

Montgomery County Land Reutilization Corporation (MCLRC)
Board Meeting
October 15, 2013

Attendees: Carolyn Rice, Treasurer (Chair of the Board)
Dale Berry, Pres. Washington Twp. Board of Trustees (Board Member)
Doug Harnish, Principle Market Metrics (Board Member)
Nan Whaley, City of Dayton Commissioner (Board Member)
Debbie Lieberman, Montgomery County Commissioner (Board Member)
Judy Dodge, Montgomery County Commissioner (Board Member)
Maggie Carper, Assistant Prosecuting Attorney, Prosecutor's Office
Sam Braun, Finance Manager, Auditor's Office
Angela Lilly, Treasurer's Office (Secretary)
Anita Smultz, MVFHC, Fair Housing Analyst

Absent (Copies To): Mathias Heck, Prosecutor (Board Member)
Paul Robinson, Chief Deputy Treasurer, Treasurer's Office (Treasurer)
John Cumming, Chief of Civil Division, Prosecutor's Office

Call to Order

Carolyn Rice, Chair of the Board, noting a quorum, called the meeting to order at 3:30 p.m. A copy of the agenda is attached for reference.

Order of Business - Approval of Minutes

Dale Berry moved to approve the September 17, 2013 meeting minutes. The motion was seconded by Nan Whaley and approved unanimously by voice vote.

Order of Business – Treasurer's Report

Carolyn Rice presented the Treasurer's Report (see attached) for the period of September 17, 2013 through October 11, 2013, which shows an ending balance of \$1,364,241.01. Most of the items on the report are reimbursements from the Moving Ohio Forward Program, which have then been forwarded to the jurisdictions requesting the reimbursements. The 4160 Klepinger property listed is located in Harrison Township. It is the property that went through the BOR foreclosure process for Habitat for Humanity. The property was originally a Habitat property and when the owner passed, Habitat wanted to once again retain the property. There are two foreclosure deposit transactions. These are test cases for the Land Bank to replicate the City of Dayton's Lot Links Program for non-Dayton jurisdictions. The applicant pays the cost and the land bank works with the BOR foreclosure process to acquire the property. We received the second half distribution from the Auditor's office in the amount of \$546,185.59. Nan Whaley moved to approve the Treasurer's Report. The motion was seconded by Doug Harnish and approved unanimously by voice vote.

Order of Business – Committee Reports

Rules Committee: Per Doug Harnish, regarding The City of Dayton request on behalf of Omega Baptist Church, the committee visited the site of the request, which is the old United Theological Seminary. Their redevelopment plan actually involves the removal of three of the five structures on the site. They are going to reuse one as it exists today, which is the chapel. The final building they intend to retain and repurpose for senior housing. The request before us is to take the administration building and the library off the landscape using a match to the \$100,000 they are providing towards the demolition. They will probably be back in roughly two years to remove a third building, which is actually a larger structure that was previously a dormitory building on the campus. Upon completing that demolition, they will be ready to redevelop the 30 acre site, which is fairly comprehensive and pretty robust redevelopment, including a community center, amphitheater, and on-site parking. The Rules Committee moved to approve the application submitted by the City of Dayton on behalf of Omega Baptist Church. The motion was seconded by Debbie Lieberman and approved unanimously by voice vote.

Personnel Committee: Per Carolyn Rice, the Hardest Hit Funds are going to require us to acquire properties, manage property, and put together an application for the funds next month. In order to put together an outstanding, competitive application, we are going to need someone who can work on this full time. Carolyn Rice shared the position description for executive director with the board. The personnel committee made an offer to Mike Grauwelman, former president of the Mound Corporation for the position of executive director. Taking the advice of Mike Parks of the Dayton Foundation, it was recommended that we team up with another non-profit and outsource the administrative functions. CountyCorp is willing to partner with the land bank on this initiative. Our executive director would answer to the land bank, but will be a CountyCorp employee on paper, taking advantage of their benefits. As well, his office would be located at CountyCorp. The salary agreed upon is \$115,000. This not an OPERS position, so 403b funds would be offered at 5%, which would be an additional \$5,750. Workers compensation, Medicare, Social Security, etc. costs equal \$9,562. The healthcare plan would cost \$6,743 for one person or \$17,242 for a family plan. The minimum cost for this staff member would be \$136,955 and the maximum cost would be \$147,454. We do not have an agreement in place yet between the two parties, but we have the model used by Easter Seals and Crayons to the Classroom, which CountyCorp's legal team is simplifying to fit our needs. We would have a letter of employment mutually signed the MCLRC and CountyCorp, with a start date of November 1, 2013 for Mike Grauwelman. The personnel committee moved to hire Mike Grauwelman as the Executive Director with the terms shared with the board and moved to approve the Chair to enter into an agreement with CountyCorp. The motion was seconded by Nan Whaley and approved unanimously by voice vote.

Carolyn Rice also noted that she will be seeking out legal services from the community for the land bank.

Audit & Budget Committee: No report at this time.

VAPAC Advisory Group: No report at this time.

Old Business (Update) – Moving Ohio Forward Program Update

The Moving Ohio Forward Program has been extended to May 31, 2014. Carolyn Rice signed the contract extension for the program. A progress report was submitted showing our progress in the program thus far. Nan Whaley reported that the City of Dayton's schedule for demolishing properties is way ahead, so their focus has shifted to the paperwork. The extension will also allow other jurisdictions to add more demolitions to their plans, due to the extension moving to the next budget year.

Old Business (Update) – Hardest Hit Funds

We are expecting the guidelines by the end of the month. There are 16 land banks in Ohio that have an opportunity to apply for the money.

Announcement

Carolyn Rice and Mike Grauwelman will be attending the Ohio Land Bank Conference October 22 & 23 in Columbus.

The next board meeting is scheduled for Tuesday, November 12, 2013.

Call to Adjourn

There being no further business, the meeting was adjourned at 3:59 p.m.

I hereby certify that the minutes related to the Board of Directors' monthly meeting of October 15, 2013 set forth above are the minutes approved by the Board of Directors at their meeting of November 12, 2013.

/s/ Angela Lilly
Angela Lilly, Secretary
Montgomery County Land Reutilization Corporation

Montgomery County Land Reutilization Corporation (MCLRC)

Meeting Agenda

Tuesday October 15, 2013

Welcome: Treasurer Carolyn Rice

Roll Call

Approval of Minutes

Treasurer's Report

Committee Reports

- Rules
- Personnel
- Audit & Budget
- Vacant & Abandoned Property Action Council (VAPAC)

Old Business-- Moving Ohio Forward Program Update
Hardest Hit Funds Program

New Business-

Announcements- Ohio Land Bank Conference- October 22-23 in Columbus

Next Meeting: Request to change to Monday November 18th @ 3:30 pm

Adjourn

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Montgomery County Land Reutilization Corporation
Treasurer's Report
Transactions for September 17, 2013 through October 11, 2013

Type	Date	Num	Name	Memo	Amount	Balance
Starting Balance						\$798,500.36
Transactions						
Direct Debit	09/16/2013		US Bank	Banking Services - Monthly Analysis Service Charge & Wire Fees	(38.45)	798,461.91
Check	09/17/2013	1073	Catherine Evans	Travel Expenses: 2013 Reclaiming Vacant Properties Conference	(502.01)	797,959.90
Check	09/17/2013	1074	Paul Robinson	Travel Expenses: 2013 Reclaiming Vacant Properties Conference	(549.02)	797,410.88
Check	09/17/2013	1075	Carolyn Rice	Travel Expenses: 2013 Reclaiming Vacant Properties Conference	(708.75)	796,702.13
Deposit	09/18/2013	Wire	Treasurer of State / Attorney General	Moving Ohio Forward: Harrison Township Reimbursement	15,052.00	811,754.13
Deposit	09/19/2013	ACH	Montgomery County Auditor	Delinquent Tax Settlement (July 2013)	546,185.59	1,357,939.72
Check	09/20/2013	1076	Harrison Township	Moving Ohio Forward: Harrison Township Reimbursement	(15,052.00)	1,342,887.72
Deposit	09/24/2013	MO	Lurie Pendergrass	Foreclosure Deposit: Vacant Property Acquisition	500.00	1,343,387.72
Deposit	09/30/2013		US Bank	Interest Paid	8.54	1,343,396.26
Deposit	10/07/2013	Check	Pedro Luzuriaga	Foreclosure Deposit: Vacant Property Acquisition	500.00	1,343,896.26
Check	10/07/2013	1077	Montgomery County Auditor	Title Transfer Fee: 4160 Klepinger	(0.50)	1,343,895.76
Check	10/07/2013	1078	Montgomery County Recorder	Deed Recording Fee: 4160 Klepinger	(28.00)	1,343,867.76
Deposit	10/10/2013	Wire	Treasurer of State / Attorney General	Moving Ohio Forward: Harrison Township Reimbursement	20,373.25	1,364,241.01
Transactions Net Total / Ending Balance					\$ 565,740.65	\$ 1,364,241.01

Position Description: Executive Director

General Summary

Under the direction of the Board Chairman and Board, the Executive Director is responsible for overall management and operations of the Montgomery County Land Reutilization Corporation (MCLRC), including its financial and property assets, while ensuring compliance with Board directives and federal, state and local requirements.

Responsibilities:

- Develop strategic plans, annual budget, goals and objectives to satisfy the MCLRC mission.
- Identifies and acquires resources necessary to achieve MCLRC goals and objectives.
- Directs MCLRC's ongoing programs, including the acquisition, disposition, demolition and maintenance of real property.
- Coordinates with the Board Chairman, the Board, and officers to make decisions regarding strategic and policy matters, the demolition or remediation of a property, and other routine issues.
- Works with County Treasurer's office for acquisition of tax delinquent property through foreclosure complaints filed by County Prosecutor.
- Responsible for negotiating, managing and coordinating the approval of development agreements. Manage and monitor the commitments made under the agreements.
- Provide guidance to the Board Chairman and the Board regarding the strategic investment of resources to maximize MCLRC's impact in the community.
- Draft annual organizational goals and objectives as well as policies and procedures as required. Establishes plans to achieve goals adopted by the Board and implement its policies.
- Analyzes and evaluates vendor services and manages MCLRC budget and funds to best meet the needs of the MCLRC, and makes recommendations to the Board as appropriate.
- Oversees work performed by contractors and manages related project development and administrative tasks.
- Monitors federal, state and local policy on matters that affect the MCLRC's ongoing mission, goals and programs.

-Provides a regular report to the Board concerning ongoing activities, public policy initiatives, and related matters.

-Represents the MCLRC throughout the community.

-All additional duties as may be identified by the Board or Board Chair.

Desired Qualities and Skills:

-Knowledge of real estate, including acquisition, financial appraisal, market analysis, public and private financing, planning and zoning regulations, environmental review requirements, local/state/federal housing preservation programs and regulations.

-Strong oral and written communication abilities, including an ability to make complicated written documents as accessible as possible for all readers.

-Direct experience with public sector entities, including Montgomery County administrative offices and all political subdivisions within Montgomery County.

-Knowledge of the history of Montgomery County communities and its current real estate market.

-Exemplary interpersonal skills.

-Persistent and excellent follow-through.

-Willing and able to make public presentations to diverse audiences with and without a prior opportunity to prepare.

-Resourceful problem solver with attention to details.

-Ability to meet deadlines, use time efficiently, prioritize work obligations, and work independently and effectively as a team member.

-Ability to handle difficult situations and conflicts with a positive attitude and professionalism. Ability to maintain a professional, positive image within the community and with clients, community residents, vendors, elected officials, and other MCLRC resources.

-Proficient skill with office software, including Microsoft Office and Excel, internet-based property management applications.

-Commitment to the mission of the MCLRC.

Educational Requirements & Qualifications:

Minimum: A bachelor's degree in humanities, urban planning, community development, business administration, or other related field and at least fifteen years professional work experience in a non-profit, public sector or community development setting with an orientation toward public policy.

Other Terms:

Hours: Full time

Travel: Frequent travel within Montgomery County and occasional travel outside the County to attend appropriate meetings and conferences