



These typed minutes are a supplement to the official, recorded minutes on file with the CLRC secretary.

CLRC Chair, Nancy Nix called the meeting to order April 17, 2017 at 11:00 a.m.

Attendees:

Nancy Nix	Kyle Fuchs	Karen Gabbard	Alexander Kapur
Mike McNamara	Kathy Dudley	Denise Callahan	
David Fehr	Dan Acton	Missy Mick	
Don Dixon	Charles Young	Nicci Oczurek	

Mike McNamara conducted roll call.

1	2	3	4	5	
Nancy Nix	Commissioner Dixon	Charles Young for Commissioner Rogers	Dan Acton for Commissioner Carpenter	Kyle Fuchs for Doug Adkins	Rob Wile
Present	Present	Present	Present	Present	Absent

Seventh seat vacant. Michael McNamara, David Fehr and Karen Gabbard present as staff.

Approval of Minutes

Dan Acton made a motion to approve the minutes of the January 9, 2017 meeting as submitted. Kyle Fuchs seconded. Motion passed.

Treasurer's Report

Mike McNamara reported the Treasurer's Report balance at the end of March was \$522,589 with reimbursements coming in. Mike is finishing up the annual financial report for the state and a balance sheet will be prepared for the board once the annual financials have been completed. Mike McNamara stated the financials at next meeting will be for the annual of 2016 and first quarter of 2017. Don Dixon motioned to approve Treasurer's Report. Dan Acton second. Motion passed.

Director's Report

Mike Salary

Mike McNamara added one item to the agenda, an Amendment to the land bank MOU for 2017. This Amendment reflects an increase of 4% to Mike's pay for this year, which is 2% to his base pay and 2% to be paid out over four quarters throughout the year. Commissioner Dixon asked Charles Young to explain the increase structure. Young said what is proposed here for Mike falls within the Commissioner's policy. Dave Fehr oversees Mike and said he has done a very good job. Dave keeps up with the activities of the Land Bank and the Port Authority and Mike has a set of goals he has to meet every year to accomplish for the Land Bank and the Port Authority. There were no further questions regarding the Amendment to the Memorandum of Understanding. Kyle Fuchs made a motion to approve the Amendment to the MOU for Mike's salary increase. Charles Young seconded the motion. Mike conducted a roll call vote.

1	2	3	4	5	
Nancy Nix	Commissioner Dixon	Charles Young for Commissioner Rogers	Dan Acton for Commissioner Carpenter	Kyle Fuchs for Doug Adkins	Rob Wile
Yes	Yes	Yes	Yes	Yes	Absent

~~Motion passed 5-0.~~



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Hardest Hit Fund update

Hardest Hit Fund program is on target for meeting or surpassing this year's goals. 88 properties have been reimbursed or are currently in the reimbursement process, with 140 properties currently owned in Hamilton, three in Fairfield Township and 39 in Middletown. Seven Mile was recognized to be in attendance and will join the Land Bank, probably at the July meeting. Talk is also underway with the City of Trenton. Mike continues reaching out to other jurisdictions.

Intern

Mike will have assistance from an intern from Miami University throughout the summer beginning mid-May to about mid-August. The young man will be a Department of Development intern primarily focusing on the Land Bank and the Port Authority or branding issues that are being worked on at that time in the Department of Development. This means outreach efforts will be increased to receive more regional projects.

Proposed budget amendment affecting land banks

Mike McNamara mentioned there is a proposed state budget amendment affecting land banks. This proposal would include two pots of money, one for demo and one for rehab, and the land bank can apply for money for either or both. Our packets included a letter from Jim Rokakis of Thriving Communities specifically requesting land bank supporters to contact the state legislature to ask for their support of this funding initiative. Mike has not moved forward with the Rokakis request while waiting to hear the direction of our land bank board. Charles Young stated he's not against it but feels we need to be aware that our 1% funding of DTAC may be perceived as less supportive and could hurt funding chances. In addition, there is question whether our land bank should be involved in rehab. The rules/parameters of funding have not been written. Nancy Nix suggested the letter contain wording to request that the funding not be dependent upon level of DTAC funding. There was a long discussion about government administering rehabs over the private sector, where government might invest \$100K into a property and get \$75K out of it.

Kathy Dudley reiterated that she hopes the board will express a desire to go forward as a definite yes for the commercial and industrial piece and if part of that is going to include residential rehab, Hamilton is not adverse to that. This would be a nice area to be able to go into for improving. Kyle Fuchs of Middletown agrees.

Commissioner Dixon stated he does not have a problem but doesn't give a full agreement until all the regulations are determined. Dan Acton agreed since no resolution or vote is needed, for Mike to go forward on a temporary basis until we get more details, then, at that point expedite the process.

Dan Acton inquired how much money is in proposal, and Mike responded \$25 million for demolition and \$25 million for rehab and they want that repeated for the second year, too. Commissioner Dixon asked Mike to keep the board's feelings in mind while going forward and keep board and Charlie Young advised on details.

Mike Juengling replacement

Fairfield, Liberty and West Chester townships need to agree on who Juengling's replacement will be. Mike plans to have the replacement at the July meeting. West Chester has now expressed a desire to join the land bank and that should be ready for the next meeting as well.

DTAC Collection

Mike states the first half 2016 collection which is collected in 2017 for DTAC is going to be \$114,338.00 which will be invoiced to the Treasurer's Office.

Tuition Reimbursement

Mike McNamara is working on his Master of Public Administration from Ohio University and requested the land bank's help with tuition reimbursement, along with the county and Port Authority, in the total amount of \$5,000 per year (1/3 from land bank). Charles Young stated the Commissioners are reviewing their policies, but have not funded tuition reimbursement in many years and funding must take place prior to any approvals. It could be discussed in the next budget cycle. Commissioner Dixon stated there must be a policy in place for all county employees in the general fund. Administrator Young stated this may already fall under the existing MOU for Mike's position as Director of the Land Bank. Dan Acton requested we table this issue at this time.

Seven Mile MOU

Melissa Mick attended from the village of Seven Mile to answer any questions on the MOU. They have one property they hope to address soon, and Missy stated she would like MOU to be approved so the property can be demolished. The Village does not feel they have the expertise due to the fact they are all volunteers and feel this would be good for Seven Mile.

Kyle Fuchs is on the Board of Neighborhood Housing Services of Hamilton, where Missy is employed, and asked if he should abstain from the vote for Seven Mile. It was ruled this vote would not be a conflict due to the fact it is regarding Village business only. Commissioner Dixon stated that after working with Seven Mile on other projects in the past, they are great to work with. Missy clarified she is a council member of Seven Mile and an employee of Neighborhood Housing. Commissioner Dixon made a motion to approve the Village of Seven Mile MOU. Dan Acton seconded. Motion passed.

Projects

Mike McNamara stated there are no current projects.

City of Hamilton

Kathy Dudley reported that Hamilton has reached all their benchmarks with OHFA. Submitted reimbursements get Hamilton over the \$1,079,000.00 required by November 18, 2017. OHFA changed software to make the reimbursement process quicker on their end, which will in turn accelerate the demos. Regarding the numbers needed by December of next year, Hamilton will far exceed that and is on track to be able to get reimbursement for the \$3,237,000.00, which would be required by 12/18/2018.

Dan Acton asked if land bank properties are ours or the city's while in transition. Dan also asked about outsiders going into the properties. Mike McNamara stated the land bank owns the properties as long as they are in the demolition process or the reimbursement process and they are deeded back to the city since the land bank does not decide the end use of the property, but the city or township does. The land bank did address the issue of people entering the properties, and at no point once the land bank owns the property will outside persons be permitted to enter the properties.

City of Middletown

Kyle Fuchs reported the city has 39 properties currently. Since the last meeting the city expanded to two other neighborhoods, which should help get more activity in those areas. The city has 13 demolished already with reimbursements having been sent in.



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Analytics Presentation – Alex Kapur

Vendor presented program “Building Blocks” for analytics and how it may assist Butler County and what value it may lend to the land bank. This is not an endorsement by Mike McNamara, merely a presentation of their product. The 11 page handout will be filed with the meeting minutes.

Other Business

No other business.

No executive session

The CLRC's next meeting will be held Monday, July 10th at 11:00 a.m. in the Commissioners Conference Room, 6th Floor.

Commissioner Dixon moved to adjourn the meeting, Dan Acton second. Motion passes. Nancy Nix adjourned the meeting at 12:10 p.m.