February 21, 2014

The Board of Directors represents that the record of the proceedings of the previous session on January 17, 2014 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:

Joshua Murnen, Secretary of the Board

LUCAS COUNTY
LandBank

Lucas County Land Reutilization Corporation
Board of Directors Meeting
Friday, February 21, 2014 at 1:00 p.m.
EMS Training Center
2127 Jefferson Avenue, Toledo, Ohio 43604

1. Call to order by the Chairman Kapszukiewicz

2. Additions/Deletions to Agenda

3. Approval of the January 17, 2014 Minutes (posted on the website)

4. Treasurer – Monthly Presentation of Financial Statements

5. New Business
   a. 2014-06: Authorizing the President to negotiate and enter into a Memorandum of Understanding with the Toledo Fair Housing Center for the Neighborhood Renovation Program
   b. 2014-07: Authorizing the President to negotiate and enter into a revised Memorandum of Understanding with the City of Toledo
   c. 2014-08: Establishing a Review Committee for the 2014 Housing Fund grant (see Resolution 2013-16)

6. Staff Reports
   a. Projects Status Report
   b. Moving Ohio Forward / Neighborhood Improvement Program
   c. Neighborhood Inventories

7. Adjournment

LUCAS COUNTY
LandBank

Date: February 21, 2014 **Resolution No. 2014-006**

Title: Authorizing the President to negotiate and enter into a Memorandum of Understanding with the Toledo Fair Housing Center for the Neighborhood Renovation Program

Summary/Background: The Toledo Fair Housing Center, pursuant to settlement agreement entered into with Wells Fargo, has made $700,000 available to renovate and preserve housing stock in communities that were victimized by predatory lending practices. The Land Bank intends to partner with the Fair Housing Center to carry out the Neighborhood Renovation Program (NRP). Through the NRP, the Land Bank and Fair Housing Center will invest back in communities that experienced high rates of predatory lending and foreclosure.

The NRP will specifically benefit minority majority communities in which lenders failed to properly maintain and market post-foreclosure properties. The intended target neighborhoods under the NRP are the Cherry Street Corridor, the Old South End, and the Door/Nebraska Corridors.

The Land Bank and the Fair Housing Center intend to each contribute $700,000 into the NRP over 2014 and 2015, for a program total of $1.4 million over this time. The proposed programs include $1,000,000 for a Roof Replacement Program, $250,000 for a Vacant to Occupied Rehab Program, and $150,000 to seed the Northwest Ohio Development Agency's Individual Development Accounts.

The President seeks the authority to enter into a Memorandum of Understanding (MOU) with the Toledo Fair Housing Center for purposes of implementing and carrying out the NRP. The MOU will memorialize the respective commitments of the Land Bank and Fair Housing Center and will set forth the operating guidelines for the NRP program.

The President also seeks the authority to enter into an MOU with its NRP partners United North Corporation, Lutheran Social Services of Northwestern Ohio, and Northwest Ohio Development Corporation, for the purposes of administering and carrying out the NRP.

Authority: Code of Regulations §1.4

Director Hicks-Hudson 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 President is authorized to negotiate and enter into a Memorandum of Understanding with the Toledo Fair Housing Center for purposes of implementing and carrying out the Neighborhood Renovation Program, and to expend such funds as may be necessary for the program consistent with the budgets adopted by the Corporation.

Section 2. The President is further authorized to negotiate and enter into a Memorandum of Understanding with its Neighborhood Renovation Program partners United North Corporation, Lutheran Social Services of Northwestern Ohio, and the Northwest Ohio Development Agency for purposes of administering and carrying out the NRP.

Section 3. 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 4. 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 was not present
Director Collins was not present
Director Beazley voted yes
Director Zeitler was not present
Director Hicks-Hudson voted yes
Director Stanbery abstained
Vacant seat

Joshua Murnen, Secretary

LUCAS COUNTY
LandBank

Date: February 21, 2014 **Resolution No. 2014-007**

Title: Authorizing the President to negotiate and enter into a revised Memorandum of Understanding with the City of Toledo

Summary/Background: The Land Bank and the City of Toledo have entered into a Memorandum of Understanding (MOU) for the purposes of furthering their mutual goals and facilitating collaboration. The Land Bank and City first entered into an MOU in May of 2011. The MOU was revised in September of 2012 to assist in the implementation of the Moving Ohio Forward Grant, to update best practices, and to improve cooperation between the Land Bank and the City.

The Land Bank and the City seek to further revise their MOU to ensure effective implementation of the Neighborhood Initiative Program, and to continue to improve cooperation between the two entities in a manner consistent with current best practices.

The President hereby seeks the authority to negotiate and enter into a revised MOU with the City of Toledo. The revised MOU will memorialize and further define the relationship between the Land Bank and the City, and will supersede the previous MOUs dated September 10, 2012 and May 17, 2011, respectively. The revised MOU will specifically establish and/or refine protocols governing demolition, maintenance and transfer of real property.

Authority: Code of Regulations §1.4

Director Stanbery 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 President is authorized to negotiate and enter into a revised Memorandum of Understanding (MOU) with the City of Toledo for purposes including but not limited to furthering their mutual goals, facilitating collaboration, updating best practices, and effectively administering the Neighborhood Improvement Program.

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 was not present
Director Collins was not present
Director Beazley voted yes
Director Zeitler was not present
Director Hicks-Hudson voted yes
Director Stanbery voted yes
Vacant seat

Joshua Murnen, Secretary

LUCAS COUNTY
LandBank

As of: February 21, 2014

	2014 Budget	2014 Actual to Date	% to Date
Starting Balance	**$2,100,000**	**$2,173,773**	**103.5%**
REVENUES			
Operating Revenue			
Statutory Reutilization Fund	$1,600,000	$0	0.0%
Property Sales	$250,000	$15,363	6.1%
Housing Fund	$150,000	$199,398	132.9%
FHC Neighborhood Program	$350,000	$0	0.0%
Investment Income	$2,500	$265	10.6%
Other Income	$94,000	$541	0.6%
Total Operating Revenues	**$2,446,500**	**$215,567**	**8.8%**
Grant Revenue			
OHFA Neighborhood Initiative Program Grant	$3,500,000	$0	0.0%
Total Grant Revenues	**$3,500,000**	**$0**	**0.0%**
Total Revenues	**$5,946,500**	**$215,567**	**3.6%**
OPERATING EXPENSES			
Contract Services			
Demolition	$300,000	$0	0.0%
Environmental Services	$100,000	$0	0.0%
Holding Costs	$75,000	$9,171	12.2%
Inspections	$30,000	$4,415	14.7%
Field Services	$45,000	$0	0.0%
Other Contract Services	$15,000	$0	0.0%
Program Expenses			
Acquisition	$7,500	$0	0.0%
FHC Neighborhood Roofing Program	$500,000	$0	0.0%
FHC Neighborhood Renovation Program	$200,000	$0	0.0%
Project Match Grants	$150,000	$8,859	5.9%
Housing Fund	$335,000	$0	0.0%
Other Program Expenses	$10,000	$0	0.0%
Professional Services			
Accounting/Auditing/Payroll Services	$15,000	$104	0.7%
Business Insurance	$30,000	$22,345	74.5%
Information Technology	$50,000	$23,132	46.3%
Consulting Services	$20,000	$7,500	37.5%
Communications	$10,000	$736	7.4%
Other Professional Services	$5,000	$0	0.0%
Employee Expenses			
Staff Salaries	$344,020	$51,317	14.9%
Payroll Taxes	$29,070	$5,276	18.1%
Employee Benefits	$51,014	$450	0.9%
457(b) Retirement Plan	$14,626	$2,181	14.9%
Professional Development	$6,000	$0	0.0%
Internships	$12,000	$4,900	40.8%

LUCAS COUNTY
LandBank

	2014 Budget	2014 Actual to Date	% to Date
Office Expenses			
Bank Charges	$1,680	$464	27.6%
Postage	$1,920	$215	11.2%
Equipment	$5,000	$6,222	124.4%
Office and Printing	$10,360	$458	4.4%
Parking and Mileage	$5,000	$4,981	99.6%
Conferences	$2,500	$0	0.0%
Rent	$16,000	$0	0.0%
Other Office Expenses	$2,000	$0	0.0%
Miscellaneous Expenses	$2,000	$0	0.0%
Total Operating Expenses	**$2,400,690**	**$152,727**	**6.4%**
Grant Expenses			
OHFA NIP Demolition	$2,460,000	$0	0.0%
OHFA NIP Environmental Services	$620,000	$0	0.0%
OHFA NIP Property Maintenance	$400,000	$0	0.0%
OHFA NIP Adminstration	$20,000	$0	0.0%
Total Grant Expenses	**$3,500,000**	**$0**	**0.0%**
Total Expenses	**$5,900,690**	**$152,727**	**2.6%**
Net Operating Income	**$45,810**	**$62,841**	**137.2%**
Encumbered Expenses (Less Reimbursed Revenues)	**$1,201,518**	**$67,185**	**5.6%**
Unencumbered Ending Balance	**$944,292**	**$2,169,428**	**229.7%**

Lucas County Land Reutilization Corporation
Bill Payment List
January 2014

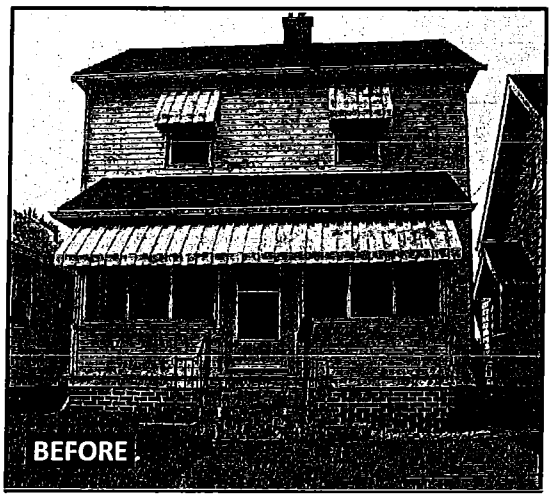
Num	Vendor	Amount
1478	Kwik Parking	(3,000.00)
1479	Kwik Parking	(400.00)
1480	Midwest Environmental Control	(2,000.00)
1481	T Smidis Hauling	(950.00)
1482	TJRS LLC	(23,746.00)
1483	TAS Inc	(2,397.00)
1484	Mail It	(112.84)
1485	Department of Public Utilities	(25.65)
1486	MT Business Technologies Inc.	(30.84)
1487	City of Toledo	(135,498.00)
1488	Habitat for Humanity	(19,470.56)
1490	Toledo Edison	(80.59)
1491	Avatar LLC	(750.00)
1492	SL Hauling & Renovations LLC	(850.00)
1493	Total Environmental Services LLC	(13,160.00)
1494	Toledo Journal	(177.50)
1495	Sojourner's Truth	(185.00)
1496	Department of Public Utilities	(43.39)
1497	City of Toledo	(6,159.00)
1498	ESI	(1,845.00)
1499	Anne Wistow	(14.66)
1500	GSD BUSINESS OFFICE	(1,200.00)
1501	Eric A. Weber	(1,065.00)
1502	Midwest Environmental Control	(7,900.00)
1503	Deluxe For Business	(158.25)
1504	Verizon Wireless	(111.79)
1505	LaPrensa	(158.00)

Lucas County Land Reutilization Corporation
Bill Payment List
January 2014

Num	Vendor	Amount
ACH	Data Services	(131.26)
1506	Green Planning Group	(1,240.00)
1507	Kwik Parking	(350.00)
1489	Eric A. Weber	(1,525.00)
ach	INTUIT QUICKBOOKS	(42.75)
ACH	MFS Supply	(151.36)
ACH	Dell	(21.39)
ACH	Batchgeo.Com	(99.00)
ach	SHI	(658.36)
ach	Dell	(1,219.92)
ach	Dell	(407.08)
ach	DropBox Inc.	(1,295.00)
ach	Amazon	(170.40)
ach	Data Services	(13,535.29)
ach	Ameritas Life Insurance Corp	(1,076.92)
ach	Ameritas Life Insurance Corp	(1,092.30)
ach	Data Services	(13,469.70)
ach	Ameritas Life Insurance Corp	(1,100.96)
ach	Data Services	(13,556.06)
tal		**(272,631.82)**

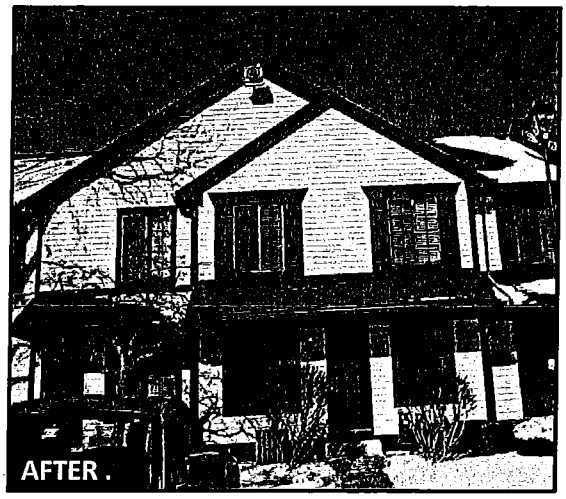
Completed Projects

935 National Avenue, Toledo, Ohio 43609 **Owner Occupant**



New Owner: Jamie Nicks. This single family home near Bowser High School was sold on 1/10/2013 for $6,600.00, with additional input of $20,000.00 for further renovations by the purchaser over a nine month period. Land Bank made an initial investment of $2,786.62 in order to help return the property to productive use. Once the rehab is complete, this property will be Ms. Nicks' primary residence. Property renovations were completed to Land Bank safety & habitability standards on 2/13/2014.

4515 West Bancroft Avenue, Apt 9, Toledo, Ohio 43615 **Rental**



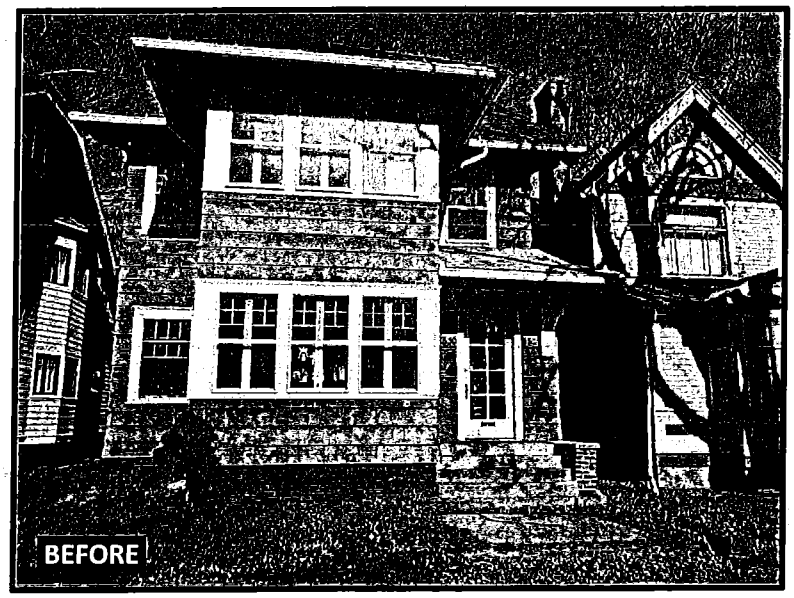
New Owner: CAO Investments, LLC (Charles Ostermyer). This condominium in West Toledo was sold on 9/4/2013 for $15,000.00, with projected additional input of $28,200.00 for further renovations by the purchaser over a six month period. Land Bank made an initial investment of $156.50 in order to help return the property to productive use. This property will be used as a rental after the rehab is complete. Property renovations were completed to Land Bank safety & habitability standards on 2/13/2014.

Properties Sold

1014 Greenwood Avenue, Toledo, Ohio 43605 **Rental**

New Owner: David F. Bomyea. This single family home in East Toledo was sold on 1/28/2014 for $7,000.00, with additional input of $12,900.00 for further renovations by the purchaser over a six month period. Land Bank made an initial investment of $1275.00 in order to help return the property to productive use. Once the rehab is complete, this house will be used as a rental property.

630 Winthrop Street, Toledo, Ohio 43620 **Owner Occupant**



New Owner: Sandra K. Spencley, Ryan Richardson, & Ryan Smith. This multi-unit property in the Olde West End neighborhood was sold on 2/10/2014 for $3,000.00, with additional input of $43,000.00 for further renovations by the purchaser over a twelve month period. Land Bank made an initial investment of $125.00 in order to help return the property to productive use. Once the rehab is complete, this house will be used as an owner occupant property.

2027 & 2031 Verdun Street, Oregon, Ohio 43618 **Owner Occupant**

New Owner: Laurie L. Campos. This single family home in the City of Oregon was sold on 2/11/2014 for $1,000.00, with additional input of $74,500.00 for further renovations by the purchaser over a six month period. Land Bank made an initial investment of at least $2000.00 in order to help return the property to productive use. Once the rehab is complete, this house will be used as an owner occupant property.

628 South Westwood Avenue, Toledo, Ohio 43609 **Rental**

New Owner: 3233 Astor LLC (Rachel White). This single family home in the Burroughs neighborhood was sold on 2/12/2014 for $3,000.00, with additional input of $25,500.00 for further renovations by the purchaser over a six month period. Land Bank made an initial investment of $175.00 in order to help return the property to productive use. Once the rehab is complete, this house will be used as a rental property.

Parcel	Address	City	Zip	LB Demo	Purchaser	Occupancy	Date Transferred
44-70001	1712 Exeter	Oregon	43616	No	Desiree Maix	Owner Occupant	2/7/2014
78-48277	3424 Fairbanks	Toledo	43615	Yes	The Maidlow's	Owner Occupant	1/31/2014
13-31551	1014 Peck	Toledo	43608	Yes	The Ward's	Owner Occupant	1/30/2014
03-27527	608 Oak	Toledo	43605	Yes	Holy Angels Monastery	Rental	1/30/2014
15-44424	1136 N. Huron	Toledo	43604	No	Salem Lutheran Church	N/A	1/30/2014
15-44421	517 Chestnut	Toledo	43604	No	Salem Lutheran Church	N/A	1/30/2014
03-29641	3327 N. Detroit	Toledo	43610	No	The Valdez's	Owner Occupant	1/30/2014
33-73794	11992 Van Dyke	Curtice	43612	Yes	The Schmitz's	Owner Occupant	1/21/2014
14-33937	3153 St. Bernard	Toledo	43606	No	James Karlet	Owner Occupant	1/23/2014
06-02591	901 Indiana	Toledo	43607	No	Johnnie Walker	Owner Occupant	1/24/2014
44-68947	5949 Bay Shore	Oregon	43616	Yes	Hazel Wolf	Owner Occupant	1/23/2014
14-06868	2159 Mechanic	Toledo	43605	No	The Ruiz's	Owner Occupant	1/17/2014
14-07201	2240 Digby	Toledo	43605	Yes	The Ike's	Rental	1/21/2013
14-31134	725 Buffalo	Toledo	43604	Yes	Johnny Burnion	Owner Occupant	1/17/2014
65-62531	337 Cheswick	Holland	43528	No	Issa Wehby	Owner Occupant	1/21/2014
14-31757	1531 N. Huron	Toledo	43604	No	The Dunbar's	Owner Occupant	1/22/2014
14-31761	1529 N. Huron	Toledo	43604	No	The Dunbar's	Owner Occupant	1/22/2014
05-04687	1433 Foster	Toledo	43606	Yes	Dannie Hughes	Owner Occupant	1/14/2014
01-08004	1416 Macomber	Toledo	43606	Yes	Sharon Cupp	Owner Occupant	1/8/2014
14-29144	319 Avalon	Toledo	43611	Yes	Jinan Mekael	Rental	1/9/2014
06-08051	1456 W. Delaware	Toledo	43606	No	Donna Carter	Owner Occupant	1/10/2014

Total: **21**

LUCAS COUNTY
LandBank

Lucas County Land Bank - AG Grant Update
Stats - As of 2/19/14

Goal - May 2014		
Zone	Completed	
A	85	
B	123	
C	96	
D	85	
E	70	
F	154	
Other	163	
Total	776	

LUCAS COUNTY
LandBank

Position Description

Position: **Field Technician**

Hours: **Between 20 – 40 hours per week**

Salary: **$17 - $21/hour, with competitive benefits**

FLSA: **Non-Exempt**

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General Summary

Under the direction and supervision of the President, the Field Technician will make regular site visits to properties owned and targeted by the Land Bank; inspect and photograph the interior and exterior properties based on Land Bank specifications; meet prospective purchasers, realtors, and contractors at properties; and provide basic maintenance services, including changing locks and clearing snow and ice.

Essential Duties

- Regular site visits to properties that the Land Bank owns or has targeted for acquisition.
- Inspect and photograph the interior and exterior of properties owned or targeted by the Land Bank using the Land Bank's housing assessment tools.
- Upload the photos and provide basic reporting in the Land Bank's software system.
- Meet with prospective purchasers, realtors, and contractors at properties and provide them site access.
- Provide basic information about the Land Bank and our program to interested neighbors and others while on site at properties.
- Install new locks or install padlock to the door of a property, as necessary.
- Clear snow and create a walkway to properties as assigned.
- Assists the Land Bank staff with its acquisition and disposition decisions.
- All additional duties as required, including support to other Land Bank staff positions.

Desired Qualities and Skills

- Commitment to the mission of the Lucas County Land Bank.
- Demonstrated experience in the fields of property management, property inspection, and/or property maintenance.
- Basic mechanical aptitude.
- Basic computer literacy required for reporting and communication (on the job training to be provided as necessary).
- Knowledge of Lucas County's neighborhoods.

- Exemplary interpersonal skills.
- Persistent and excellent follow-through.
- 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 among community residents, vendors, elected officials, and other staff members.

Education

Minimum Qualifications: At least 2 years prior experience in property management, property inspections, and/or property maintenance. Basic computer literacy. Reliable transportation required for property site visits and meetings (mileage will be reimbursed).

Unusual Working Conditions

- Often working around and within distressed properties.
- Extended working hours.

The Lucas County Land Bank is an equal opportunity employer.