



MINUTES

**Meeting of the Board of Directors
Monday, July 9, 2018
Commissioners 6th 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
Anu Mital
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
Denise Callahan
Tony Vanderhorst
Aaron Hufford
Cindy Hogg
Barbara Schick

MINUTES FROM February 1st and April 16th MEETINGS

Mr. McNamara presented the minutes from February and April's meetings and asked for approval for each separately.

Mrs. Fiehrer moved to approve February's minutes, and Commissioner Dixon seconded the motion.

MINUTES APPROVED by VOICE VOTE

Mr. Adkins moved to approve April's minutes, and Mrs. Fiehrer seconded the motion.

MINUTES APPROVED by VOICE VOTE



TREASURER'S REPORT

Mr. McNamara states Treasurer's Report covers April, May and June with the additional reconciliation reports requested by Commissioner Rogers. Ms. Nix asked if there was anything notable. Mr. McNamara states there was not. The balance as of June was \$442,207.40. First half DTAC was \$122,905.98.

Mrs. Fiehrer moved to approve the Treasurer's Report, and Mr. Adkins seconded the motion.

TREASURER'S REPORT APPROVED by VOICE VOTE

Records Retention Policy – Resolution 2018-06

Mr. McNamara states this policy needs to be put in place for the land bank. It follows the same schedule as put in place for the Port Authority and is on file at the Butler County Records Center.

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

Resolution 2018-06 APPROVED by VOICE VOTE

Project Hamilton Taylor School - Resolution 2018-07

The City of Hamilton is requesting the assistance to demolish the Taylor School building with an original request of approximately, \$75,000.00. The discussions resulted in a fifty percent match equaling \$37,500.00 of DTAC funding, from the land bank and the other \$37,500.00 from the City of Hamilton. Once demolished, as described in the attachment to the resolution, a twenty-five foot strip of land will be transferred over to Mr. Barger, the owner.

Tom Vanderhorst, Executive Director of External Services for the City of Hamilton states Mr. Barger was approached by the City regarding code enforcement issues with the building. He appeared to the City and agreed to donate the property especially since there are no other alternatives that would include saving the building. Once demolished and the portion transferred to Mr. Barger, the remaining lot may be useful as a building site for a fire station or utilized by the Park Conservancy as a pocket park location.

Tim Carlson raised the question of the legal aspects of a twenty-five foot strip attaching to a property, so that the twenty-five foot parcel cannot be sold separate and apart. Mr. Vanderhorst replied the parcel will be attached to a current lot owned by Mr. Barger which sits behind the school building.

Commissioner Dixon asked what the easement is for that will be given to Mr. Barger. Mr. Vanderhorst replied it is a utility easement. Commissioner Dixon states Tim Carlson, attorney for



the land bank will handle this property as required for the City of Hamilton and the land bank. Commissioner Dixon also corrects the resolution wording to include, project funded up to \$37,500.00 for "total" demolition.

Roll call: Nix - Yes
Dixon - Yes
Young - Yes
Acton - Yes
Adkins - Yes
Fiehrer - Yes
Mital - Yes

MOTION APPROVED

Projects Madison and St. Clair Townships – Resolution 2018-08 and 2018-09

Mr. McNamara was presented on behalf of St. Clair Township a request for assistance to have eight properties demolished. At present, St. Clair Township does not have funding to demolish the properties and requests the land bank for assistance at approximately the \$20,000 threshold for each demolition. Since this includes eight properties for one township, which hasn't been encountered by the land bank before for DTAC funds, it has been brought before the board.

Barb Schick Zoning Manager for St. Clair Township states the 501 Augspurger Road property has been vacant for 25 plus years. Owner has not been located and has not paid the property taxes in quite a long time. Property has been broken into and ransacked as well as homeless persons using the property at times. It's a very unsafe environment for the neighbors being exposed to crime, health and safety issues. House has been left open to the elements as well as wild animals and their remains were noticed inside.

Mr. McNamara asks if appropriate resolutions have been obtained by the township for nuisance demolition. Ms. Schick replied yes, they have been obtained. He also requests she acknowledge that the land bank will not be taking title to the properties, the township just wants funds to demolish them. To which Ms. Schick replied, yes.

Commissioner Dixon requests to fund the demolitions they should go through the land bank. Kathy Dudley suggests the Prosecutor's Office doing an expedited foreclosure for areas outside of the NIP program, so there isn't a Sheriff's sale.

Ms. Schick agrees, since they cannot locate the owner after twenty years this would be the best option. The Township Trustees are not interested in having ownership of these properties.

Ms. Nix asks if the other seven properties are similar to this one on Augsperger. Ms. Schick replied yes. Redbud property has turned into a drug house. All are health and safety issues. The house on Biessinger next to the roundabout is empty and blighted with nice homes around it. The driveway exit is unsafe due to the closeness of the roundabout to the property.



Commissioner Dixon asked if the properties will be valuable to neighbors to acquire once demolished? Ms. Schick replied, yes there has been some interest shown.

Mr. Carlson states this is the types of properties that the land bank was devised to assist which would involve the process Kathy Dudley mentioned of the expedited foreclosure process.

Mr. McNamara states there will need to be a resolution to utilize the expedited foreclosure process on demolitions other than those done through the "Hardest Hit Funds" funding. The resolution and the estimated funding will be provided if this project can be eligible for the expedited foreclosure process.

Commissioner Dixon asks if this \$160,000.00 is allotted for St. Clair Township will our other agencies be covered with the funding that has been promised for other demolitions.

Mr. McNamara states the funding will be covered.

Mr. Adkins made a motion to approve the resolution 2018-08 as read and Mr. Acton seconded the motion.

MOTION APPROVED by VOICE VOTE

Mr. McNamara states the Madison Township project has been discussed for about a month with the Madison Township Administrator for a property currently owned by the county has a structure in its gateway. Madison Township is requesting the structure be demolished with Land Bank DTAC funds to alleviate the gateway and ownership of the parcel would still remain with the county.

Administrator Young states this has been a project to get cleaned up with CSX Railroad for several years now. There were some title issues which required the county to take title to the property.

Mr. McNamara states as suggested by the Tim Carlson, land bank attorney the title should go through the land bank then back to the county. Mr. McNamara also states the structure to be demolished has been used recently and our Prosecutor's Office requires we make sure there is complete vacancy before proceeding with any action.

Commissioner Dixon moved to approve Resolution 2018-09 and Mr. Adkins seconded motion.

Roll call: Nix - Yes
Dixon - Yes
Young - Yes
Acton - Yes
Adkins - Yes
Fiehrer - Yes
Mital - Yes



MOTION PASSES.

END USE OF PROPERTY RESOLUTION – 2018-10

This is a recommendation from Kathy Dudley, City of Hamilton for the NIP program funding for Mike McNamara to be able to sign documents on behalf of the Land Bank in order to transfer properties directly to a third party instead of taking it through a process where it goes to the City and then to the third party. In case Habitat for Humanity wants a property or an owner wants a side lot from the NIP program this would help them with their administration.

Kathy Dudley states under the NIP program there are three qualified end users, one is a public entity, one is a non-profit and the other is an owner-occupied side lot. They are identified by OHFA and OHFA would release the mortgage and this process would allow the land bank to get the process done more quickly. This would involve giving Mike the ability to not only sign the deed but also do a transfer agreement as in the case of owner-occupied side lots there cannot be empty lots next to it. This process would entail the city sending an email to Mike McNamara as was done for the Moving Ohio Forward funding, then the application goes directly to OHFA for their review and their release. This would allow the land bank to start transferring some of the lots to a non-profit since the city doesn't want to hold on to the lots for three years. This would get the lots back into productive use as soon as possible. The resolution will be used administratively to OHFA that Mike does have authority to sign off on these types of end user transfers.

Mr. Adkins states the resolution should include the wording to the effect it is subject to the local jurisdictions approval. They will have several properties that are affected by the new housing policy that a side lot, may not be the end use as per the new policy.

Commissioner Dixon asked if these will be done in lot combinations. Ms. Dudley replied they will not be done in lot combinations due to lot combinations requiring a survey which requires collecting \$1,200 to \$1,500 from each person to do a survey.

Mr. Adkins motioned to approve the resolution as read for 2018-10 and Ms. Fiehrer seconded the motion.

Roll call: Nix - Yes
 Dixon - Yes
 Young - Yes
 Acton - Yes
 Adkins - Yes
 Fiehrer – Yes
 Mital - Yes

MOTION PASSES.

DIRECTOR'S REPORT



Mr. McNamara states the Hardest Hit Funds must have 75% spend down by the end of November its currently at 40%. He offered assistance in assisting Middletown with the several packets yet to be submitted. Hamilton continues to turn theirs in.

Commissioner Dixon requests the dollar amount instead of percentages. Mr. McNamara states at 40% the amount is \$1.7 million and at 75% the amount needs to be \$3.3 million. Commissioner Dixon asks how the land bank is going to reach that by November. Mr. McNamara states he does not know except that he is dependent upon the cities to reach their goals or there will be a call back of the funding. Commissioner Dixon states not to wait for that to happen lets find ways to get help.

Kathy Dudley has met with the city and Mike to get more acquisitions and quicker spend down but the City of Hamilton has met or exceeded its goals. She states money can be used for mixed use and up to \$75,000 on demos for multiple addresses.

Commissioner Dixon realizes its \$1.6 million that will reach the 75% spend down must be reached by November with one million of that spent through Hamilton and the rest from the City of Middletown with \$240,000 of that ready to be submitted there's still roughly a half million to go. Tim Carlson suggest the Middletown properties to also go through the expedited foreclosure process to speed things up. Commissioner Dixon wants to know how the land bank is going to get to the 75%. He suggests going to the townships and urges Mike to aggressively pursue even if it means hiring a real estate agent for assistance.

Mr. McNamara states the City of Hamilton has stepped up their aggressiveness as well as the City of Middletown opened up a new neighborhood to be included in the land bank process.

Dan Acton asked Doug Adkins if they will be doing acquisitions in Middletown. Mr. Adkins states they have started to. Doug also states at the onset of the land bank he stated if the city of Middletown provided 50 properties that's what could be expected.

Mr. McNamara reports the land bank received the state award for the third year in a row to receive a clean audit. Additionally, the land bank assisted Ross Township with a land donation at 2290 Venice, with the assistance of US Bank, to Habitat for Humanity of Greater Cincinnati.

CITY OF HAMILTON REPORT

Ms. Dudley reported the city is clearing title on property acquisitions where they do not qualify for NIP. The city has met and exceeded their goal so far but continues to aggressively pursue properties, going after the bigger buildings for acquisition not leaving any money on the table. She reports now getting reimbursements, backlog has been cleared out of demolitions, which means virtually monthly getting the new demolitions down. The City will spend \$1 million dollars by the end of the year.



CITY OF MIDDLETOWN REPORT

Mr. Fuchs reports 14 properties have been reimbursed by OHFA with 15 having been demolished and waiting for reimbursement. Twelve more properties are in the process of being demolished which results in \$240,000.00. Asbestos surveys were done on 6, which are now ready for bid. There will be an expansion of neighborhoods and City Council approved an allotment of funds to purchase properties which makes for more flexibility.

Ms. Nix requests a report by City of what number of properties have been done and what has been spent as well as reimbursed and the timeline for clarification to the Board.

Commissioner Dixon suggests a map showing the percentage of properties in their locations to be reported to the Board monthly.

Mr. Acton states the grass should continue to be cut along with buildings property boarded up until the time of demolition, just as the cities require the homeowners and surrounding neighbors.

Mr. Young asks the number of properties the land bank has to which Mr. McNamara replies the number of titles the land bank has is very sizeable. Commissioner Dixon states these properties have to be taken care of on the front end and the back end and something should be put in place for that.

NEXT MEETING

November 19, 2018 at 11:00 a.m. in the Commissioners' Conference Room – GSC 6th Floor

ADJOURNMENT

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

MOTION APPROVED by VOICE VOTE

Meeting adjourned at 11:59 p.m.



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
July 9, 2018

Chair – Nancy Nix

President – Michael McNamara