagement/capacity of a lead organization, the Port Authority identified a number of neighborhoods/jurisdictions that have positive redevelopment/growth potential. Short-term focus neighborhoods are those in which the HCLRC can partner with organizations already engaged in redevelopment work and provide immediate assistance in the areas of demolition, re-use/housing strategy implementation, site-assembly and stabilization. Long-term focus neighborhoods are those in which the foreclosure and vacancy rates are considerably higher, requiring a longer term strategy to achieve a meaningful reduction in blighted conditions. The focus neighborhoods have been identified as follows:

**Short-term Focus Neighborhoods**

Walnut Hills  
Evanston  
Madisonville  
Avondale  
Norwood  
St. Bernard  
Fairfax

**Long-term Focus Neighborhoods**

Price Hill  
Northside  
South Cumminsville  
College Hill  
North College Hill  
Mount Healthy  
Colerain Township

Liz Blume, Executive Director of the Community Building Institute, has been engaged as the Planning Consultant for the Focus Neighborhood Strategy. Ms. Blume will provide recommendations as well as a tiered analysis for the long-term focus neighborhoods. Additionally, discussions have also taken place with Strive Partnership regarding adding a layer of education resources for the focus neighborhoods.

The Board had further discussions on some of the details pertaining to property selection and analysis.

**8. ADDITIONAL LANDBANK ACTIVITIES**

Port Authority, City of Cincinnati and Hamilton County staff members attended a working-trip to Detroit, Michigan. The purpose of the trip was to meet with key officials and learn from their demolition strategies and experiences.

**9. ESTABLISH SCHEDULE FOR FUTURE MEETINGS**

Pursuant to the Code of Regulations the annual meeting is scheduled for January 17, 2013, at 4:00 PM. The Port Authority suggested holding future meetings on a quarterly basis.

Tiffany Laird, Administrative Assistant, will follow-up with Board members to ensure the proposed date works for the majority.

**10. ADJOURNMENT**

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