

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 July 17, 2017 at 12:00 p.m.

Attendees:

Nancy Nix	Kyle Fuchs	Rob Wile	Denise Callahan
Mike McNamara	Kathy Dudley	Dan Acton	Zach Hazzard
TC Rogers	Tim Carlson	Karen Gabbard	
Don Dixon	Charles Young	John Post	

Mike McNamara conducted roll call.

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Nancy Nix	Commissioner Dixon	Commissioner Rogers	Dan Acton for Commissioner Carpenter	Kyle Fuchs for Doug Adkins	Rob Wile
Present	Present	Present	Present	Present	Present

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

Approval of Minutes

Dan Acton motioned to approve the minutes of the April 17, 2017 meeting as submitted. Commissioner Rogers seconded. Motion passed.

Treasurer's Report

Mike McNamara reported the Treasurer's Report reflects a balance \$659,529.00 as of the end of June. The page following is a three year budget projection.

Commissioner Rogers asked about the encumbrances. Kathy Dudley explained the City of Hamilton has approximately \$150,000 to demo properties. Nancy Nix told the board that with the constant churning of properties in and out of land bank ownership, a paid accountant would be required to produce detailed mid-year financial statements, and unless the board wants to use funds for that purpose, the board will need to wait for audited financial statements produced at end of each year. In the interim, Mike can produce a general income statement and monthly cash balances. Last year the BCLRC received a clean financial audit.

Commissioner Rogers said he is trying to avoid any discrepancies if the balance isn't calculated prior to the end of the year. Treasurer Nix stated she feels it is in the hands of the cities operating with the funds to handle the reimbursements. Commissioner Rogers asked if there is a policy that assures there will be a certain amount in the balance that is unencumbered. Kathy Dudley stated that she keeps track of the reimbursements pending with OHFA, along with demos outstanding and that means trying not to ever go below what Hamilton has now. Kyle Fuchs stated the same procedures are followed by the City of Middletown. Commissioner Rogers reiterated this cannot get off track, and Kathy Dudley said she personally handles all communication through Mike for each property, as well as a clarifying email to Tim Carlson for title searches. This is not a purchase order system but an internal system between Mike McNamara and Kathy Dudley. Tim Carlson stated as soon as he gets a property that's going to transfer, he immediately updates the master list, sends them to the County Officers and then on to Mike. Mike McNamara always knows what activity is going on with the Land Bank.

Treasurer Nix stated we could state the amount of cash on hand as attributable to Hardest Hit and the amount attributable to DTAC free to use for township and other projects. Nancy asked if there is a way to allocate those dollars. Mike McNamara states he will revise the financial statement to show what amount is available. Treasurer Nix states this would be in lieu of a balance sheet per se and will give a breakdown of the cash available.

Rob Wile agreed with Commissioner Rogers on the need for checks and balances, and Treasurer Nix said a discussion has been ongoing for accountant's services, but at a great cost. Kathy Dudley stated that she and Kyle Fuchs of Middletown meet regarding the funds. Tim Carlson stated the township is also notified through Kathy Dudley. Commissioner Rogers agreed they should not be able to proceed without approval from the board. Mike McNamara reiterated he and Kathy Dudley are in communication along with reports of funding availability prior to expenditures. Commissioner Rogers stated as long as this is followed at all times he is in agreement.

Mike McNamara asked if all had had a chance to review end of the year audit that was emailed to all prior to this meeting. BCLRC received the Auditor's Award for a clean audit for two years in a row. Mike McNamara stated he will update the financial statement for next meeting to show breakdown of cash. No further questions or comments concerning the Treasurer's Report. Rob Wile motioned to approve Treasurer's Report. Commissioner Rogers seconded. Motion passed.

Director's Report

Mike McNamara reported there are two resumes in the packet which were submitted for the CLRC township position. There is a process for selection, and the three township administrators have abided by that process. A new board member will be chosen soon.

Miami University was able to provide the BCLRC with another summer intern this year through their Ohio Public Leaders Program. Zach Hazzard is our summer intern. He has been doing a lot of work for the Department of Development, for the Land Bank, and the Port Authority. Zach is conducting a comparative analysis between all the different land banks in the different counties in Ohio to see how the other land banks are operating and to see how we can learn from their Best Practices.

The City of Fairfield is interested in joining the land bank. Voting on the City of Fairfield joining will be conducted at the November meeting.

Mike is planning to attend the Land Bank Conference coming up September 11 -13 in Cleveland.

John Post from S.E.L.F. attended to give his presentation about their renovation program. He explained how it may assist Butler County and what value it may lend to the land bank.

Resolution – Miami University Intern

Mike McNamara requested a \$1,000 stipend for the summer intern. Rob Wile motioned to approve the resolution. Dan Acton seconded the motion. Dan Acton asked Mike McNamara if the intern would be assisting him with Port Authority and economic development, in addition to the land bank and if so, suggested a change in wording since it implies the intern will be working 40 hours/week for the land bank. Mike will amend with Dan's approval to split the hours between the two entities in the resolution wording. Mike stated the Miami University affiliation has opened up the door to other scholarships and benefits for the county, and a continued relationship should only help keep an open door to those opportunities.

Mike McNamara conducted roll call.

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

Motion passed.

Projects

Mike McNamara stated there are no current applications as of this month.

City of Hamilton

Kathy Dudley reported that the next benchmark in the program is November. Hamilton has about 150 properties, and Middletown has 40, so the land bank has more than met the benchmark. In the beginning the bigger houses were taken down, and now there is more of a mix of smaller sized houses to get the cost per demo down as long as there's no asbestos found. If Hamilton doesn't receive any additional moneys from OHFA the total will probably be between 225 to 250 demos. The Sheriff's Dept. is once again having properties going into regular foreclosure as well as expedited. There have been some donations based upon those homes that did not have insurance and were abandoned due to fire.

City of Middletown

Kyle Fuchs reported they own 42 properties acquired through the land bank. Of those owned 14 have been demolished, 26 are pending demolition and two are awaiting transfer to the land bank.

Other Business

Dan Acton asked Mike McNamara what was determined regarding the article about Mahoning Valley Land Bank to which Mike replied he will provide that information once received. Dan stated the Mahoning Valley Land Bank is now utilizing the National Guard with an Engineering Division based in Mahoning Valley, Youngstown area. They were given the blessing from the Governor to utilize the resources of the National Guard to actually come in and do the demolitions on a number of properties. The cost is reduced due to the refuse itself of the demolished materials and is definitely something to look at for us. Dan feels this would be a benefit if the cities could get this type of demo work done at no charge and he feels it is worth looking into. Mike McNamara states he will have that information provided at the next meeting.

No executive session

The CLRC's next meeting will be held Monday, November 13th at 1 p.m. in the Commissioners Conference Room, 6th Floor.

Dan Acton moved to adjourn the meeting, Commissioner Rogers seconded the motion. Motion passed. Treasurer Nix adjourned the meeting at 12:36 p.m.