

The Board of Directors of the Lake County Land Reutilization Corporation (the "Board of Directors") met in session on the 26th day of June, 2014 at 3:13 p.m, in the 5th Floor Conference Room of the Lake County Administration Center with the following Directors present:

(Wm. Margalis for)
ROBERT E. AUFULDISH
MALCOLM A. CHAFER
GABE CICCONE

LORRAINE M. FENDE
BETH A. KNEZEVICH
TIMOTHY S. MANROSS
DANIEL P. TROY

Ms. Fende moved to approve the minutes of the Thursday, March 21, 2014 meeting and Mr. Chafer seconded the motion.

AYES: 6 NAYS: 0 ASBSTENTION: Troy

**LAKE COUNTY LAND REUTILIZATION CORPORATION
ANNUAL MEETING
Thursday, March 21, 2014 @ 3:00 p.m.
5th Floor Conference Room
Lake County Administration Building**

1. **CALL TO ORDER:** Chairman, Timothy Manross called the meeting to order at 3:08 p.m.

ROLL CALL: The following were present:

(Wm. Margalis for)
ROBERT E. AUFULDISH
MALCOLM A. CHAFER
GABE CICCONE (Mike Manary)
LORRAINE M. FENDE

J. BLAIR HAMILTON
BETH A. KNEZEVICH
TIMOTHY S. MANROSS
ANTHONY J. ZAMPEDRO
JOHN M. ROGERS

2. ANNUAL MEETING REQUIREMENTS FOR LCLRC

Mr. Rogers began the meeting by explaining that this is our first annual meeting as required by the LCLRC Code of Regulations. Under the code "the Board of Directors shall hold an annual meeting each calendar year on the third Thursday of the third month after the close of the Corporation's fiscal year, but in no event later than the date by which the Corporation is required to file with the Auditor of State. The purpose shall be to release the annual report and to elect the Chairperson and the Vice-Chairperson. Ten days' notice to all Board Members of such meeting is required." The Land Bank's fiscal year end is the same as Lake County's – December 31st.

Ms. Fende asked if the Land Bank had ever entertained the thought of having a different person each year fill the positions of Chair and Vice-Chair similar to the County Commissioners profile. Mr. Rogers said that idea would be at the discretion of the Board.

3. AFFIRMATION OF THE CHAIRMAN AND VICE-CHAIRMAN

Hearing no further discussion, Malcom Chafer made a motion to affirm the appointments of the Chair and Vice-Chair for the terms to conclude on the day of the next Annual Meeting, March 19, 2015 when the new appointments are made.

Motion: Chafer Second: Fende
AYES: ALL NAYS: NONE ABSTENTION: NONE

4. REVIEW OF THE BUDGET/FISCAL REPORT

Continuing the discussion of financial requirements, Mr. Rogers explained that he was advised by the State Auditor that no audit for LCLRC's first year of business 2012 would be needed because there was only a \$20 transaction for the year. He was also, advised that the Land Bank will only be required to have the Auditor of State review our financials biennially (every two years). Therefore the 2013 and 2014 audit will begin early in the year 2015.

At the request of our financial advisor, the Land Bank will be hiring an outside accounting firm to prepare an internal audit every year going forward. Heiser & Associates, Inc. will work with the agency to remit all necessary financial documents. In Doug Heiser's opinion the accounting firm doing the internal audit should also do the Land Bank's income tax returns. The process began last week for the selection of qualified auditing firm. An income tax return extension will be filed. A line item of an estimated \$3,000 has been added to the 2014 budget to cover this additional service.

Mr. Rogers reviewed to the Board all line items of the Balance Sheet Statement. Our total assets, liabilities and equity at the close of December 31, 2013 was \$543,549.08.

The Profit and Loss Statement was then reviewed by line item. Mr. Rogers pointed out that the Land Bank is a non-profit organization and that all QuickBooks statements use the word "income" when in reality we have no income, the term should be "revenue". He sees this as an annoyance that cannot be changed. Total revenue for the year was \$627,805.34 and total expenses were \$85,656.31, leaving a balance at the beginning of 2014 amounting to \$542,149.03.

Because the Land Bank does not yet have either a formal Annual Report or completed an internal audit, a motion was requested to approve both the Balance Sheet and Profit & Loss Statement "subject to audit."

Motion: Chafer Second: Zampedro
AYES: ALL NAYS: NONE ABSTENTION: NONE

5. REVIEW AND PREPARATION OF NEW BUSINESS REQUIRING APPROVAL BY THE BOARD AT THE 1ST QUARTERLY MEETING MARCH 28TH, 2014.

Because of the looming deadline of May 31, 2014 for the completion of the Moving Ohio Forward Program - approval of expenditures must to be done immediately. Without approval neither asbestos abatement nor demolition can move forward. Mr. Rogers sought verbal approval in the amount of \$179,492.00 for Pillar Excavating and OBO Demolition expenses. Approving this

amount were Commissioner Troy, Lorraine Fende, Tim Manross, Gabe Cicconetti and Commissioner Aufuldish. In light of Commissioner Troy's inability to attend this meeting, we will defer the vote to affirm this amount until the next regular scheduled meeting when all five Board Members are present.

While the Board of Directors must approve the Land Bank budget each year, the 1st half DTAC fund figures are not yet available. Mr. Rogers is hopeful the finalized 2014 budget will be ready for review at the March 28th meeting.

Resolutions levying liens against the MOF properties (where demolitions occurred) are being prepared for the next quarterly meeting. The Board must approve the resolutions before the Land Bank can certify the liens to the Lake County Recorder.

Mr. Rogers explained that townships do not have a specific law that would allow certification of our lien directly to the tax duplicate. Mr. Lyons is preparing an agreement that asks the township to certify our expenses directly and then to reimburse the Land Bank once those moneys are received. Mr. Lyons has advised that he is of the opinion that the Board should approve this instrument as well. It is important that both our resolutions and these agreements, once approved be filed as soon as possible. Once properties are cleared, cleaned and seeded - potential buyers may be ready to purchase. The liens should be timely filed to insure there is no confusion as to the actual cost of the property.

Chairman Manross asked about the protocol for "verbal approval of the money". Is the "designee" allowed to vote into record for the absent county official? Mr. Rogers said yes, that the "designee" shall have authority to vote for the absent Board Member. Just a reminder that only the commissioners the township representative and the municipal representative shall have designees. In reference to the required "third Thursday of the third month" rule for annual meetings; Mr. Rogers will confer with our legal advisor to see if we can hold the annual meeting on the following day Friday, when our usual quarterly meetings will transpire.

Discussion continued as to when all Board Members could be present before the end of the month so that he may get approval on the budget. Budget approval will allow us to continue work on the Painesville Township proposed park; more specifically the CDBG Grant application. It was agreed upon that the next meeting will be next week Friday, March 28th at 3:00 p.m.

Second Quarter -Thursday, June 27, 2014 @ 3:00 p.m.

Third Quarter – Friday, September 26, 2014 @ 3:00 p.m.

Fourth Quarter – Friday, December 19, 2014 @ 3:00 p.m.

Annual Meeting – Thursday, March 19, 2015 @ 3:00 p.m.

First Quarter – Friday, March 27, 2015 @ 3:00 p.m.

With no further business Chairman Manross asked for a motion to adjourn.

Motion: Chafer
AYES: ALL

Second: Fende
NAYS: NONE

ABSTENTION: NONE

The meeting was adjourned at 3:46 p.m. by unanimous vote.

APPROVED: JUNE 26, 2014


TIMOTHY S. MANROSS, Chair

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 held Thursday, June 26, 2014, of the Board of Directors of the Lake County Land Reutilization Corporation showing the adoption of the Minutes above set forth.

Dated: JUNE 26, 2014


LINDA S. FREDEBAUGH, Clerk