

**Montgomery County Land Reutilization Corporation (MCLRC)**  
**Board Meeting**  
June 17, 2014

**Attendees:** Carolyn Rice, Treasurer (Chair of the Board)  
Doug Harnish, Principle, Market Metrics (Vice Chair)  
Scott Paulson, Trustee, Washington Township (Board Member)  
Sheila Crane, Realtor/Community Development Specialist, HER Realtors (Board Member)  
Mike Grauwelman, MCLRC (Executive Director)  
David Williamson, MCLRC (General Counsel)  
Angela Lilly, Montgomery County Treasurer's Office (Secretary)

**Absent (Copies To):** Nan Whaley, Mayor, City of Dayton (Board Member)  
Judy Dodge, Montgomery County Commissioner (Board Member)  
Debbie Lieberman, Montgomery County Commissioner (Board Member)  
Paul Robinson, Chief Deputy Treasurer, Treasurer's Office (Treasurer)  
Maggie Carper, Assistant Prosecuting Attorney, Prosecutor's Office  
Anita Smultz, MVFHC, Fair Housing Analyst

**Call to Order**

Carolyn Rice, Chair of the Board, noting a quorum, called the meeting to order at 3:35 p.m. A copy of the agenda is attached for reference.

**Approval of Minutes**

Sheila Crane moved to approve the May 20, 2014 Board meeting minutes. The motion was seconded by Doug Harnish and approved unanimously by voice vote.

**Treasurer's Report**

Carolyn Rice presented the Treasurer's Report (see attached) on behalf of Paul Robinson for the period of May 17, 2014 through June 13, 2014, which shows an ending balance of \$1,185,763.95. The Moving Ohio Forward reimbursements for the past month totaled \$235,744.33, with Dayton accounting for 98% of the reimbursement. Dayton submitted the Schwind Building for reimbursement on June 13, 2014 for \$930,913.83 towards the Moving Ohio Forward program. The first disbursement for West Carrollton's pilot loan program occurred on May 28, 2014. Finally, we received a clean audit from the Auditor of State, with the cost of the audit being \$3,608.00. Scott Paulson moved to approve the Treasurer's Report. The motion was seconded by Doug Harnish and approved unanimously by voice vote.

**Executive Director Agenda Review**

Per Mike Grauwelman, there is one official action on the agenda, and that involves amending the Code of Regulations to Include Treasurer as an Officer. This action was tabled at the April meeting in order to provide adequate notice of the change to the Board and the public.

The Moving Ohio Forward and Neighborhood Initiative Program's will be reviewed, as well as the various grant awards currently in progress. Finally, we will begin discussion on strategic planning.

## **Old Business**

### **Item No. 1 – Amending Code of Regulations to Include Treasurer as an Officer**

David Williamson reviewed the nature of the changes to the Code of Regulations. Because sufficient notice was provided, the Board is free to vote on this item. Sheila Crane moved to amend the Code of Regulations pursuant to the language of the revised proposal presented to the Board. The motion was seconded by Scott Paulson and approved unanimously by voice vote. *See attached Board memo for details.*

## **Committee Reports**

**Steering – no report at this time.**

**Personnel – no report at this time.**

**VAPAC – no report at this time. Carolyn Rice reviewed the organization of the VAPAC.**

## **Other Business – Moving Ohio Forward**

Carolyn Rice gave an update on the Moving Ohio Forward Program. The Ohio Attorney General's Office has extended the deadline for Phase I to coincide with the end of Phase II. The demolition activities for Phase I were to be completed by May 31, 2014, and all reimbursement packages were to be submitted by June 30, 2014. The new deadline for both phases is September 30, 2014.

## **Other Business – Neighborhood Initiative Program**

### **Round I**

Mike Grauwelman provided an update on the NIP program. The flow of the properties into the program is being completed through donations and tax foreclosures. Groundwork on the donated properties should start sometime in July. The tax foreclosure properties will take roughly eight months to work their way through the foreclosure process; so work will not begin on those properties until the first of next year. The NIP Grant Authority has given the first large milestone date as March 2015. At this time, we need to have acquired and be in control of a minimum of 101 properties. Projections show approximately 185 properties will have been acquired by that time. At this time, 68 properties have been submitted for tax foreclosure and are currently with the Prosecutor's Office, where title work has been ordered. There are 39 owners willing to donate their property to the program and review of these properties for program compliance is in-process. Seven of the donated properties are in title work and two are now owned by the MCLRC. Fifteen foreclosures are delivered each week to the Treasurer's Office for initial screening and then forwarded to the Prosecutor's Office to begin the foreclosure action. The objective is to have 278 properties through the program by the final deadline. Community agreements are complete, with the exception of Jefferson Township. Dayton Project Management Services will be completing the demolition of the properties and the contract is almost complete. The NIP tracking support services dashboard is in place and is supported by a part-time contracted worker.

## **Round II**

Round II of the NIP program has \$10 million available for distribution. \$6 million has been allotted for minimum awards to those counties that did not receive any funding in Round I, which leaves \$4 million statewide for everyone else to share. The application for Round II must be submitted by the end of July. A community meeting is being held on June 26, 2014 to provide information to those communities interested in participating in Round II that did not participate in Round I as properties submitted in Round I cannot be used in Round II. *See attached Board memo for details.*

## **Other Business – Strategic Planning**

Per Mike Grauwelman, an incremental approach will be taken at each of the Board meetings to develop a strategic plan. Meetings are being held with the communities and information collected about what they are doing to assist in identifying areas of greatest need. The Mission Statement was reviewed again. Currently the Land Bank is positioned as a support organization and the vision we are working to is that of the communities and their development plans. Each of the communities is responding to their vacancies, but there is a real need for resources to address the problem. Some communities have tailored solutions, such as West Carrollton's Pilot Loan Program that target specific issues, and then there are production solutions such as the NIP Program, which demolish large groups of properties. There is a real opportunity for the Land Bank to be the lead entity to help facilitate regional activities. The Board centered its discussion around the vision for the organization. It felt that the vision should be to remove blight and provide neighborhood stabilization. In order to reach that vision, the organization would use the tools available to it as supporter, enabler, developer, and provider of information and education best practices.

## **Other Business – Conflict of Interest Affirmation Statements**

The Board was reminded to turn in conflict of interest affirmation statements to the Secretary.

## **Announcement**

The next board meeting is scheduled for Tuesday, July 15, 2014.

## **Call to Adjourn**

There being no further business, the meeting was adjourned at 5:00 p.m.

**I hereby certify that the minutes related to the Board of Directors' monthly meeting of June 17, 2014 set forth above are the minutes approved by the Board of Directors at their meeting of July 15, 2014.**

/s/ Angela Lilly

Angela Lilly, Secretary

Montgomery County Land Reutilization Corporation

**MCLRC Board Meeting Agenda**  
**Montgomery County Land Reutilization Corporation**

June 17, 2014, 3:30 pm  
Montgomery County Treasurer's Office

**Call to Order:** Treasurer Carolyn Rice

**Roll Call:**

**Approval of Minutes:** May 20, 2014 (Attached)

**Treasurer's Report** (Attached)

**Executive Director Agenda Review**

**Old Business:**

**Item No. 1 – Amending Code of Regulations to Include Treasurer as an Officer** (Attachment)

- Presentation and Discussion
- Motion to Approve Amendment

**New Business:**

**Committee Reports**

- Steering
- Personnel
- Vacant & Abandoned Property Action Council (VAPAC)

**Other Business:**

- Moving Ohio Forward Program
- Neighborhood Initiative Program
  - Round One
  - Round Two
- MCLRC Award Project Review
- Strategic Planning
- Conflict of Interest Affirmation Statements

**Next Meeting:** Tuesday, July 15, 2014 @ 3:30 pm

**Adjourn**

**Montgomery County Land Reutilization Corporation**

Treasurer's Report

Transactions for May 17, 2014 through June 13, 2014

Type	Date	Num	Name	Memo	Amount	Balance
					<b>Starting Balance</b>	<b>\$1,257,887.28</b>
<b>Transactions</b>						
Deposit	05/19/2014		Pedro Luzuriaga	Lot Links: Balance Owed (2786 Wentworth)	536.70	1,258,423.98
Check	05/28/2014	1139	Coolidge Wall	Legal Services (April 2014)	(3,248.00)	1,255,175.98
Check	05/28/2014	1140	Rastikis Ink	Writing Services: NIP Grant Application	(6,525.00)	1,248,650.98
Check	05/28/2014	1141	Hylant Group	Crime Policy Renewal: 5/29/2014 - 5/29/2015	(462.00)	1,248,188.98
Check	05/28/2014	1142	County Corp	Moving Ohio Forward Program Administration: April 2014	(7,072.89)	1,241,116.09
Check	05/28/2014	1143	City of West Carrollton	Loan Disbursement: 325 Applehill Drive	(50,000.00)	1,191,116.09
Check	05/29/2014	1144	Treasurer of State / State Auditor	2013 Audit: April 2014	(1,558.00)	1,189,558.09
Check	05/30/2014	1145	Montgomery County Clerk of Courts	Foreclosure Expenses: 2014 BR 00102 (103 Valley)	(1,161.30)	1,188,396.79
Deposit	05/30/2014	Wire	Treasurer of State / Attorney General	Moving Ohio Forward: Dayton Reimbursement	46,104.79	1,234,501.58
Deposit	05/31/2014		US Bank	Interest Paid	10.97	1,234,512.55
Deposit	06/03/2014	Wire	Treasurer of State / Attorney General	Moving Ohio Forward: Dayton Reimbursement	124,025.96	1,358,538.51
Check	06/09/2014	1146	City of Dayton	Moving Ohio Forward: Dayton Reimbursement	(46,104.79)	1,312,433.72
Check	06/09/2014	1147	City of Dayton	Moving Ohio Forward: Dayton Reimbursement	(124,025.96)	1,188,407.76
Check	06/09/2014	1148	Treasurer of State / State Auditor	2013 Audit: May 2014	(1,271.00)	1,187,136.76
Deposit	06/09/2014	Wire	Treasurer of State / Attorney General	Moving Ohio Forward: Dayton Reimbursement	61,422.98	1,248,559.74
Deposit	06/10/2014		Carol Boase	Lot Links: Balance Owed (2669 Grant)	1,089.00	1,249,648.74
Check	06/10/2014	1149	Jill Triwush	Program Administration Services	(810.00)	1,248,838.74

**Montgomery County Land Reutilization Corporation**

Treasurer's Report

Transactions for May 17, 2014 through June 13, 2014

<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Balance</b>
Check	06/10/2014	1150	Lee & Mason Financial Services, Inc.	Liability Coverage Premium: May 2014	(23.36)	1,248,815.38
Check	06/10/2014	1151	Montgomery County Clerk of Courts	Foreclosure Expenses: 2014 BR 00140 (2661 Grant)	(1,589.00)	1,247,226.38
Check	06/10/2014	1152	City of Dayton	Moving Ohio Forward: Dayton Reimbursement	(61,422.98)	1,185,803.40
Deposit	06/10/2014		Treasurer of State / Attorney General	Moving Ohio Forward: Englewood Reimbursement	4,190.60	1,189,994.00
Check	06/11/2014	1153	City of Englewood	Moving Ohio Forward: Englewood Reimbursement	(4,190.60)	1,185,803.40
Direct Debit	06/13/2014		US Bank	Banking Services - Monthly Analysis Service Charge & Wire Fees	(39.45)	1,185,763.95
<b>Transactions Net Total / Ending Balance</b>					<b>\$ (72,123.33)</b>	<b>\$ 1,185,763.95</b>



**To:** MCLRC Board of Directors  
**From:** Mike Grauwelman, Executive Director  
**Date:** June 13, 2014  
**Subject:** Agenda Items

### **Old Business**

#### **Item No. 1 – Amending Code of Regulations to Include the Treasurer as an Officer**

- **Action Requested:** *Remove the item from the table, and approve the amendment to the Code of Regulations to include the Treasurer as an Officer.*
- **Recommendation:** *Approval of the “Revised Proposal”.*

### **Background**

This matter was tabled in May to provide time for the notifications required by the Code of Regulations. During this time the copy provided at the May Board meeting has been revised. The revised copy was provided to the Board in an earlier email distribution. The amendment was originally discussed at the Annual /April Board meeting as a part of several housekeeping items that need to be addressed. At that time a motion was passed requesting counsel to draft an amendment to the MCLRC Code of Regulations (COR) to include the position of Treasurer as an officer of the Board. Currently the COR does not recognize the position of the Treasurer. Given the size of the organization and the need for financial controls, the position has and will continue to serve an important fiduciary role. The amendment that was originally proposed is provided below in the form of a Resolution for your review. Due to the process established in the COR the Board will not be able to act upon the matter at this meeting, but must table the matter until the June meeting.

### **Original Proposal**

#### **RESOLUTION FOR AMENDMENT OF THE MONTGOMERY COUNTY LAND REUTILIZATION CORPORATION CODE OF REGULATIONS**

*Be it resolved that Article IV of the Code of Regulations, entitled “Officers”, be amended as follows:*

- 1) *That Section 4.1 be amended to read:*

*“The officers of the Corporation (each an “Officer”) shall consist of: (1) an Executive Director, (2) a Secretary, and (3) a Treasurer. Chairperson shall act as the Executive Director in the absence of the Executive Director.”*

2) That a new Section 4.4 be added to Article IV of the Code of Regulations to read:

*“Section 4.3 Authority and Duties of the Treasurer. Subject to the direction of the Board of Directors, the Treasurer shall be the fiscal officer of the Corporation and responsible for all fiscal affairs of the Corporation. The duties of the Treasurer shall include, but not limited to, opening and maintaining bank accounts for the Corporation, receiving all revenues and paying all expenses of the Corporation, and maintenance of a complete and accurate account of all funds received and disbursed. The Treasurer will produce a monthly financial statement of income and expenses for the Board. The Treasurer shall present the books for audit at such times as required by the Board of Directors and/or by the State of Ohio.”*

## **Revised Proposal**

### **RESOLUTION FOR AMENDMENT OF THE MONTGOMERY COUNTY LAND REUTILIZATION CORPORATION CODE OF REGULATIONS**

*Be it resolved that Article IV of the Code of Regulations, entitled “Officers”, be amended as follows:*

1) That Section 4.1 be amended to read:

**“The officers of the Corporation (each an “Officer”) shall consist of: (1) an Executive Director, (2) a Secretary, and (3) a Treasurer. Chairperson shall act as the Executive Director in the absence of the Executive Director.”**

2) That a new Section 4.4 be added to Article IV of the Code of Regulations to read:

**“Section 4.4 Authority and Duties of the Treasurer. Subject to the direction of the Board of Directors, the Treasurer shall be the fiscal officer of the Corporation and responsible for the following activities including, but not limited to, opening and maintaining bank accounts for the Corporation, receiving all revenues and paying all expenses of the Corporation, and maintenance of a complete and accurate account of all funds received and disbursed. The Treasurer shall present a monthly financial statement of income and expenses to the Board, shall present the books for audit at such times as required by the Board of Directors and/or by the State of Ohio, and shall generally perform such duties and functions as may be required by the Executive Director in the performance of his duties subject to any express limitations on such other duties and functions as may be adopted by the Board of Directors.**

## Old Business

## New Business

## Other Business

- **NIP Round I:** The Ohio Housing Finance Agency has amended a number of its Guidelines as a result of Department of Treasury requirements. The impact (if any) of these changes will be reviewed as well as the programs progress.
- **NIP Round II:** The Ohio Housing Finance Agency has indicated that they will be opening up a second round of NIP funding. The request for proposal will be available on June 30 and due on July 31, 2014. The NIP Manager at OHFA has indicated that there is approximately \$10.435M available in this round. However, based upon the number of Land Banks that did not receive funds (and could receive a minimum funding level) in the first round the available funds are estimated at \$4.4M statewide. The criteria for funding remain the same other than to evaluate the performance of recipients of both Moving Ohio Forward and NIP. Although the application deadline is quickly coming upon us, I believe that the land bank can support a second grant application. Given the number of participants' in the first round, the opportunity will again be open to all land bank MOU communities.
- **Strategic Planning:** In a meeting earlier this year, I shared with you the need for a strategic plan. At that point the thought was to involve the Board over a series of its regular meetings to minimize the time demands. What has transpired since has challenged the effort, but it is important to the organization that we evolve the strategic approach to the mission together. As time permits, I have been meeting with communities in an attempt to determine how the land bank's authorities and resources can best be leveraged to support their needs. This is but one data collection effort in the strategic planning process, but perhaps the most important to insure a coordinated effort. Although one would like to have perfect knowledge in developing a plan, the operating environment is dynamic and there are many participants. At this meeting I would like to share with you some of the information that has been collected that are shaping my thought process and how it impacts our mission and how the organization is positioned. The information will be both factual and anecdotal, but begins to paint a picture of the challenges, opportunities, and needs of our client communities.