

**HURON COUNTY LAND REUTILIZATION CORPORATION**

**Meeting Minutes**

July 12, 2019

President Shawn Pickworth called the meeting to order at 1:00 PM followed by the Pledge of Allegiance. Joe Hintz led the group in prayer.

Attending: Terry Boose, Dave Freitag, Joe Hintz, Mitch Loughton, Jim Ludban, Shawn Pickworth, Skip Wilde, and Dick Wiles.

Excused: Kathleen Schaffer

HCDC Staff: Carol Knapp

Quorum established.

Approval of June 31, 2019 Meeting Minutes: Motion by Jim, seconded by Joe and passed.

Financial Report – presented by Dave – no change in bank balance since last meeting ($69,828.31)

* Invoice for approval of payment:
	+ $18,750.00 – 2nd & 3rd quarter land bank administration
	+ $50.00 – amendment to articles of incorporation (for 501c3 status)
	+ $128.75 – website fees.
* Motion to pay invoice made by Dick, second by Jim, and passed.

**OLD BUSINESS:**

* Policies & Procedures Revisions
	+ Board discussed and approved revisions to the following sections of the Policies & Procedures
		- Section 2.1 – Delegated Authority
		- Article IV – Disposition of Properties,
			* Section 4.1 – General Considerations & Prohibitions,
			* Section 4.2 – Financial Considerations
			* Section 4.3 – Residential Structure Transfer Program
			* Section 4.4 – Side Lot Disposition Program
			* Section 4.5 – Vacant Land Disposition Program
	+ Motion to approve changes made by Mitch, seconded by Terry and passed.
	+ Carol will provide a revised copy of these sections to board members.
* 501-c-3 Status
	+ Received request for additional information from IRS
		- Requested information was faxed to IRS
			* Declaration signed by President Shawn Pickworth
			* Amendment to organizing document to include purpose clause
* Properties Update – 5 Identified Properties for Land Bank to Acquire:
	+ 130 Buckeye St – Bellevue
		- Motion by Skip – 2nd by Terry to acquire and donate to Bellevue
		- Bellevue will pay for demolition
		- NO FURTHER ACTION AT THIS TIME
	+ 140 Whittlesey – Norwalk
		- Interested Buyer
		- Motion by Terry – 2nd by Mitch to sell for $25,000
		- Mitch, Shawn, & Carol can meet with interested buyer since Policies & Procedures have been revised.
	+ 21 Chatham – Norwalk
		- NOT YET FORFEITED TO STATE
		- Side Lot Program
		- Both neighbors have indicated interest
		- Proposed 20’ for $400 30’ for $600 OR 2 25’ for $500 each. To be negotiated.
		- Due to changes to the Policies & Procedures relative to the side lot program, Carol needs to contact every property owner with property contiguous to 21 Chatham to determine interest in acquiring.
	+ 11 Westwind – Norwalk
		- Motion by Terry – 2nd by Skip to price lot @ $17,000
		- Will need to advertise
		- No further action taken
	+ 0 Williams Ave – Norwalk
		- Interested buyer
		- Motion by Terry – 2nd by Dick to sell for $1,000
		- Mitch, Shawn, & Carol can meet with interested buyer.
	+ 2044 County Road 20 – Attica
		- FORFEITED TO STATE 6/27
		- Dick took evaluation form to complete.
	+ 57 Townsend Street – Greenwich
		- Forfeited to State 6/25
		- Village interested in receiving
		- Carol to meet with Village to find out their plans for the property so that the Land Bank can decide on its course of action.
	+ 27 Tilton Street – Greenwich
		- Forfeited to State 6/26
		- Village interested in receiving
		- Carol to meet with Village to find out their plans for the property so that the Land Bank can decide on its course of action.
	+ 17 N Kniffin Street – Greenwich
		- Forfeited to State 6/26
		- Village interested in receiving
		- Carol to meet with Village to find out their plans for the property so that the Land Bank can decide on its course of action.
	+ 33 Main Street – Greenwich
		- Forfeited to State 6/27
		- Village would like Land Bank to acquire and demolish
		- Commercial Property – Carol explained to solicitor that we do not have funding to assist with commercial demolition at this time.
	+ 10 Monroe Street – Monroeville
		- Forfeited to State 6/25
		- Board voted at June 21 meeting to donate to the Village since they have a development plan.
	+ 0 Ridge Street – Monroeville
		- This is vacant land adjacent to the Bike Trails and railroad and across the street from the old train station.
		- Monroeville installed sidewalks – property owned did not pay assessments.
		- Village has maintained the property.
		- Village would like the property donated since they paid for the sidewalk and have maintained the property for years as an entranceway to the Bike Trails.
	+ 2657 North Street – New Haven
		- Forfeited to State 6/28
		- On Hold for Now.
	+ 32 W Broadway – Plymouth
		- Burned home. Village asked our assistance in acquiring and demolishing.
		- Carol will contact property owner to determine if she is interested in discussing the property for potential land bank assistance.
	+ 209 N Main Street – Willard
		- Forfeited to State 6/27
		- Jim took evaluation form to complete.
	+ 310 S Woodbine Street – Willard
		- Forfeited to State 7/3
		- Jim took evaluation form to complete
	+ 4624 Egypt Road – Willard
		- Forfeited to State 6/25
		- Dick took evaluation form to complete
	+ 615 Fink Street – Willard
		- Forfeited to State 6/25
		- Jim provided completed evaluation form
	+ 327 West Maple Street – Willard
		- Forfeited to State 6/26
		- Jim provided completed evaluation form
	+ 108 Spring Street – Willard
		- Forfeited to State 7/3
		- Jim provided completed evaluation form.
* Revised Municipality Agreement –
	+ Village or City-specific municipality agreements were sent to the entities we are presently working with for approval.
	+ Dave noted that he did not get Bellevue’s. Carol resent.
	+ Jim noted that he did not get Willard’s. Carol will prepare and send.
* Land Bank Signs Quote
	+ We received a quote from Foghorn Designs for land bank signs. A quantity of ten of the various signs totaled $4,064.78 (quote attached). We could order fewer signs to lessen the cost; however, Dave suggested that 10 would be a good number due to use and the number that come up missing.
	+ It was suggested that additional quotes be received from
		- Spencer Signs (Wakeman)
		- Park Signs
		- Karmen requested quotes from Spencer & Park but has not received anything information back.
* Land Bank Website – Karmen started designing a Huron County Land Bank website.
	+ Board members will review the website prior to it going live.
* Land Bank Badges & Pictures
	+ Carol took pictures of some of the board members.
	+ Need for badges was questioned.

**NEW BUSINESS:**

* Republic property closed. This is the potential buyer interested in 0 Williams.
* Controlled burns may be an option for properties identified to be demolished. Some communities allow them as a training exercise for fire fighters.
* Plymouth property may need involvement of the Fire Chief, Police Chief, Solicitor, and Mayor.
* Carol is working on an application for parties interested in acquiring property from the Land Bank. She will forward to board members as soon as it is complete for their review.

Skip made a motion to adjourn, seconded by Dick and passed. Meeting adjourned at 2:05 PM

Next meeting scheduled for July 26 at 1:00 PM.

Respectfully submitted,

Carol A. Knapp

HCLRC Executive Director