



HURON COUNTY LAND REUTILIZATION CORPORATION
Meeting Minutes
July 23, 2020
ZOOM MEETING

President Shawn Pickworth called the meeting to order at 2:00 PM.

Attending: Joe Hintz, Mitch Loughton, Shawn Pickworth, James Pomerich, Kathleen Schaffer, Dave Weisenberger, Skip Wilde, Dick Wiles

HCDC Staff: Carol Knapp and Karmen Ross

A quorum was established.

June 25, 2020 HCLRC Meeting Minutes Approval

- Motion to approve by Dick, seconded by Mitch and passed.

Financial Report – Carol

- Board members were provided financial statements through July 22, 2020 via email.
- Motion to approve financials by Joe, seconded by Skip and passed.

Approval of Invoices for Payment – Carol

- Board members were provided copies of invoices for payment.
 - \$20,402.37 – HCDC, 2nd Quarter Admin & Expenses
 - \$2,700.00 – F.E. Krocka & Associates, surveys
 - \$200.00 – City of Norwalk, mowing 140 Whittlesey
 - \$336.89 – Carol Knapp, reimburse for mowing 140 Whittlesey & 29 Grand
- Motion to approve payment of invoices by Dick, seconded by Joe, and passed.
- To expedite payment of invoices, Carol asked the board to consider allowing invoices to be paid when received rather than delaying payment until a board meeting. Since all checks require two signatures and Carol is not an authorized signer, all payments are viewed by two board members which provides checks and balances. The Board agreed that this was acceptable to allow our vendors to be paid in a timely manner.

OLD BUSINESS

HCLRD Board Appointments – Skip

- Justin Ewell with Ewell & Associates agreed to serve on the land bank board. The open seat is an appointment made by the two commissioners and treasurer. An individual with real estate knowledge is needed for this appointment.
- Motion to accept appointment of Justin Ewell to the Land Bank Board was made by Skip, seconded by Joe, and passed.
- Skip previously provided Carol with Justin's contact information.
- Carol will provide documents for a board member orientation and meet with Justin.

Properties Update – Carol

- Four quit claim deeds have been prepared. Unfortunately, the tax map office did not accept a deed that was presented due to an error in the legal description. Carol scanned the legal description provided in the deeds received from the auditor and converted them to word and pasted the information into the new deeds. Carol will connect with the tax map office to determine the error.
- Nine purchase agreements have been executed and down payments made on those properties. The buyer has possession of the properties and land bank signs have been removed.
- One purchase agreement is in process – the buyer is mailing the agreement along with check.
- We have two available properties on the land bank website.
- We have three sale pending properties on the land bank website.

- We have twelve sold properties on the land bank website.
- Side yard properties are not advertised on the website.
- 57 Townsend – Greenwich
 - Village of Greenwich asked the land bank to acquire the property and donate it to the village.
 - Village has not indicated timeline for demolition of the structures on the property; therefore, we have not been able to proceed with the land transfer.
 - Virgil is on vacation.
 - Carol will reach out to the village one more time for demolition information.
 - Board decided that if the village is not going to demolish the structures, we will list the property for sale. It is a nice, buildable lot.
- South West Avenue – Willard
 - Carol reached out to the identified buyer in June but has not heard back from her. The buyer wants to demolish the structure and use as a side lot.
 - There is a second individual interested in the property.
 - Carol will reach out to the identified buyer one more time. If no response, she will contact the second buyer to determine interest.
- 49 Jefferson – Norwalk
 - This is a side yard property.
 - The property price was set at \$1,000.
 - The property needed a survey. The cost of the survey is \$950.
 - Buyer made an offer of \$1,500 for the property.
 - Buyer has been maintaining the property.
 - Motion made to accept the \$1,500 offer by Skip, seconded by Kathleen and passed.
- 989 State Route 250 – New London
 - Neighbor is interested in the property and has been maintaining the front portion.
 - Identified buyer does not have Internet access so Carol will have to prepare hard copy documents and meet with the buyer to proceed.
- 29 Grand Avenue – Norwalk
 - Price was reduced from \$15,000 to \$10,000 and property reposted on the land bank website.
 - Habitat for Humanity is not interested in this property.
 - Carol received an application to acquire and offer of \$5,500.
 - After discussion, the board decided to counteroffer at \$7,500. -Motion to counteroffer made by Joe, seconded by Kathleen and passed.
- 10 Monroe Street - Monroeville
 - This is the land bank's only commercial property.
 - Carol made the suggestion that we hire someone to clean up the interior of the property so that we can market it as a commercial building. When cleaned up, we can take interior pictures and include them on the website. We may be able to increase the price to cover the clean up cost. We do have a pre-qualified contractor that does this type of work.
 - Board members indicated that they thought this was a good idea and asked Carol to get a quote on cleanup costs. Skip asked about utilizing a buyer agent to assist with this property. It was suggested that Justin Ewell may be able to provide information on how this works. Carol will discuss with him.

HCLRC State Audit - Carol

- Carol has spent days (at least three) preparing the documentation for the State Audit. She used a very organized approach to delivering the information via the Internet. Auditor suggested copying everything and he'd pick it up. That would be very time consuming and expensive. He agreed to electronic files.

NEW BUSINESS

Round 3 Property Acquisition

- Due to present land bank activity and the state audit, round 3 property information is not yet available.
- Carol will work with Kathleen to prepare a list of properties for consideration.

Banking

- The Land Bank board originally selected Home Savings at the recommendation of Dave Freytag. As a "hometown" bank, he suggested they may be more "user friendly".
- Home Savings has merged with Premier Bank. Carol tried to set up electronic banking so that bank statements could be obtained electronically. She spent over 45 minutes and could not get the application to be accepted. She called the

Norwalk branch for assistance. Due to the bank conversion, they were not certain how to proceed. Carol has been waiting three days for a call back. Board members shared that they are also experiencing difficulties. Electronic payroll is not being deposited into accounts along with other frustrations.

- Since HCDC staff members are still working from home, making a deposit in Norwalk is a 56-mile round trip for Carol.
- After discussion, Joe made a motion to set up a new bank checking account at Key Bank, seconded by Dick and passed.
- New and established board members will need to sign to signature authorization for checks. Carol will work with Key Bank and provide board members with information.

PUBLIC COMMENT: (via Chat feature) - None

OTHER

- Zoom meeting notifications are sent to board members via email and calendar invite a week or more before the meeting to allow everyone to get the meeting on their calendars.
- Joe asked if meeting information could be sent out the day before or day of the meeting to make it easier for board members to locate the meeting information. Carol sent today's meeting out again in the morning. That works well for board members and will be continued.

ADJOURN - Motion to adjourn made by Dick, seconded by Joe. Meeting adjourned at 2:34 PM.

Respectfully submitted,

Carol A. Knapp, Executive Director

Shawn Pickworth, President