

January 28, 2011

The Board of Directors represents that the record of the proceedings of the previous session on December 14, 2010 as contained in the Land Reutilization Corporation's official electronic recording and all resolutions attached herein has been reviewed and found to be a full and accurate record of the proceedings.


Wade Kapszukiewicz, Chair

Attest:


Karen Poore, Secretary of the Board



**Lucas County Land Reutilization Corporation
Board of Directors Meeting
Tuesday, December 14, 2010 at 2:00 p.m.
One Government Center, Suite 800**

1. Call to order by the Chairman Kapszukiewicz
2. Approval of the October 5, 2010 Meeting Minutes
3. Staff Reports
 - a. President Mike Beazley
 - b. Executive Director David Mann
4. Resolution 2010-011 approving an interim budget for 2010.
5. Resolution 2010-012 adopting a purchasing policy and delegating contracting authority.
6. Resolution 2010-013 adopting an interim budget for calendar year 2011.
7. Review and discussion of Priorities, Policies, and Procedures draft
 - a. Re-cap of Housing Policy Committee discussions
 - b. Review of Proposed 2011 Program Budget
8. Other Business
9. Adjournment

Lucas County Land Reutilization Corporation

Mission Statement

The Lucas County Land Reutilization Corporation will collaborate with neighborhood partners, developers, and localities to improve the quality of neighborhoods, increase land values, create diverse housing opportunities, and return properties to the tax rolls by promoting real estate redevelopment and blight elimination of vacant, abandoned, and underutilized properties through an open and equitable process.

Adopted by the Board of Directors, 12-14-2010



Date: December 14, 2010

Resolution No. 2010-011

Title: Adopting a Budget for Calendar Year 2010

Summary/Background: Pursuant to Article 9.2 of the Code of Regulations and Resolution 2010-007 of this Board, an interim annual budget for 2010 is attached.

Authority: Code of Regs. § 9.2, Resolution 2010-007

Director Gerken offered the following resolution:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of Directors, Lucas County Land Reutilization Corporation, that:

Section 1. The interim budget submitted by Treasurer Lila Shousher for calendar year 2010 is adopted.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

Action Taken:

Director Kapszukiewicz voted yes
Director Wozniak voted yes
Director Gerken voted yes
Director Badik voted yes
Director DeWitt voted yes
Director Geronimo was absent
Director Stanbery voted yes
Director Furney voted yes
Director Gardner was absent

A handwritten signature in cursive script that reads "Karen Poore".

Karen Poore, Secretary of the Board

2010 Land Bank Interim Budget

Income Sources	Amount
DETAC Advance	\$100,000.00
Total Revenue Available	\$100,000.00

Expenses	Amount
Salary and Benefits	\$6,145.00
Professional Services	\$9,854.00
Advertising	\$105.00
IT Services	\$36.00
Miscellaneous Expense	\$175.00
Estimated Expenses	\$16,315.00
2010 End of Year Funds Available	\$83,685.00



Date: December 14, 2010

Resolution No. 2010-012

Title: Adopting a Purchasing Policy

Summary/Background: The Lucas County Land Reutilization Corporation (the "LCLRC") is committed to the principles of transparency and accountability in the expenditure of public funds. To return vacant and abandoned properties to productive use and maximize the community's benefit, the LCLRC must also be efficient and flexible. This purchasing policy is designed to accommodate both needs as the LCLRC conducts its day-to-day business.

Authority: Code of Regs. § 9.4

Director Furney offered the following resolution:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of Directors, Lucas County Land Reutilization Corporation, that:

Section 1. The purchasing policy attached is adopted.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

Action Taken:

Director Kapszukiewicz voted yes
Director Wozniak voted yes
Director Gerken voted yes
Director Badik voted yes
Director DeWitt voted yes
Director Geronimo was absent
Director Stanbery voted yes
Director Furney voted yes
Director Gardner was absent

A handwritten signature in cursive script that reads "Karen Poore".

Karen Poore, Secretary of the Board

Lucas County Land Reutilization Corporation Purchasing Policy

The Lucas County Land Reutilization Corporation (the "LCLRC") is committed to the principles of transparency and accountability in the expenditure of public funds. To return vacant and abandoned properties to productive use and maximize the community's benefit, the LCLRC must also be efficient and flexible. This purchasing policy is designed to accommodate both needs as the LCLRC conducts its day-to-day business.

Section 1. Delegated Contracting Authority. The President, or that person's designee, is authorized to enter into contracts not exceeding \$5,000 on behalf of the LCLRC without the express approval or ratification of such contracts by this Board.

The President, or that person's designee, is authorized to enter into contracts greater than \$5,000 but not exceeding \$25,000 on behalf of the LCLRC without the express approval of the Board, but all such contracts shall be timely presented to the Board at the next scheduled Board meeting for ratification.

Section 1.1. Express Board Authorization. Any contract exceeding \$25,000 shall be presented to the Board for their express approval at the next scheduled Board meeting. Notwithstanding the authority of the President, or that person's designee, to enter into any contract as outlined in Section 1 of this policy, the President, or that person's designee, may seek the Board's specific, express authorization for such contract before it is entered into.

Section 1.2. Real Property Purchases. Notwithstanding Section 1 of this policy, any contract for the purchase of real property by the LCLRC which exceeds \$25,000 shall be expressly authorized by the Board at a regular or special Board meeting before it is entered into. If unforeseen circumstances prevent the Board from meeting in a timely manner, the Chairman of the Board may authorize the President to enter into a contract for the purchase of real property exceeding \$25,000, with such authorization timely presented to the Board for its ratification at the next Board meeting.

Section 2. Informal Competitive Bidding – Policy Rationale. Although OAG opinion No. 2003-037 exempts an Ohio community improvement corporation from following the statutory competitive bidding procedures of a county for the procurement of goods and services, the Board recognizes that "informal" competitive bidding is best practice for non-profit entities to ensure that it pays fair-market value for such goods and services.

Section 2.1. Definition. For the purposes of this policy, "informal competitive bidding" means a process where the LCLRC obtains in writing at least three bids from various providers on the cost of the applicable goods or services being procured. If the LCLRC in good faith cannot obtain at least three written bids from prospective providers, the President is authorized to accept any one bid if in that person's sole discretion the prospective provider is a "sole supplier" or at least two bids represent fair, market-based costs for such goods or services. Nothing in this policy prohibits or limits the ability of the LCLRC to use a formal competitive bidding process to purchase goods or services.

Section 2.2. Bidding Thresholds. If a contract for goods or services is likely to exceed \$25,000, the President, or that person's designee, shall be required to procure through an informal competitive bid, for each of the following services:

- A. Demolition services
- B. Field services
- C. Rehabilitation services
- D. Insurance contracts
- E. Other goods and services related to the acquisition, rehabilitation, or disposition of real property by the LCLRC
- F. Computer systems software and information technology services
- G. Outside Legal services
- H. Outside Accounting services
- I. Investment Banking and Underwriting Services

If a contract for goods or services is likely to exceed \$5,000, the President, or that person's designee, shall be required to procure through an informal competitive bid, for each of the following services:

- A. Office Equipment leases
- B. General office supplies and furniture
- C. Telephone, Technology, and Field equipment
- D. Staff Training and Planning
- E. Signage and marketing materials
- F. All other necessary and appropriate consulting services



Date: December 14, 2010

Resolution No. 2010-013

Title: Adopting an Interim 2011 Budget

Summary/Background: Because the LCLRC will not have a full estimate of its annual revenues until after the County Treasurer's first-half tax collection settlement, the Code of Regulations allows the Board to adopt an interim 3-month budget for calendar year 2011. This budget is subject to substantial revision before final adoption.

Authority: Code of Regs. § 9.3

Director Wozniak offered the following resolution:

WHEREAS, in consideration of the above, NOW, THEREFORE BE IT RESOLVED by the Board of Directors, Lucas County Land Reutilization Corporation, that:

Section 1. The attached 2011 interim budget is adopted, until such a time as this Board adopts a final 2011 operating budget.

Section 2. This Board finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law.

Section 3. This resolution shall be in full force and effect from and immediately upon its adoption.

Action Taken:

Director Kapszukiewicz voted yes
Director Wozniak voted yes
Director Gerken voted yes
Director Badik voted yes
Director DeWitt voted yes
Director Geronimo was absent
Director Stanbery voted yes
Director Furney voted yes
Director Gardner was absent

A handwritten signature in cursive script that reads "Karen Poore".

Karen Poore, Secretary of the Board

Interim 2011 Budget

Sources	Amount
DETAC Revenue	\$1,350,000.00
Property Disposition Revenue	\$100,000.00
Miscellaneous Income	\$50,000.00
Total	\$1,500,000.00

Uses	Amount
Demolish 150 Structures (\$4500/parcel)	\$675,000.00
Hold & Maintain - 300 Vacant Lots (\$250/parcel)	\$75,000.00
Mow & Snow Removal (\$250)	
Hold & Maintain - 175 Structures (\$1500/parcel)	\$262,500.00
Trash Out (\$500-\$1000)	
Window Boarding (\$350 - \$500)	
Mow & Snow Removal (\$250)	
Winterize & Dewinterize (\$250)	
Small Scale Property Rehab	\$175,000.00
Administrative Costs	\$300,000.00
General Liability & Property Insurance	
Professional Services (Legal, IT, Accounting)	
Staff Salary and Health Benefits	
Rent and General Overhead	
Total	\$1,487,500.00