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Crawford County
Land Reutilization
Corporation

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**Board Members: Gary Cole, Jennifer Kuns, Doug Weisenauer, Jeff Reser, Jenny Vermillion
Barb McCullough, Manager**

February 2, 2016

Minutes

At the last meeting the positions were established and members appointed as follows:

Chairman: Gary Cole

Vice Chairman: Jennifer Kuns

Secretary: Jenny Vermillion

Treasurer: Steve Reinhard

In attendance:

Gary Cole, Jeff Reser, Jennifer Kuns, Steve Reinhard, Jenny Vermillion and Todd Hill-TF

Gary Cole, County Treasurer called the meeting to order. Gary requested the board adopt the general agreement and plan as presented at the last meeting. Motion to approve was made by Jeff Reser with a second by Jennifer Kuns, motion carried.

Next on the agenda, to approve the Treasurer to solicit the Board of Commissioners' for additional 5% of the DTAC monies to be used to fund the CCLRC once the Board of Commissioners' approves and resolves the general agreement and plan on 2/7/16. The monies generated from the DTAC would be approximately \$70 – 75,000 annually.

The discussion regarding legal counsel for the CCLRC continued with question of retainer vs. hourly. Jeff will approach Russ Long to discuss his interest and availability.

Regarding the meeting frequency and location it was decided that until a manager is in place it is difficult to ascertain what is needed. We will meet again after the Board of Commissioners approves and passes the resolution for the general agreement and plan.

Gary presented six possible scenarios we could use to establish a manager for the CCLRC.

1. Hire an individual outright as an employee of CCLRC
2. Contract with a county agency i.e. Economic Development
3. Economic Development takes over the CCLRC
4. City employee is donated as the CCLRC manager which costs the land bank \$0.00. Gary estimated that in the beginning it would entail 10 to 15 hrs. per week. Should further funding become available hours may increase.
5. County Treasurer hires an employee who is contracted to the CCLRC
6. Contract with an independent contractor for a flat fee (Jennifer suggested that if the option is utilized then the contractor would have to supply their own clerical services as part of their contract.)
7. Contract with an independent contractor with a second contract to another county office for clerical services

Jeff questioned what would be our figure for the independent contractor salary along with the clerical and legal costs. He then asked if there was a job description that he could give to interested parties to which Gary showed the job description from Richland County. Gary then passed out sample copies of the contract for services used by Richland County. Jennifer stated that she like the idea of #7. Jeff liked 1, 6, or 7 which ever would be most financially stable. Gary stated that a hybrid of sorts could be utilized beginning with #7 that would transition to #5 as the employee from the Treasurer's office would be contracted to offer clerical services during a training period to then eventually take over as manager from the independent contractor resulting in the #5 method of management. Steve doesn't believe it feasible to have #1 as an option because of the payroll expenses associated with having our own employee. Gary did offer an eighth option, which this board do the managing of the CCLRC. This option was not considered.

Gary asked for the approval of the board to approach his employee about the option to work with the independent contractor to do the clerical work and learn the manager's position. All agreed.

The board revisited the draft rules and regulations that and Gary passed out the amended copies that, in bold, highlighted changes he made to customize the document for CCLRC. Everyone is to review, make changes, notes, etc. for presentation and discussion at the next meeting.

Jennifer queried the Sunshine Laws and how they apply to CCLRC. Gary stated that they are open meetings and must abide by the Sunshine Laws.

With regards to the budget, it was determined that covered expenses would need to include the following but not limited to: management services, filing fees, office supplies, insurance, and legal fees.

Gary believes that even with these expenses CCLRC would have enough money remaining to being demolitions in 2016. Should we be able to procure any grant money a list of addresses would need to be compiled prior to application.

Jeff asked if Gary had seen Richland County's budget to ascertain their percentages used on the above expenses. Gary stated that he would contact Richland County.

Gary told the board that he has been in contact with Bucyrus and Galion and the villages to request property lists for potential demolition. All have responded with the exception of New Washington. Gary also told the group that we would need some procedure or list of qualifications for contractors doing the demolition. Jenny suggested that maybe the procedure used by Ohio Regional Development Corporation who takes care of the county's CDBG demolition grants could be used as a template. Steve asked in the agreement of plan draft if it required that the CCLRC take property. Gary stated that the document gives the CCLRC board the ability to operate prior to the formal and final resolution from the Board of Commissioners.

Next meeting: February 9, 2016

3pm

Auditor's Conference Room

Respectfully Submitted,
Jenny Vermillion, Secretary