



## **MINUTES**

**Annual Meeting of the Board of Directors  
Monday, April 16, 2018  
Commissioners 6<sup>th</sup> Floor Conference Room  
315 High Street, Hamilton, Ohio**

**Meeting called to order:**

Nancy Nix called the meeting to order at 11:00 am.  
Michael McNamara took roll.

**ROLL CALL:** Nancy Nix  
Don Dixon  
TC Rogers  
Dan Acton for Cindy Carpenter  
Doug Adkins

**Staff Present:** Michael McNamara, Executive Director  
Karen Gabbard, Department of Development  
David Fehr, Department of Development  
Tim Carlson, Attorney

**Attendees:** Charles Young  
Kathy Dudley  
Carla Fiehrer  
Tom Mignery

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### **MINUTES FROM February 1st MEETING**

Mr. McNamara stated he did not send out the minutes from the February 1, 2018 meeting for approval.

Ms. Nix suggests defer passage of approval of the minutes until next meeting.

MINUTES DEFERRED

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### **TREASURER'S REPORT**

Mr. McNamara reports first quarter includes the last four years total annual reports. 2018 totals \$206,280.76 brought in from the Hardest Hit Funds reimbursement. All three communities Hamilton, Middletown and Fairfield Township are currently demolishing properties. Demo expenses in 2018 for Hamilton are \$81,101, \$45,683 for Middletown and \$56,150 for Fairfield Township. Income expense report includes reconciliation reports for each of the months.



Mrs. Fiehrer moved to approve, and Commissioner Dixon seconded the motion.

TREASURER'S REPORT APPROVED by VOICE VOTE

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### **Land Bank President Projects Recommendations**

Mr. McNamara presented a letter from Tim Carlson. This letter is in response to a discussion in previous meetings to make a threshold in the dollar amount of a project that comes before the land bank board in between meetings. Mr. Carlson recommended a \$20,000 threshold and second authority approval.

Ms. Nix reminds us this gives smaller projects the ability to move along more quickly and gives the land bank president that authority without the jurisdiction waiting six months or more for a decision.

Tim Carlson was asked to comment, stating comparing this discussion to how land banks in Ohio, as well as other land banks in other states are run, he found this situation occurred. Those land banks all agreed not to stymie operations of the land bank by allowing the land bank president to proceed in a proficient manner by utilizing a \$20,000 threshold.

Mr. Adkins asked how the number was determined to which Mr. Carlson replied it is based on the size of the county or similar counties in Ohio. Mr. Carlson states the City of Cleveland land bank has a threshold of \$40,000.

Mr. Young comments this is a good idea and suggests cost of \$15,000 which is closer to the cost of most of the demos. Mr. McNamara agrees the demolition costs come in well under the \$20,000 amount for a residential demolition. A commercial demolition would be above the \$20,000 amount which would have to come before the board, as well as special circumstances of residential properties that have gone above the \$20,000 amount due to asbestos removal.

Mr. Adkins requested a motion to approve the Resolution Number 2018-04 to allow Land Bank President to approve certain projects with a threshold of \$20,000 to receive dual approval from the president of the land bank and the director of development, in director's absence the county administrator may approve.

Roll call:       Nix - Yea  
                  Dixon - Yea  
                  Rogers - Yea  
                  Acton - Yea  
                  Adkins - Yea  
                  Fiehrer - Yea

MOTION APPROVED 6-0



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## 2018 SUMMER INTERN– RESOLUTION 2018-05

To hire a summer intern to work for the land bank and the port authority with both departments providing a stipend for the intern. Highly recommended, is from Miami University, Molly O'Donnell has public administrative experience that would benefit both departments for approximately 12 weeks from May to August.

Mr. Adkins moved to approve, and Commissioner Dixon seconded the motion.

Roll call:       Nix - Yea  
                  Dixon - Yea  
                  Rogers - Yea  
                  Acton - Yea  
                  Adkins - Yea  
                  Fiehrer - Yea

MOTION APPROVED 6-0.

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## TOM MIGNERY, BURGESS & NIPLE

Tom Mignery, Burges & Niple presented Land Bank Participation in Abandoned Gas Station Remediation. The remediation is to protect the ground water of Butler County through state funding of which 25 million dollars was allocated in the last three years with only 6.2 spent so far. Assessment grant dollars are available for early determination of ground water samples of \$100,000 and up to \$500,000 and no match is required. Project eligibility includes a phase I environmental assessment to determine the cause of the contamination, which must have contamination to qualify. The grant is not made available to corporations in the chain of title but rather smaller old, Mom and Pop sites or private entity businesses, that are abandoned and do not have the funds available to clean up the sites. Franchises may be eligible if separate from the big corporation. Legal entities may apply such as cities, counties, port authorities and now land banks. The grant can also be used for demolition and taking out other lines that may still be underground. This money should be thought of as a tool to remove contamination in a blighted area. The land bank can take title to the property and sell or give back the land to the private entity to develop. The funds cannot be granted to the owner but must flow through the private entity such as the land bank, port authority, city or county.

Mr. McNamara asked if the land bank pays the upfront costs for the assessment do they get paid back. To which Mr. Mignery answered yes, up to \$8,000 for the phase I environmental site assessment, if it's eligible and the funding is successfully received through the grant.

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## **EXECUTIVE SESSION**

Ms. Fiehrer moved to adjourn the meeting to executive session pursuant to Revised Code Section 121.22(G)(3) to discuss pending or eminent court action and Mr. Adkins seconded the motion to adjourn.

MOTION APPROVED by VOICE VOTE

Meeting adjourned to executive session at 11:52 a.m.

Back on the record at 12:12 p.m.

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## **DIRECTOR'S REPORT**

Mr. McNamara thanks the board for the flexibility to move this meeting so that all could be in attendance.

The land bank received a property donation from the Bank of America in Ross Township which once demolished was given over to Ross Township and they donated the land to Habitat for Humanity.

Mr. McNamara contacted the University of Miami to see if there was any interest in continuing the study that was published previously in 2016, it was met with enthusiasm by the faculty in the Political Science Department as well as the Farmer's School of Business. The intern will continue the work this summer of pulling the data.

Hardest Hit Funds Hamilton shows Hamilton, Middletown and Fairfield Township have all been active in demolishing properties with 2.7 million left in the Butler County allotment.

Mr. McNamara reports the land banks in the state of Ohio are investigating starting a statewide organization for land banks which will give land banks more ability to share information and have a centralized organization. Up until now they were loosely coordinated through the thriving communities institute. The organization would be a board made from different Ohio land banks rather than a non-profit.

Estimated DTAC amounts from 2017 are going to be \$121,695 for real estate allotment and the allotment for manufactured homes is \$1,210, concluding the Executive Director's Report.

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## **CITY OF MIDDLETOWN REPORT**

Mr. Adkins reports there are 14 properties currently in the NIP grant system with 15 more underway and 13 more being put out for bid. Middletown is close to being done with what the city can accomplish through this program in its current map boundary.

Ms. Dudley states they were able to expand their map of possible sites within about two weeks time to allow for more properties to be considered.



Mr. McNamara voices concern with spending down the remaining 2.7 million.

Mr. Adkins will look at other neighborhoods to expand to and welcomes the city of Hamilton to utilize the funds as they require for quicker spend down.

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#### **CITY OF HAMILTON REPORT**

Ms. Dudley reported the city will have at least 25 more properties in the near future since previous supervision over this area has changed and should be a quicker turn around as well as Rainbow invoices are now more streamlined.

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#### **NEXT MEETING**

July 9, 2018 at 11:00 a.m.

in the Commissioners' Conference Room – GSC 6<sup>th</sup> Floor

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#### **ADJOURNMENT**

Ms. Fiehrer moved to adjourn the meeting and Mr. Adkins seconded the motion to adjourn.

MOTION APPROVED by VOICE VOTE

Meeting adjourned at 12:20 p.m.

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These minutes represent a summary of these proceedings and do not purport to be the entire record. A complete recording of these proceedings is contained on a digital audio file taken under supervision of the Secretary, Karen Gabbard, and may be obtained upon written request. Any charges associated with preparing such transcript shall be borne by the person requesting.

Hamilton, Ohio  
April 16, 2018

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Chair – Nancy Nix

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President – Michael McNamara