



MINUTES

**Annual Meeting of the Board of Directors
Thursday, February 1, 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
TC Rogers
Kyle Fuchs for Doug Adkins
Anu Mital

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

Attendees: Kyle Fuchs
Denise Callahan
Kathy Dudley
Carla Fiehrer
Stephanie Foley

MINUTES FROM NOVEMBER 20TH MEETING

Mr. McNamara presented the minutes from the November 20, 2017 meeting and asked for approval.

Commissioner Rogers moved to approve, and Dr. Mital seconded the motion.

MINUTES APPROVED by VOICE VOTE

TREASURER'S REPORT

Mr. McNamara presented the finance report including up to the end of 2017 revenues and spend down of the typical expense report.

The report does not include statements from January, 2018 as yet.

Also included November and December bank statements.



Commissioner Rogers requested information regarding the day to day operations to produce a net balance to which Ms. Nix explained it is a Federal program that is a spend down program. The cities of Hamilton and Middletown commented they budget for the program to which all expenses are reimbursed from the land bank. Mr. McNamara has closely monitored the budget to maintain a balance of \$250,000.

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

TREASURER'S REPORT APPROVED by VOICE VOTE

BOARD MEMBERSHIP- RESOLUTION 2018-01

Mr. McNamara presented Carla Fiehrer New Hamilton Board Member and invited Ms. Fiehrer to introduce herself.

Ms. Fiehrer states she is a member of the Hamilton City Council and has been for the past eight years. Loves the Land Bank Program and kept up-to-date through Rob Wile's participation as it is such a benefit to the city and expressed her gratitude to be able to serve on the board.

Ms. Nix stated the benefits of having had Rob Wile and Kathy Dudley from the city since the land bank's inception.

Mr. McNamara complimented her years of service and welcomed the new board member to the land bank.

Mr. McNamara presented the Resolution 2018-01 to take nominations for changes or to retain the current board.

Commissioner Rogers requested to approve a motion to retain the current officers of Nancy Nix, Chair; Doug Adkins, Vice-Chair; Mike McNamara, President; David Fehr, Treasurer; Karen Gabbard, Secretary; Dr. Mital seconded the motion.

Roll call: Nix – Yea
 Fuchs – Yea
 Mital - Yea
 Fiehrer – Yea
 Rogers - Yea

MOTION APPROVED 5-0



MOU – EXECUTIVE DIRECTOR 2018

Mr. McNamara presented the Memorandum of Understanding for approval between the Land Bank and the Commissioners to increase salary of 2.25% to base and 2.25% as performance bonus based on the Land Bank portion of Mike's salary.

Ms. Nix requests if discussion time should be set aside for this. Mr. McNamara states the increase was previously determined by the Commissioners' merit based system administered by David Fehr, Director of Development. This now requires refreshing the MOU from previous year to the new increased amounts.

Commissioner Rogers requests the breakdown of salary distribution to Mr. McNamara. One third from the general fund, one third from land bank and one third from the port authority.

Mr. Fehr states the amounts also include retirement and benefits in the amount of the increase and yearly review paperwork can be provided to the Board.

Mr. Fuchs moved to approve, and Dr. Mital seconded the motion.

Roll call: Nix – Yea
 Fuchs – Yea
 Mital - Yea
 Fiehrer – Yea
 Rogers - Yea

MOTION APPROVED 5-0

2017 AUDIT ENGAGEMENT – RESOLUTION 2018-03

To re-engage services of Julian & Grube who has done an excellent job and produces awards yearly from the State Auditor for their land bank financial reports. Julien & Grube has expertise in handling other land bank entities throughout the state.

Mr. McNamara suggests the agreement to extend for the next three (3) years at a rate of \$1,300.00/year. Fee schedules enclosed in meeting packets.

Commissioner Rogers requests engaging services with a local firm which may be lower in price per year instead of three year term. Mr. McNamara states this can be done if the board requests.

Ms. Nix states there is an RFP sent out countywide for their services through the Auditor's Office for Butler County's services every three years and having a discussion with the Auditor as to their long term plan for accounting services for the county as a whole could be considered.



Ms. Fiehrer moved to approve, and Dr. Mital seconded the motion.

Roll call: Nix – Yea
Dixon (arrives 11:26) – Yea
Mital - Yea
Fiehrer – Yea
Rogers – Yea
Fuchs - Yea

MOTION APPROVED 6-0.

Commissioner Dixon states the Commissioners hire the Julian & Grube firm which must rotate after three years per the State Auditor's Office. Commissioner Rogers states no further firms need to be found at this time.

EXECUTIVE DIRECTOR'S REPORT

Mr. McNamara states since last meeting in November not a lot to report. Approximately 20 more properties have moved through the Hardest Hit Funds reimbursement with Middletown ready to send off 50 new properties and Hamilton has a consistent flow of properties for reimbursements.

Mr. McNamara will set up meeting with the new township administrator for West Chester in the next month. Also plans to reach out to other jurisdictions such as Millville and New Miami to become part of the land bank for 2018.

A proposal will be drawn up with Tim Carlson for a new project procedure to be submitted for the April meeting.

Commissioner Rogers mentioned providing a new story of the impact of the county land bank on Butler County properties. Mr. McNamara states the Miami University study provided that information a couple years ago and that it's a good time to reach out to Miami University for their input again.

Mr. McNamara attended the land bank meeting in January that discussed the new federal infrastructure bill that may include the demolition of commercial properties and will require local match for projects. Several abandoned commercial properties were submitted for consideration along with photos.

CITY OF HAMILTON REPORT

Kathy Dudley reported that the city is continuing on the NIP grant which was originally \$4,316,396 which now has an available balance of \$2,854,933. Additional packets are being prepared at a rate of about ten or more to a packet which processes through quicker than at a rate of three or four per packet.



Two evaluations were done in Hamilton to make sure the city is maintaining the land bank properties. A requirement to repair an alley which was causing damage to the property was attended to along with a property that had high grass. They were also opposed to any parking on a vacant lot. Audit continued with a random compliance check of blight determination for a property that was verified to be processed properly.

Land bank has passed its benchmarks through November with the next being a 100% acquisition by 12/18/2018 which is a minimum of 173 properties that has already been reached. The city will continue to accumulate properties since they are not spending \$25,000 per demo. Prices are coming down due to the fact the bigger projects were completed first. By December 2018, 75% must be spent which is \$3,227,029 which should be met through acquisition of properties through Sheriff's sales, expedited foreclosures and purchase. Another round of submissions for demolitions will go out in February.

Ms. Dudley states to the discussion by Commissioner Rogers earlier that the city continues to use the letter of authorization by Ms. Nix by the city's purchasing officer who is required by law to be sure there are funds prior to any contracts. The purchasing officer receives the amount from Ms. Dudley prior to those contracts being issued. Those accounts receivable/accounts payable are a separate check to the land bank and to the cities.

CITY OF MIDDLETOWN REPORT

Mr. Fuchs reports there are 48 properties currently in the NIP grant system. Middletown also is able to determine blight through the water utilities office. Reimbursement received for the first packet. A bid opening scheduled for February 7th for fifteen properties and fourteen asbestos surveys. The city of Middletown continues to acquire properties in the limited target areas.

Ms. Nix inquires about the housing study plan. Mr. Fuchs states there is a meeting with HUD on February 2nd. No implementation to the plan as yet, Doug Adkins is still talking to groups about what will be involved and the best route to take with some discussion of forming a board in the near future.

NEW BUSINESS

No new business.

ADJOURNMENT

Ms. Fiehrer moved to adjourn the meeting, and Commissioner Rogers seconded the motion to adjourn.

MOTION APPROVED by VOICE VOTE

Meeting adjourned at 11:40 a.m.



These minutes represent a summary of these proceedings, prepared by Secretary Karen Gabbard, 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

Chair – Nancy Nix

President – Michael McNamara