

Lawrence County Land Reutilization Corporation Committee Meeting

Meeting Minutes

July 20th 2016
11:00 AM

I. Call to order

Stephen D. Burcham called to order a meeting of the Lawrence County Land Reutilization Corporation Committee at 11 am on July 20th 2016 in the second floor Auditor's Conference Room of the Lawrence County Courthouse.

II. Roll call

The following persons were present:

- Stephen D. Burcham, Treasurer
- Bill Pratt, Commissioner
- Freddie Hayes, Commissioner
- Jason Stephens, Auditor
- Paul Rubaduc, Engineer's Office
- Katrina Keith, Ironton Mayor
- Patricia Fields, Treasurer's Office kept original minutes. (TS)

III. New Business

- First order of business was to elect a Vice-Chair of the Lawrence County Land Reutilization Corporation Committee. Motion was made by Bill Pratt to nominate Katrina Keith. Motion was seconded by Freddie Hayes.
- The date and time of the next meeting was discussed. It was decided that the next meeting will be held on August 23rd and 11am in the same location. A permanent meeting schedule will be discussed at a later date.
- Reviewed Material. A packet of information was distributed by the Treasurer's Office providing general information on Land bank's and how they work.
- Discussed land banks and how they can be funded. DTAC money and grants that are available.
- Grant applications were discussed and the deadline of September 2nd 2016. Stephen Burcham discussed getting help from Ralph Kline of the CAO with the Grant application due to their experience.

IV. Adjournment

Stephen D. Burcham adjourned the meeting.



Stephen D. Burcham, Chair



Katrina Keith, Vice-Chair

Lawrence County Land Reutilization Corporation Committee **Meeting**

Meeting Minutes

August 23rd 2016
11:00 AM

I. Call to order

Stephen D. Burcham called to order a meeting of the Lawrence County Land Reutilization Corporation Committee at 11:10 am on August 23rd 2016 in the second floor Auditor's Conference Room of the Lawrence County Courthouse.

II. Roll call

The following persons were present:

- Stephen D. Burcham, Treasurer
- Summer Sullivan, designee of Bill Pratt, Commissioner
- Craig Thomas, designee of Tyler Walters, Upper Twp Trustee
- Brigham Anderson, Attorney with Prosecutor's office
- Spencer Smith, Attorney with the Prosecutor's office
- Thomas Schneider, Land Bank manager

III. Prior minutes

Prior to meeting, email was sent to all board members of the finalized minutes of the meeting held July 20th 2016. Motion made by Stephen D. Burcham that minutes be excepted as emailed. Motion seconded by Craig Thomas. Roll called. All in favor. Motion passed.

IV. Un-schedule break to agenda

Question arose and it was deemed necessary to give all who were present upfront information regarding (BOR) Board of Revision involvement, and information regarding foreclosure process of properties, by the Prosecutor's office. Floor was turned over to Brigham Anderson and Spencer Smith, with the Prosecutor's office. Stephen Burcham expanded on the explanation related to (BOR). Questions seem to be satisfied and meeting returned to order.

Katrina Keith, Ironton City Mayor arrived just before meeting continued.

Noted: that the Prosecutor's office and the County Auditor should get invitation to the next meeting of the Land Bank.

V. Old business

Stephen Burcham reported that the resolution for DTAC funding had gone before the County Commission at the last commissioner's meeting on August 18th 2016 and was approved. Copy of the resolution was provided to all present. Annual funding amount anticipated to be \$200,000.00 of which approximately \$140,000.00 would be allocated by April 2017.

Stephen Burcham also explained to all, an overview of the progress made by the CAO with the NIP application process. He also explained what the Land Bank had accomplished since the last meeting.

VI. New Business

- First order of business: Stephen Burcham brought to the attention of those present that a resolution to the county commission was needed for approval to submit the NIP grant proposal and application. Everyone present were provided a copy of the resolution.
- Motion made by Stephen Burcham to submit resolution. Seconded by Craig Thomas. Roll called. All in favor. Motion passed.
- Second order of business: Stephen Burcham brought to the attention of those present that a resolution to the county commission was needed for approval to submit a separate grant proposal and application for a newly discovered grant, specifically meant to address gas station clean up, and that had just become available to Land Banks in August 2016. Stephen Burcham explained what the parameters were associated with this grant. Everyone were provided a copy of the resolution.
- Motion made by Stephen Burcham to submit resolution. Seconded by Craig Thomas. Roll called. All in favor. Motion passed.
- Third order of business: Stephen Burcham brought to the attention of those present that a resolution to the county commission was needed for the reimbursement, to the county, for expenses of the county, associated with the land bank's initial startup and continued operations. The prevailing thought was that once the land bank became more self-sufficient; it could begin repaying the county for any assistance that was allocated to the Land Bank.
- Motion made by Stephen Burcham to submit resolution. Seconded by Craig Thomas. Roll called. All in favor. Motion passed.
- Reviewed a resume format that was provided to all board members or their designees. Resume is a requirement for the NIP proposal and application and it was requested, that all board members have their resume returned to Thomas Schneider by Friday, August 26th 2016, so they could be added to the application.

- It was also discussed, as to dates for all remaining regular monthly meetings for the Land Bank in 2016. Available dates were provided and it was decided that, September 22nd, October 20th, November 17th and December 15th, 2016 were the best dates to hold the meetings.
- Motion made by Katrina Keith to set the above dates as the regularly scheduled meeting dates for the remainder of the year. Seconded by Stephen Burcham. Roll called. All in favor. Motion passed.
- No further new business was brought forward.

VII. Audience participation

None

VIII. Adjournment

Stephen D. Burcham adjourned the meeting.


Stephen D. Burcham, Chair


Katrina Keith, Vice-Chair

Lawrence County Land Reutilization Corporation Committee **Meeting**

Meeting Minutes

September 22nd 2016
10:00 AM

I. Call to order

Stephen D. Burcham called to order a meeting of the Lawrence County Land Reutilization Corporation Committee at 10:00 am on September 22nd 2016 in the second floor Auditor's Conference Room of the Lawrence County Courthouse.

II. Roll call

The following persons were present:

- Stephen D. Burcham, Treasurer
- Bill Pratt, Commissioner
- Katrina Keith, Mayor of Ironton
- Jason Stephens, Lawrence Co. Auditor
- Chris Kline, Deputy Auditor
- Spencer Smith, Attorney with the Prosecutor's office
- Thomas Schneider, Land Bank manager

III. Prior minutes

Prior to meeting, email was sent to all board members of the finalized minutes of the meeting held August 23rd 2016. Motion made by Stephen D. Burcham that minutes be accepted as emailed. Motion seconded by Bill Pratt. Roll called. All in favor. Motion passed.

IV. Old business

Stephen Burcham reported to all, an overview of the progress made by the CAO with the NIP application process and submission thereof on 09-02-16. He also explained, what the Land Bank had accomplished since the last meeting. He additionally explained that the gas station grant application previously brought up in the last meeting was not applicable until the land bank actually acquired properties. This would prevent applying until 2017 but there were other grants available that had no window periods and the land bank was looking into those for the future.

V. New Business

- First order of business: Stephen Burcham brought to the attention of all that Jason Stephens and Chris Kline were present as well as Spencer Smith. Floor was then turned over to Spencer Smith to explain the general (BOR) involvement as related to the expedited foreclosure process. (BOR) involvement would only relative to; verified abandoned properties and once identified, a list of properties as well as evidence of abandonment would be submitted to (BOR) for review. Once (BOR) was in agreement, with the prosecuting attorney's office of the abandoned state, then normal (BOR) procedures would be followed.....(notice, setting of hearing date, ect.ect.) Further discussion ensued and Jason Stephens asked if there was information, such as "flow chart" that could be reviewed, just to have better understanding of the process. Spencer Smith stated there was such a chart and would email to Thomas Schneider and he could then forward to all who were interested. After several more minutes of discussion, there was a general understanding that the Auditor's office would not have a lot of work to complete as part of the process. This seemed to be the primary concern of Jason Stephens and Chris Kline. No further relevant discussion was held.
- No further new business was brought forward.

VI. Audience participation

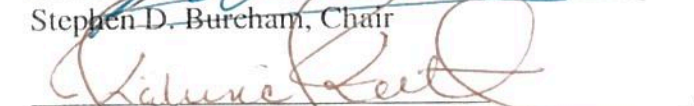
None

VII. Adjournment

Stephen D. Burcham adjourned the meeting.



Stephen D. Burcham, Chair



Katrina Keith, Vice-Chair

Lawrence County Land Reutilization Corporation Committee
Meeting

Meeting Minutes

November 17th 2016

11:00 AM

I. Call to order

Katrina Keith called to order the meeting of the Lawrence County Land Reutilization Corporation Committee at 11:00 am on November 17nd, 2016 in the second floor Auditor's Conference Room of the Lawrence County Courthouse.

II. Roll call

The following persons were present:

- Fred Hayes, Commissioner (Board Member)
- Bill Pratt, Commissioner (Board Member)
- Katrina Keith, Mayor of Ironton (Board Member)
- Craig Thomas, Upper Township Trustee (Board Member)
- Brigham Anderson, Prosecuting Attorney
- Michael Patterson, Clerk of Courts
- Spencer Smith, Attorney with the Prosecutor's office
- Thomas Schneider, Land Bank Director of Operations
- David Malloy, Herald Dispatch
- Dustin Melchoir, Ironton Tribune
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III. Prior minutes

September meeting minutes (no October meeting was held), emailed to all board members prior to today's meeting. Motion made by Bill Pratt that minutes be excepted as emailed. Motion seconded by Fred Hayes. Board Roll called. All in favor. Motion passed.

IV. Old business

Thomas Schneider reported to all, an overview of the current progress made in the acquisition of the properties needed to meet the guidelines as set forth in the NIP agreement and terms contract. NIP agreement was provided to all board members and any others who requested a copy.

Meeting turned over to Brigham Anderson and Spencer Smith on update on where the

foreclosure complaint and Board of Revision (BOR) set up and process stood. Discussion held between Prosecutors and Clerk of Courts on if process was any different for the Clerk's Office. Question was made about (BOR) hearing date. Thomas Schneider informed all that it was be addressed as new business in today's meeting. He also gave update to all present, on the recent Land Bank conference attended by Thomas Schneider and Spencer Smith. All were offered copies of all information obtained at the conference. None requested.

Thomas Schneider then brought to the attention of all, the NIP agreement provided. Overview was given and it was asked if there were questions. No questions.

Thomas Schneider then expanded on the hiring of new Treasurer's employee, Lisa Patterson, who's primary employment focus would be land bank business. It was also stated that is was the Treasurer's offices intent to hire at least one more additional staff member to work on the land bank's operational needs and a part time employed asbestos consultant. With the exception of the (BOR) processing, being the only actual old business, all other points were informational. There was no other old business.

V. New Business

First order of business was, Thomas Schneider brought to all attention that the land bank Could pursue a \$200,000, interest free credit line loan through HHF, reimbursable through the grant funding to use as seed money for the initial land bank operations. Loan would be the land bank as principle party and Treasurer's office would be second in liability. Applying for the credit line would not encumber the county at all and make the land bank and the Treasurer's office liable only if the land bank drew from the credit line. Thomas Schneider explained how the terms worked to all satisfaction. Motion made by Bill Pratt to apply for the credit line loan. Seconded by Fred Hayes. Role was called and all board member voted "yes". Motion passed.

Second order of business was board approval to acquire the properties that CAO had tax liens upon and were coming up for tax sale on December 6th 2016. Discussion was held between the board members and the prosecuting attorney's office as to the best course of action in this matter. A decision could not be reaches and the Prosecuting attorney's office was asked to do further research, as to how other land banks across the state have chosen to pursue this and the board tabled this issue until the next meeting.

Third order of business was to set Organizational meeting at the turn of the year 2017. Dates were discussed and meeting was set for January 19th 2017 @ 10am.

Fourth order of business was to set all the land bank board meetings for 2017. It was brought to the boards attention that two meetings per month would likely be needed for conducting land bank business, at least for the first 6 months of the year, for contract approvals, bid awards and sale approval of properties, once the land bank began re-

marketing properties. The board agreed to initially set two meetings for every month of 2017. Dates were discussed and agreed that the 2nd and 3rd Thursday of each month would be best for all involved. Motion made by Bill Pratt to make all board meeting the 2nd and 3rd Thursday of each month in 2017. Seconded by Fred Hayes. Role called. All in favor. Motion passed.

Informational point was presented by Thomas Schneider, to all who were present, that several public meetings for both contractors and the community outreach had been set for various dates in December 2016, January and February 2017. Dates times and locations were provided to all. All were encouraged to attend.

Fifth order of business was for the board to approve a date for the (BOR) hearings. The time frame for the initial part of the foreclosure process to be completed was explained by Spencer Smith and Thomas Schneider. Discussion was held and the board members agreed, as well did the prosecuting attorney's office, that a date in March of 2017 would be best. As there was no one from the Auditor's office present at the meeting, Fred Hayes made a motion to set the date as March 15th 2017, subject to change, and if that date would not be acceptable for the Auditor's office, a special meeting could be called to change the date to one that worked for all that needed to be present for the (BOR) hearings. Motion was seconded by Katrina Keith. Role called. All in favor motion passed. It was further left to Thomas Schneider to speak to the Auditors office about the date as was voted and to provide all board members, prosecuting attorney's office and office holders with a detailed list of all the meeting dates for 2017. There was no further new business.

VI. Audience participation

None

VII. Adjournment

Katrina Keith adjourned the meeting.


Stephen D. Burcham, Chair


Katrina Keith, Vice-Chair

Lawrence County Land Reutilization Corporation Committee **Meeting**

Meeting Minutes

December 15th 2016
11:00 AM

I. Call to order

Stephen Dale Burcham called to order the meeting of the Lawrence County Land Reutilization Corporation Committee at 11:00 am on December 15th, 2016 in the second floor Auditor's Conference Room of the Lawrence County Courthouse. Motion made by Bill Pratt to open meeting. Seconded by Fred Hayes. Role called. All in favor and motion passed.

II. Roll call

The following persons were present:

- Fred Hayes, Commissioner (Board Member)
- Bill Pratt, Commissioner (Board Member)
- Spencer Smith, with the Lawrence County Prosecutor's office
- Thomas Schneider, Land Bank Director of Operations
- Patricia Fields, Lawrence County Deputy Treasurer
- Members of the public
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III. Prior minutes

November meeting minutes emailed to all board members prior to today's meeting. Motion made by Fred Hayed that minutes be excepted as emailed. Motion seconded by Bill Pratt. Board Roll called. All in favor. Motion passed.

IV. Old business

Stephen Dale Burcham reported to all, an overview of the current progress made in the acquisition of the properties needed for the NIP grant. A list of all properties being foreclosed upon provided to all who were present and power point presentation provided to show various properties across Lawrence County. Mr. Burcham also informed all that the \$200,000 interest free line of credit, against the land banks 4.3 million grant had been approved. There was no other old business.

V. New Business

First order of business was a tabled matter of board approval to acquire the properties that CAO had tax liens upon and were foreclosed upon at the tax sale on December 6th 2016. As a decision has not be reaches and the Prosecuting attorney's office on the best course, as to the land bank should pursue this and the board again tabled this issue until the prosecuting attorney office formed their legal opinion. Bill Pratt made motion to table the issue. Seconded by Fred Hayes. Role called. All approved and motioned passed.

Second order of business was to set second BOR hearing date of April 18th 2017 and Thomas Schneider will consult with Debbie in the Auditors office to get that set up. Motion made to establish the 18th date for a second hearing, by Bill Pratt. Seconded by Fed Hayes. Role called. All approved and motion passed.

Fourth order of business was an announcement by Mr. Burcham, that he had hired Patricia Fields, who is a current deputy treasurer, as the land banks new fiscal officer. No motioned needed as land bank is currently staffed by treasurer's office employees.


There was no further new business.

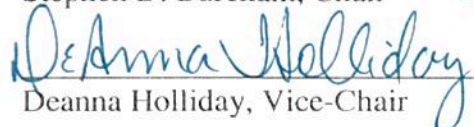
VI. Audience participation

None

VII. Adjournment

Stephen Burcham adjourned the meeting.


Stephen D. Burcham, Chair


Deanna Holliday, Vice-Chair