

The Board of Directors of the Lake County Land Reutilization Corporation (the "Board of Directors") met in regular session on the 28th day of June, 2013 at 3:00 p.m. in the Fifth Floor Conference Room of the Lake County Administration Center with the following Directors present:

MALCOLM CHAFER
JOHN S. CROCKER, COUNTY TREASURER AND CHAIR
BLAIR J. HAMILTON
BETH A. KNEZEVICH
TIMOTHY S. MANROSS
ANTHONY J. ZAMPEDRO, MUNICIPAL DIRECTOR

Mr. Chafer moved to approve the minutes of May 24, 2013 and Ms. Knezevich seconded the motion.

AYES: 5

NAYS: 0

ASBSTENTION: Troy

LAKE COUNTY LAND REUTILIZATION CORPORATION
MEETING
Friday, May 24, 2013 @ 3:07 p.m.
5th Floor Conference Room
Lake County Administration Building

1. CALL TO ORDER: John S. Crocker called the meeting to order at 3:07 p.m.

ROLL CALL: The following were present:

MALCOLM CHAFER	TIMOTHY S. MANROSS
JOHN S. CROCKER	ANTHONY J. ZAMPEDRO
BLAIR J. HAMILTON	JOHN M. ROGERS, ACTING SECRETARY
BETH A. KNEZEVICH	

2. MOTION TO APPROVE MINUTES OF THE MARCH 29, 2013 MEETING
(Meeting of February 26, 2013 cancelled)

Motion: Chafer	Second: Manross
AYES: ALL	NAYS: NONE

3. INTRODUCTION OF MS. LINDA FREDEBAUGH, ADMINISTRATIVE ASSISTANT

Mr. Rogers introduced Linda and highlighted her past three weeks with LCLRC; to include time spent with Ms. Robin Darden Thomas of Thriving Communities, Heiser and Company preparing the QuickBooks application and subsequent required board reports. An updated and accurate Profit & Loss and Balance Sheet will be available at the next meeting. Mr. Rogers reviewed briefly Linda's past work history (presenting her resume) and stated she has had long business associations with Gabe Cicconetti, Jim Lyons and Doug Heiser. Mr. Rogers then made a recommendation that she act as the board secretary for all future meetings.

MOTION TO APPROVE MS. LINDA FREDEBAUGH AS SECRETARY TO ALL FUTURE LCLRC BOARD MEETINGS

Motion: Manross Second: Zampedro
AYES: ALL NAYS: NONE

**4. UPDATE/DISCUSSION REGARDING:
A. BOARD OF DIRECTORS ROSTER**

Mr. Rogers reviewed the Board of Directors most current roster pointing out the LCLRC new email addresses, phone number and future website.

B. NEW OFFICE EQUIPMENT

A summary of the new office equipment; printer, copier, computers along with updated IT and phones services was given by Mr. Rogers. All equipment and services are to be in place before the next monthly meeting. John noted that he will be purchasing a used copier versus a leased copier because the exorbitant interest rate.

C. REVIEW OF NEW LETTERHEAD (copies included with member's packet)

After a review of the rough draft letterhead, Mr. Rogers asked for opinions on the sample letterhead and logo. He stated the image was a stock image to be purchased after approval from the board. The stationary with image were designed and selected by Linda Fredebaugh with the approval of John Rogers. Many land bank sites were reviewed to be sure the LCLRC branding is different and unique to other land bank websites. Three board member's names were modified to include middle and first initials on the letterhead. Discussion followed with comments from Mr. Crocker that the design was unique and the type face attractive.

MOTION TO APPROVE THE LETTERHEAD AS REVIEWED

Motion: Manross Second: Hamilton
AYES: ALL NAYS: NONE

5. REVIEW OF FINANCIALS

Mr. Rogers explained that there is an error on the financial statement showing our first DTAC distribution as a liability. The \$441,708.99 is revenue and not a liability and will be corrected on the next monthly financial report. There is approximately \$9,400 in outstanding debt which includes: a printer, copier and computers for both offices. These debts will be paid in full by the June board meeting.

It was agreed upon by all board members that hard copies of all future attachments for meetings are unnecessary and wasteful. Any attachments to be reviewed by board members will be electronically emailed along with the minutes and agenda before each meeting.

6. UPDATE/DISCUSSION REGARDING:

1. HOMES FOR DEMOLITION – MOVING OHIO FORWARD (MOF)

- a. Mr. Rogers reported he met this morning with the City of Eastlake's Mayor, Ted Andrzejewski, Ed Walsh, (Interim) City Inspector and Eastlake City Attorney, Joseph Randy Klamer. Since the previous Eastlake inspector has left his position there has been only one house of the twelve selected ready for demolition. John reviewed the MOF procedures with the Eastlake representatives in hopes of re-energizing them to continue working on the balance of the eleven homes.
- b. CT Consultants advised Mr. Rogers that the City of Wickliffe has three homes with paperwork completed including asbestos surveys. All three are ready for demolition bids.
- c. The City of Mentor-on-the-Lake has one house ready for bid, one house condemned, one house with a resolution forthcoming and two houses have been notified of impending demolition for a total of five.
- d. Madison Township has one house ready for bid, another house condemned with an additional two more pending.
- e. The City of Mentor has one house that needs an asbestos survey and then it will be ready for bid.
- f. The City of Kirtland has one condemned house with two more in process. They will release all three homes for demolition at the same time.
- g. Leroy Township has two houses ready to be condemned. Mr. Rogers is working with Chuck Klco, Leroy Township Trustee on a resolution for one of the homes. Mr. Rogers stated that there is an ongoing issue with condemnations authorized by a Fire Marshall versus the Health Department. If the home is condemned by the Fire Marshall a court case ensues. If the home is condemned by the Health Department no court action is required - if access can be obtained. Townships and Villages more often have this issue because they do not have the same resources as cities. Mr. Rogers will meet with both the Leroy Health

Department and Fire Department. Mr. Rogers will also speak to the commissioners to find the necessary solution to reduce the paperwork required for each home. - keeping in mind the deadline of December 31, 2013 for all 84 demolitions.

h. Painesville Township has identified thirteen houses which have been condemned.

In summary there are 19 homes that will hopefully be ready for demolition within the next six – eight weeks.

7. NEW BUSINESS/MOVING OHIO FORWARD (MOF)

– Some soft costs may not be paid by MOF

Mr. Rogers explained that Phyllis Dunlap, CT Consultants has information that the Attorney General's office has advised two Ohio counties that they will not be reimbursed for engineering/architectural fees considered soft costs. MOF will pay for the "lead entity" but not for each "similar" site thereafter. Further, MOF advised it is not necessary to have someone on site each time a contractor is working; rather the MOF was designed for collaboration. Engineering firms should not be making additional profits off MOF demolitions.

Precise soft cost rules are not addressed in any of the current website MOF Guidelines. Mr. Rogers explained there are different homes in different communities with different codes and many are in multi-jurisdictions. Appropriate soft costs will be charged in these cases. Mr. Crocker asked if John knew what percentage of a demolition would be soft costs. Although he could not be specific Mr. Rogers believes the contract previously signed between MOF and LCLRC specified that all soft costs would be reimbursed by the state. Mr. Rogers has asked CT Consultants to report the expected soft costs for Lake County demolitions. He has also spoken to Robin Darden Thomas of the Western Reserve Conservancy in hopes Jim Rokakis will work with the State on this issue as this could be a road block for Lake County. The two counties in question have asked the State for clarification on this issue.

The original plan was to demo around five houses at a time. Of the almost 20 demolitions forthcoming, Mr. Rogers believes we should wait and combine all demos together in lieu of the unclear MOF soft cost issue and possible unexpected charges to the county and/or townships and villages.

Mr. Chafer asked for clarification on the original 84 homes named for demolition. Would we be penalized if we did not use all the allocated money? Mr. Rogers explained the grant application and how we qualified for the \$650,000. Mr. Rogers explained that if we do not complete all 84 homes, the unassigned money on December 31st may have be allocated elsewhere. LCLRC will automatically re-apply for the funds at that time, with the caveat that the MOF may decide to reallocate those funds to another county with greater need.

Ms. Knezevich asked if it would not be better to go ahead with the first five demos that are currently ready due to the impending deadline. Mr. Rogers responded that he needs to see the estimates of the soft costs being proposed by CT Consultants before he can make any further decisions on demolitions.

8. REQUIRED LCLRC ORGANIZATION FORMS

At the next June monthly board meeting, all members will be required to review, adopt and sign the General Ethics Policy and a Conflict of Interest Policy. The documents are being reviewed by our legal counsel now. Mr. Rogers stated that there are many more necessary forms and documents required by law that will be subject to review by the board in the future.

All LCLRC board meetings are to be publically advertised before each meeting. An agenda will be posted at the Treasurer's Office a few days in advance of each meeting. Two documents: Personnel Handbook and an Administrative Assistant Job Description are being made ready and will be reviewed by the board at a later date. LCLRC is in the process of preparing documents that would allow LCLRC to use the Board of Revision in lieu of the In Rem foreclosure court process. This method is more expedient. The forms must be reviewed by our legal counselor and the BOR for correctness and validity. The Lake County Treasurer, Auditor and Prosecuting Attorney will then decide if this is a process that can be utilized for LCLRC property acquisitions. A monthly newsletter will be developed soon for the public's review.

Ms. Knezevich asked about the process of getting a Madison Township home demolished. It was suggested that she get the exact address and then speak to Larry Advey, Madison Township Trustee. Discussion followed.

9. ADJOURNMENT

Mr. Zampedro motioned to adjourn the meeting.

Mr. Manross seconded the motion.

The meeting was adjourned at 3:47 p.m. by unanimous agreement.

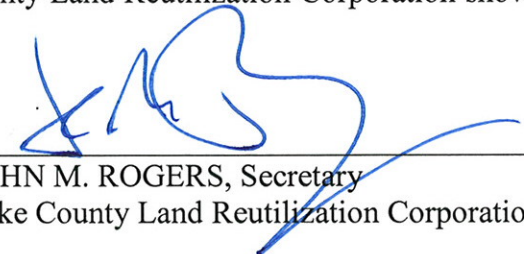
APPROVED: June 28, 2013



JOHN S. CROCKER, CHAIR - LCLRC

The undersigned, Secretary of the Lake County Land Reutilization Corporation, certified that the foregoing is a true and correct transcription of the minutes of the meeting of Friday, May 24, 2013, of the Board of Directors of the Lake County Land Reutilization Corporation showing the adoption of the Minutes above set forth.

Dated: 6/28/13



JOHN M. ROGERS, Secretary
Lake County Land Reutilization Corporation