



## HURON COUNTY LAND REUTILIZATION CORPORATION Meeting Minutes

April 22, 2021  
2:00 PM

*"The mission of the Huron County Land Reutilization Corporation is the preservation, restoration or disposal of abandoned or foreclosed properties. To strategically acquire properties, return them to productive use, reduce blight, increase property values, support community goals, and improve the quality of life for Huron County residents"*

President Shawn Pickworth called the meeting to order at 2:02 PM.

Attending: Mitch Loughton, Tim Pelsang, Shawn Pickworth, Dave Weisenberger, Skip Wilde, Justin Ewell and Joe Hintz, and Dick Wiles

Excused: Kathleen Schaffer

Staff Attending: Carol Knapp & Karmen Ross

A quorum was established.

March 25, 2021 HCLRC Meeting Minutes Approval

- Motion made by and seconded by

Financial Report – Carol

- Financial reports provided to board via email
- Motion to approve financial report made by Skip and seconded by Dick and passed.

### OLD BUSINESS

#### Properties Update

- 1 South West Avenue
  - Tim let board know timelines from both applicants.
  - One applicant plans to start construction this summer and other applicant stated it would be a year due to contractor being scheduled out.
  - Motion made by Skip to allow Curtis Barnett to purchase property and seconded by Tim Pelsang and passed.
  - Dave Weisenberger made motion to do credit check for this buyer and all future buyers of land bank properties.
  - Carol to send purchase agreement to Curtis Barnett via docuSign.
- 0 Section Line Road, Bellevue – follow up from Dick regarding counteroffer and application to acquire side lot.
  - Dick spoke with neighbor and neighbor offered \$500 and completed application to acquire, which Dick brought to the meeting. Mr. Risner also wrote a check for \$500, but we are not able to accept the check until the purchase agreement is signed. Dick to return the check to Mr. Risner.
  - Motion made by Skip to accept \$500 for side lot and seconded by Justin Ewell.
- 0 Abby Lane, Willard – Dick to report the follow up conversation with Mr. Lavender.
  - Mr. Lavender stated he would offer \$1,500 for the side lot to his property.

- Motion made by Skip to accept \$1,500 for side lot and seconded by Dave W.
- 0 Birchbark, Willard – Deed completed. Carol to meet with buyer.
  - Carol has completed QC deed for Ms. Coyle. Stated she really wanted to meet her and will deliver deed when Carol is feeling better.
- 2044 County Line Road 10 Property – Dick followed up with buyer. Trailer will be demoed by June 1. Carol to prepare amended purchase agreement.
  - Carol to complete an amended purchase agreement and Dick stated he could pick it up and deliver for signature if necessary, however Carol may be able to send it via docusign. Trailer will be demo'd by June 1<sup>st</sup>.
- 989 State Route 250, New London – Buyer completed cleanup. Deed delivered and final payment received.
  - Shawn P. looked at demo'd property and looks great.
  - Karmen met with buyer and delivered deed and received final payment of \$1,500.
- 19 Pierce St, Greenwich – Amended purchase agreement for demolition.
  - Carol spoke to buyers who are planning to demo property now rather than rehabbing it.
  - Carol sent amended purchase agreement and received back right away.
- 17 N. Kniffin St. Greenwich – Amended purchase agreement – extension for renovation timeline.
  - Buyers still working on property. Shawn stated he went by and they are working hard on it still.
- Carol explained the process to the board when individuals are working on properties and Carol explained that she marks her calendar a month before their deadline they stated to verify they are on track and if they need an extension.
- Dave Weisenburger would like to look into credit checks for all future buyers of land bank properties to ensure they will be able to complete any rehab or demo's they state in their purchase agreements.

### **NEW BUSINESS:**

- Review Comprehensive Ethics Policy – will be emailed to board for review at next meeting.
- Review Policy & Procedures – will be emailed to board for review at next meeting.
- Review of Code of Regulations – will be emailed to board for review at next meeting.
  - The Comprehensive Ethics Policy, Policy and Procedures, and Code of Regulations will be sent to board with revisions and ask for board to review and offer revisions as well.
  - Once done will be reviewed and adopted at next board meeting.
- Conflict of Interest affirmation.
  - Carol to send Conflict of Interest and affirmation to the board via docusign. This must be done annually.
- Contractor bid packages
  - Asbestos assessment
  - Asbestos abatement
  - Demolition
    - Bid packages currently being created and sent out to the pre-qualified contractors for the 27 Tilton Street property that was voted to be demolished.
    - By law we do need to do Asbestos assessment on properties.
    - Every contractor that does asbestos assessments will get a bid packet.
    - Any contractors that would like to be pre-qualified can do so at any time. It is open enrollment for pre-qualifying contractors.
- Status on potential properties to acquire.
  - No update on the properties and if any will be available for the land bank to acquire.
  - Carol did receive a phone call from Bellevue regarding a property they think will be on the foreclosure list as well as a call from Plymouth. Bellevue stated they previously demo'd the structure that was on the property and would like it donated to the city if we are able to acquire it.
  - Plymouth demo'd the structure that caught fire and burned down but they would like the property donated as it is located on the main drag where festivals are held and could made additional green space if they acquire it.

PUBLIC COMMENT: none

OTHER

- Thanks to Kelly Lippus for hosting the Land Bank Board meeting at the chamber conference room and Karmen for setting up Zoom for Carol and Joe to attend virtually.

ADJOURN

- Motion made to adjourn by Skip, seconded by Mitch and passed. Meeting adjourned at 2:37PM.

Respectfully submitted,

Karmen Ross  
Assistant Director