



BOARD OF DIRECTORS MINUTES

REGULAR MEETING – JANUARY 26, 2018

The Land Bank Center • 845 Parsons Ave • Columbus, OH 43206

1. Call to Order

The regular meeting of the Central Ohio Community Improvement Corporation (COCIC) Board of Directors was held January 26, 2018 at the Land Bank Center located at 845 Parsons Avenue, Columbus, OH and called to order at 9:17 a.m., Cheryl Brooks-Sullivan, Commissioner Kevin Boyce, Sam Gresham (Representative for Cheryl Brooks-Sullivan), Tracy Hatmaker (Township Representative), James Schimmer (Representative for Commissioner Brown), and Eric Wagenbrenner (Representative for Commissioner O’Grady) were present and constituted a quorum.

2. Approval of Minutes

The December 8, 2017 Board of Directors’ Regular Meeting minutes were electronically sent on January 25, 2018 and were provided to each Board member in the Board packets.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of minutes.

Motion: Mr. Hatmaker moved to approve the December 8, 2017 Board of Directors meeting minutes; seconded by Mr. Wagenbrenner. Motion approved unanimously.

3. President’s Report

Mr. Williams has implemented a President’s Report to start off the Board Meetings to give an overview update on certain items. Today Mr. Williams discussed the following:

- **Mission Statement:** The Board was reminded of what our Mission Statement is and reintroduced the tagline that COCIC has implemented, in support of our Mission Statement; **Remove. Reuse. Rebuild.**
- **Retreat Follow-Up:** A Summary of the Visioning Session that was held in December was provided to the Board; which detailed the decisions, questions, next steps, and other relevant outcomes of the session. *A copy of the Summary will be included in the Board Minute Book.*
- **Westport Road RFP:** There is an RFP that has been issued for the 12 acres of Westport Rd., which is due April 9th.
- **Statewide Association of Land Banks:** Thriving Communities has begun to develop a Statewide Association of Land Banks. While still under development, COCIC expects to receive a request to help fund the Association.
- **Land Bank Conference:** The Ohio Land Bank Conference will be hosting in Columbus, October 22nd-24th at the Convention Center. COCIC will also be hosting a reception. Any Board Members interested in attending the conference, COCIC will pay for their attendance.

4. Authorization of New Depository Account to Secure Corporate Credit Card at Heartland Bank – Resolution 18-1

Mr. Williams explained this motion is for authorization of an interest-bearing money market account at Heartland Bank with a portion of the account to be used as security towards corporate credits. The establishment of the second account will maintain the same authorized signatories and safeguards previously approved by the Board under Resolution No. 17-21, adopted June 23, 2017.

The proposed resolution was **amended** to include the financial transfer of \$95K to the Heartland account.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the new depository account.

Motion: Commissioner Boyce moved to **amend** the add to the resolution to reflect the \$95K transfer to the Heartland account; seconded by Mr. Hatmaker. Motion approved unanimously.

Motion: Mr. Wagenbrenner moved to approve the amended resolution to authorize the new depository account to secure a corporate credit card at Heartland Bank; seconded by Commissioner Boyce. Motion approved unanimously.

5. 5741 Cleveland Avenue (Fuji Drive) – Resolution 18-2

Mr. Williams explained this motion is for the authorization to sale and convey the property of 5741 Cleveland Avenue (Fuji Drive) to Alex Mendoza, or any affiliate thereof, for \$90,000.

- The Property has a Cleveland Ave. address but is sandwiched between the north side of Fuji Drive and the west side of Cleveland Ave. It comprises 1.189 acres.
- The Property was forfeited to the State of Ohio.

- The broker's opinion of value puts the fair market value of the Property at \$85,000 and the liquidation value at \$68,000.
- COCIC engaged the brokerage services of Commercial One Realty to market the property. An offer to purchase the property for \$90,000 has been made by Alex Mendoza.
- Mr. Mendoza is a McDonalds franchisee with multiple stores in the Columbus area. He plans to build a facility to use for corporate meetings and other business activities. Mr. Mendoza's offer includes: a \$1,000 deposit of earnest money; a due diligence period of 120 days; and a closing date of May 2, 2018. His offer is contingent on COCIC Board approval.
- COCIC has expended \$2,350 for title, environmental and other due diligence material to inform the disposition process. The City has covered the cost of site maintenance. Each organization will recover its costs and evenly split the remaining amount.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the Responsible Landlord Loan.

Motion: Commissioner Boyce moved to approve the authorization to sale and convey the property of 5741 Cleveland Avenue (Fuji Drive) to Alex Mendoza, or any affiliate thereof, for \$90,000; seconded by Mr. Wagenbrenner. Motion approved unanimously.

6. Summary of Disbursements/Disclosures – Resolution 18-3

Mrs. Atkinson referred the Board to the Summary of Disbursements/Disclosures detailing information from December 4, 2017 – January 19, 2018. Mrs. Atkinson briefly discussed the following disbursements:

- DTAC 2nd reimbursement in the amount of \$455K; bringing the YTD total to over \$3.1 million
- OHFA Reimbursements #62 & #63 totaling over \$739K; bringing the YTD total to over \$9.4 million
- Payment to Parsons Avenue Merchants Association in support of the South Side Fruit Farm in the amount of \$4,500
- Payment to Franklin County Economic Development for the 4th Quarter bond payment in the amount of \$50K

Mrs. Atkinson also informed the Board that the IRS has reinstated COCIC as tax-exempt under 501(C)(4).

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the Summary of Disbursements/Disclosures.

Motion: Mr. Schimmer moved to approve the Summary of Disbursements/Disclosures December 4, 2017 – January 19, 2018; seconded by Mr. Hatmaker. Motion approved unanimously.

7. Q4 2017 Financial Report

Mrs. Atkinson referred the Board to 'Q4 Budget vs. Actual Summary' highlighting the fourth quarter of 2017 actual expenses compared to the budgeted amounts for the period (as of December 31st).

- **Blighted Expenses:** 75% of budget
- **Strategic/Trusted Partner/Responsible Landlord:** 47% of budget
- **Golf Course:** 102% of budget
- **Administrative:** 81% of budget

8. Q4 2017 Project Report

Ms. Kingsborough gave a brief presentation and report before the Board on the status of the 2017 4th Quarter Properties/Programs, which included Property Inventory, Blight Removal Program, Neighborhood Initiative Program (NIP), Tax Lien Certificate Program, and Responsible Landlord Program. *A copy of the presentation is included in the Board Minute Book.*

9. Annual Budget of the Corporation for Fiscal Year 2018 – Resolution 18-4

The Board was provided the 2018 Proposed Budget. *A copy of the budget is included in the Board Minute Book.* Mrs. Atkinson discussed the Sources & Uses Summary, while Ms. Kingsborough discussed the proposed budget for each program.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the Annual Budget of the Corporation for Fiscal Year 2018.

Motion: Mr. Hatmaker moved to approve the Annual Budget of the Corporation for Fiscal Year 2018 seconded by Mr. Wagenbrenner. Motion approved unanimously.

10. ADJOURNMENT

There being no more business to come before the Board of Directors of COCIC, Chairperson, Cheryl Brooks-Sullivan moved that the meeting of the Board of Directors be adjourned. A voice vote was taken and the motion carried unanimously. The meeting of the Board of Directors was adjourned at approximately 10:45 a.m.



BOARD OF DIRECTORS MINUTES

REGULAR MEETING – APRIL 27, 2018

The Land Bank Center • 845 Parsons Ave • Columbus, OH 43206

1. Call to Order

The regular meeting of the Central Ohio Community Improvement Corporation (COCIC) Board of Directors was held April 27, 2018 at the Land Bank Center located at 845 Parsons Avenue, Columbus, OH and called to order at 9:05 a.m., Cheryl Brooks-Sullivan, Commissioner Kevin Boyce, Sam Gresham (Representative for Cheryl Brooks-Sullivan), Tracy Hatmaker (Township Representative), Carole Olshavsky, James Schimmer (Representative for Commissioner Brown), Steven Schoeney (Largest Municipality Representative), Robert Weiler, and Sadicka White were present and constituted a quorum.

2. Approval of Minutes

The January 26, 2018 Board of Directors' Regular Meeting minutes were electronically sent on April 17, 2018 and were provided to each Board member in the Board packets.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of minutes.

Motion: Mr. Schimmer moved to approve the January 26, 2018 Board of Directors meeting minutes; seconded by Mr. Hatmaker. Motion approved unanimously.

3. President's Report

Mr. Williams has implemented a President's Report to start off the Board Meetings to give an overview update on certain items. Today Mr. Williams discussed the following:

- **Community Land Trust:** A brief presentation was presented to the Board regarding COCIC as a Community Land Trust. *A copy of the presentation is included in the Board Minute Book.*

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval the Land Bank Trust.

Motion: Ms. White moved to approve to further investigate the Land Bank Trust; seconded by Mr. Schoeney. Motion approved unanimously.

4. Approval to Reschedule Annual Meeting

Mr. Williams explained this motion is move the Annual Meeting from May 25, 2018 to June 1, 2018, due to Memorial Day weekend.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the new annual meeting date.

Motion: Mr. Weiler moved to approve the Annual Meeting be rescheduled to June 1, 2018; seconded by Mr. Schoeney. Motion was approved unanimously.

5. Summary of Disbursements/Disclosures – Resolution 18-5

Mrs. Atkinson referred the Board to the Summary of Disbursements/Disclosures detailing information from January 20, 2018 – February 17, 2018, February 17, 2018 – March 17, 2018, and March 18, 2018 – April 21, 2018. Mrs. Atkinson briefly discussed the following disbursements:

- Deposit: City of Columbus in the amount of \$163,665 for 12 property demolitions
- Deposit: New Perspective Asset Management in the amount of \$20,271 for the receivership loan payoff
- Payment: United States Treasury in the amount of \$9,654 for 2012-2016 FUTA amended returns
- Payment: New Perspective Asset Management in the amount of \$59,000 for 3 properties in Receivership Loan
- Transfer of \$95K from General Checking to Heartland Money Market Account
- Deposit: City of Columbus in the amount of \$202,676 for 29 NIP Properties
- Payment: ADP in the amount of \$27,780 for 2017 401K Retirement Employer Contribution
- Payment: Southside Renaissance Home in the amount of \$133,334 for 2 properties in Responsible Landlord Program
- Deposit: DTAC in the amount of \$2,564,000

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the Summary of Disbursements/Disclosures.

Motion: Mr. Weiler moved to approve the Summary of Disbursements/Disclosures January 20, 2018 – February 17, 2018, February 17, 2018 – March 17, 2018, and March 18, 2018 – April 21, 2018; seconded by Mr. Hatmaker. Motion approved unanimously.

6. Q1 2018 Financial Report

Mrs. Atkinson referred the Board to 'Q1 Budget vs. Actual Summary' highlighting the first quarter of 2018 actual expenses compared to the budgeted amounts for the period (as of March 31st).

- **Blighted Expenses:** 19% of budget
- **Strategic/Trusted Partner/Responsible Landlord:** 8% of budget
- **Golf Course:** 23% of budget
- **Administrative:** 22% of budget

7. Q1 2018 Project Report

Ms. Kingsborough gave a brief presentation and report before the Board on the status of the 2018 1st Quarter Properties/Programs, which included Property Inventory, Blight Removal Program, Neighborhood Initiative Program (NIP), Tax Lien Certificate Program, and Responsible Landlord Program. *A copy of the presentation is included in the Board Minute Book.*

8. ADJOURNMENT

There being no more business to come before the Board of Directors of COCIC, Chairperson, Cheryl Brooks-Sullivan moved that the meeting of the Board of Directors be adjourned. A voice vote was taken and the motion carried unanimously. The meeting of the Board of Directors was adjourned at approximately 10:14 a.m.



BOARD OF DIRECTORS MINUTES

ANNUAL MEETING – JUNE 1, 2018

The Land Bank Center • 845 Parsons Ave • Columbus, OH 43206

1. Call to Order

The regular meeting of the Central Ohio Community Improvement Corporation (COCIC) Board of Directors was held June 1, 2018 at the Land Bank Center located at 845 Parsons Avenue, Columbus, OH and called to order at 9:17 a.m., Cheryl Brooks-Sullivan, Sam Gresham (Representative for Cheryl Brooks-Sullivan), Tracy Hatmaker (Township Representative), Tamara Howard (Representative for Commissioner Boyce), James Schimmer (Representative for Commissioner Brown), Steven Schoeny (Municipality Representative), Eric Wagenbrenner (Representative for Commissioner O’Grady), Carole Olshavsky, Robert Weiler, and Sadicka White were present and constituted a quorum.

2. Approval of Minutes

The April 27, 2018 Board of Directors Regular Meeting minutes were electronically sent on May 25, 2018 and were provided to each Board member in the Board packets.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of minutes.

Motion: Mr. Weiler moved to approve the April 27, 2018 Board of Directors meeting minutes; seconded by Mr. Wagenbrenner. Motion approved unanimously.

3. President’s Report

Mr. Williams discussed the following:

- **E. Long Street:** There has been a lot of interest in the property during the last several weeks; just recently receiving two purchase requests for the entire asking price (\$250K). COCIC is anticipating at least an additional two by the next board meeting.
- **Winchester Pike:** COCIC is close to receiving an NFA (No Further Action) letter. There are a lot of people interested in purchasing the property; once COCIC receives the NFA, we will be able to proceed with the sale.
- **Cleveland Avenue:** The potential buyer owns a series of McDonald’s and wants the building to house some of his business activities and to have staff meetings. The site needs rezoned, so he has requested an extension of his contract until October.
- **Westport Drive (12 acres):** COCIC is beginning negotiations with a development team that responded to the RFP.

4. Summary of Disbursements/Disclosures – Resolution 18-6

Mrs. Atkinson referred the Board to the Summary of Disbursements/Disclosures detailing information from April 23-May 25, 2018. Mrs. Atkinson briefly discussed the following disbursements:

- Total deposits for the period in the amount of \$20K.
- Payment to Mark Barbash Economic Development in the amount of \$1K.
- Total payments for the period in the amount of \$769K, ending cash balance of \$5.8 million.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the Summary of Disbursements/Disclosures.

Motion: Mr. Schoeny moved to approve the Summary of Disbursements/Disclosures April 23-May 25, 2018; seconded by Mr. Schimmer. Motion approved unanimously.

5. 2017 Audited Financial Statement

Mrs. Atkinson briefly discussed the status of the 2017 Audited Financial Report, prepared by Parms & Company. The full report will be discussed at the next meeting.

6. Creation of Central Ohio Community Land Trust (COCLT) – Resolution 18-7

Mr. Williams explained this motion is for the approval of the approval of the creation of Central Ohio Community Land Trust (COCLT).

Staff of COCIC is proposing that COCIC collaborate with the City of Columbus and Franklin County to establish the Central Ohio Community Land Trust Corporation (the “Community Land Trust”). The Community Land Trust will be an Ohio nonprofit corporation that enables the development of affordable housing by owning land and leasing that land to those who live in housing built on that land. To maximize its ability to receive many different types of funding, the Community Land Trust will seek to qualify as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986.

To ensure the continued affordability of the housing built on the leased land, the land lease will contain a resale formula that will be intended to balance the interests of present homeowners with the long-term permanent affordability goals of the Community Land Trust. Once it is in operation, the Community Land Trust will (i) be able to assist in developing communities without displacing people, (ii) help achieve more affordability within the privately-owned housing market, (iii) be able to retain the public's investment in affordable homeownership, and (iv) assemble land for all types of development.

Chairperson Cheryl Brooks-Sullivan reviewed proposed Resolution 18-7 placed before the Board for its consideration, discussion, and action. Chairperson Cheryl Brooks-Sullivan asked Board members if there were any additional comments or information. Hearing none, asked for the required motion.

Motion: Mr. Hatmaker moved to approve Resolution 18-7 authorizing the creation of Central Ohio Community Land Trust (COCLT). The motion was seconded by Ms. White and was approved unanimously.

7. Executive Session

At approximately 9:25 Sadicka White moved that the Board go into executive session on a potential litigation matter, specifically for the purposes of discussing a pending or potential litigation; seconded by Jim Schimmer. At approximately 10:45, the meeting returned to open session.

8. Reappointment of Directors to Extend Term

In accordance with the Code of Regulations, the service Robert Weiler and Sadicka White as the Appointed Directors, shall be continued until June 1, 2019 or until such time they are replaced by a vote of the Ex-Officio Directors.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the Reappointment of Directors.

Motion: Mr. Schimmer moved to approve the Reappointment of Directors; seconded by Mr. Wagenbrenner. Motion approved unanimously.

9. Acknowledge the Municipal and Township Representatives

In accordance with the Code of Regulations, the service of Steven Schoeny as the municipal Director and Tracy Hatmaker as the township Director, shall be continued until such time as successors are appointed by the respective appointing authorities.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the Municipal and Township Representatives.

Motion: Mrs. Olshavsky moved to approve the Municipal and Township Representatives; seconded by Ms. White. Motion approved unanimously.

10. Election of Officers

Mr. Williams explained the slate of officers: Cheryl Brooks-Sullivan as Chairperson, Curtiss Williams as President; Sadicka White and Robert Weiler as Vice President's; Jim Schimmer as Secretary and Treasurer, and Melissa Coleman as Assistant Secretary of the Central Ohio Community Improvement Corporation.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the Election of Officers.

Motion: Mr. Schoeney moved to approve the Election of Officers; seconded by Mr. Hatmaker. Motion approved unanimously.

Mr. Williams announced to the board that Carole Olshavsky will be resigning from her position as Director on the COCIC Board.

11. COCIC Committee Structure

Mr. Williams explained the COCIC Committee Structure and provided the board with a chart, which outlines each committee. A copy of the chart is included in the Minutes.

Mr. Weiler left the meeting at approximately 11:00 a.m.

12. Establishment of Records Commission – Resolution 18-8

Mr. Williams explained this motion is for the approval of the establishment of a Records Commission. Mr. Williams briefly discussed the need for a records commission to approve the initial record retention schedule and annually review additions to and deletions from such schedule. The committee will work with the Ohio Historical Society to ensure proper implementation.

Chairperson Cheryl Brooks-Sullivan reviewed proposed Resolution 18-8 placed before the Board for its consideration, discussion, and action. Chairperson Cheryl Brooks-Sullivan asked Board members if there were any additional comments or information. Hearing none, asked for the required motion.

Motion: Mr. Wagenbrenner moved to approve Resolution 18-8 authorizing the approval of the Establishment of Records Commission. The motion was seconded by Ms. White and was approved unanimously.

13. 2018 Annual Resolution of Standing Authority – Resolution 18-9

Mr. Williams explained this motion is for the approval of the approval of the 2018 Annual Resolution of Standing Authority. Currently, Management doesn't feel there is a need to make any changes to the terms of the resolution.

The resolution of standing signatory authority should be reviewed annually and that COCIC's annual meeting is an appropriate place to revise, confirm or terminate the authority. Use of an annual June 30 expiration date serves to assure the discipline of the annual review.

Chairperson Cheryl Brooks-Sullivan reviewed proposed Resolution 18-9 placed before the Board for its consideration, discussion, and action. Chairperson Cheryl Brooks-Sullivan asked Board members if there were any additional comments or information. Hearing none, asked for the required motion.

Motion: Mr. Schimmer moved to approve Resolution 18-9 authorizing the approval of 2018 Annual Resolution of Standing Signatory Authority. The motion was seconded by Mrs. Olshavsky and was approved unanimously.

14. 2018 Annual Resolution of Standing Authority in Property Transactions – Property 18-10

Mr. Williams explained this motion is for the approval of the approval of 2018 Annual Resolution of Standing Signatory Authority, subject to a stated expiration. Currently, Management doesn't feel there is a need to make any changes to the terms of the resolution.

The resolution of standing signatory authority should be reviewed annually and that COCIC's annual meeting is an appropriate place to revise, confirm or terminate the authority. Use of an annual June 30 expiration date serves to assure the discipline of the annual review.

Chairperson Cheryl Brooks-Sullivan reviewed proposed Resolution 18-10 placed before the Board for its consideration, discussion, and action. Chairperson Cheryl Brooks-Sullivan asked Board members if there were any additional comments or information. Hearing none, asked for the required motion.

Motion: Ms. White moved to approve Resolution 18-10 authorizing the approval of 2018 Annual Resolution of Standing Signatory Authority in Property Transactions, subject to a stated expiration. The motion was seconded by Mr. Wagenbrenner and was approved unanimously.

Ms. White acknowledged the work of Mr. Williams as the President of COCIC during this past year.

15. ADJOURNMENT

There being no more business to come before the Board of Directors of COCIC, Chairperson, Cheryl Brooks-Sullivan moved that the meeting of the Board of Directors be adjourned. A voice vote was taken and the motion carried unanimously. The meeting of the Board of Directors was adjourned at approximately 11:15 a.m.



BOARD OF DIRECTORS MINUTES

REGULAR MEETING – JUNE 22, 2018

The Land Bank Center • 845 Parsons Ave • Columbus, OH 43206

1. Call to Order

The regular meeting of the Central Ohio Community Improvement Corporation (COCIC) Board of Directors was held June 22, 2018 at the Land Bank Center located at 845 Parsons Avenue, Columbus, OH and called to order at 9:06 a.m., Cheryl Brooks-Sullivan, Sam Gresham (Representative for Cheryl Brooks-Sullivan), Tracy Hatmaker (Township Representative), Tamara Howard (Representative for Commissioner Boyce), James Schimmer (Representative for Commissioner Brown), Steven Schoeny (Municipality Representative), Robert Weiler, and Sadicka White were present and constituted a quorum.

2. Approval of Minutes

The June 1, 2018 Board of Directors Annual Meeting minutes were electronically sent on June 13, 2018 and were provided to each Board member in the Board packets.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of minutes.

Motion: Mr. Weiler moved to approve the June 1, 2018 Board of Directors meeting minutes; seconded by Mr. Schoeny. Motion approved unanimously.

3. President's Report

Mr. Williams discussed the progress that COCIC is making in regard to the Community Land Trust.

4. Summary of Disbursements/Disclosures – Resolution 18-11

Mrs. Atkinson referred the Board to the Summary of Disbursements/Disclosures detailing information from May 26-June 15, 2018. Mrs. Atkinson briefly discussed the following disbursements:

- Deposit from South Side Renaissance Homes II in the amount of \$541K for the Responsible Landlord loan.
- Deposit from New Perspective Asset Management in the amount of \$19K for the Receivership Program.
- Payment to Habitat for Humanity for the Emergency Home Repair Program in the amount of \$50K
- Payment to Mid-Ohio Regional Planning for the Emergency Home Repair Program in the amount of \$50K
- Payment to Franklin County Economic Development for the Bond Payment in the amount of \$50K

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the Summary of Disbursements/Disclosures.

Motion: Mr. Schimmer moved to approve the Summary of Disbursements/Disclosures May 26-June 15, 2018; seconded by Ms. White. Motion approved unanimously.

5. 2017 Audited Financial Statement – Resolution 18-12

Beth Atkinson briefly discussed the results of the 2017 Financial Report, prepared by Parns & Company. A PowerPoint presentation was given, showing the summary of results.

Chairperson Cheryl Brooks-Sullivan reviewed proposed Resolution 18-12 placed before the Board for its consideration, discussion, and action. Chairperson Cheryl Brooks-Sullivan asked Board members if there were any additional comments or information. Hearing none, asked for the required motion.

Motion: Mr. Schoeny moved to approve Resolution 18-12 approving the 2017 Audited Financial Statement. The motion was seconded by Ms. White and was approved unanimously.

6. Sale of 1829 E. Long St. – Resolution 18-13

Mr. Williams explained this motion is for the approval to authorize the sale and conveyance of 1829 E. Long Street to Marquee Development Group, or any affiliate thereof, for \$250K. Marquee Development Group, a local development firm owned by Ed Alford, an experienced and well-respected development contractor, has offered to buy the property for the asking price of \$250K. Mr. Alford is committed to revitalizing the initial use of the structure by leasing to minority physicians. He is fully aware of the importance of the property to the African-American community and plans to honor

that past and legacy. Additionally, Mr. Alford has proposed, without solicitation, to include Minority Business Enterprises (MBEs) in the redevelopment of the building.

Chairperson Cheryl Brooks-Sullivan reviewed proposed Resolution 18-13 placed before the Board for its consideration, discussion, and action. Chairperson Cheryl Brooks-Sullivan asked Board members if there were any additional comments or information. Hearing none, asked for the required motion.

Motion: Mr. Weiler moved to approve Resolution 18-13 authorizing the sale of 1829 E. Long St. The motion was seconded by Ms. White and was approved unanimously.

7. Sale of 12.2 Acres on Westport Rd. – Resolution 18-14

Mr. Williams explained this motion is for the approval to authorize the sale of the Westport Road property.

As a consequence of the high interest by various parties in purchasing the property COCIC implemented a Request for Proposal (RFP) process. The RFP was developed with the assistance of representatives from COCIC, Prairie Township and Franklin County Department of Economic Development and Planning (the Evaluation Team). Two development teams responded to the RFP and were interviewed by representatives of the beforementioned organizations and Franklin Township.

The Development Team leader, FGI... is a new real estate development company that includes members of the Somali cultural center (AAIC) adjacent to the 12.287 acres, which will incorporate the center physically and operationally into the planned development. The proposal is a mixed-use plan that includes:

- 33,870 sq. ft. of commercial space at a cost of \$4.75mm
- 76 units of senior housing at a cost of \$13.1mm
- 80 units of single family housing at a cost of \$11.2mm

The development concept is called Bridges. Its goal is to link various services such as education, workforce training, cultural, recreation and housing into a mixed-use multicultural development.

The 12.287 acres have been appraised at \$615,000. The Development Team is offering a purchase price of \$462,000. Additionally, the Development Team has stipulated that their acquisition is contingent upon the creation of a tax increment financing district (TIF) by Franklin County/Prairie Township.

There was a brief discussion amongst the board regarding the possibility of COCIC paying for land planning, the board would also like to receive a letter of commitment from National Church Residents (NCR), and a time limit reversion clause was discussed.

Chairperson Cheryl Brooks-Sullivan reviewed proposed Resolution 18-14 placed before the Board for its consideration, discussion, and action. Chairperson Cheryl Brooks-Sullivan asked Board members if there were any additional comments or information. Hearing none, asked for the required motion.

Motion: Mr. Weiler moved to approve Resolution 18-14 authorizing the sale of 12.2 acres on Westport Rd. The motion was seconded by Mr. Schoeny and was approved unanimously.

8. Appointment of New Board Member

Mr. Williams reminded the board that Ex-Officio members need to vote on a replacement for Carole Olshavsky. Treasurer Brooks-Sullivan made a recommendation; however, the other ex-officio members haven't responded. The representatives for the Commissioners will follow-up with their respective Commissioner.

9. ADJOURNMENT

There being no more business to come before the Board of Directors of COCIC, Chairperson, Cheryl Brooks-Sullivan moved that the meeting of the Board of Directors be adjourned. A voice vote was taken, and the motion carried unanimously. The meeting of the Board of Directors was adjourned at approximately 10:15 a.m.



BOARD OF DIRECTORS MINUTES

REGULAR MEETING – JULY 27, 2018

The Land Bank Center • 845 Parsons Ave • Columbus, OH 43206

1. Call to Order

The regular meeting of the Central Ohio Community Improvement Corporation (COCIC) Board of Directors was held July 27, 2018 at the Land Bank Center located at 845 Parsons Avenue, Columbus, OH and called to order at 9:03 a.m., Cheryl Brooks-Sullivan, Sam Gresham (Representative for Cheryl Brooks-Sullivan), Tracy Hatmaker (Township Representative), Tamara Howard (Representative for Commissioner Boyce), James Schimmer (Representative for Commissioner Brown), Eric Wagenbrenner (Representative for Commissioner O’Grady), Steven Schoeny (Municipality Representative), Robert Weiler, and Sadicka White were present and constituted a quorum.

2. Approval of Minutes

The June 22, 2018 Board of Directors Annual Meeting minutes were electronically sent on July 26, 2018 and were provided to each Board member in the Board packets.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of minutes.

Motion: Mr. Schoeny moved to approve the June 22, 2018 Board of Directors meeting minutes; seconded by Mr. Wagenbrenner. Motion approved unanimously.

3. President’s Report

- **Ohio Land Bank Conference:** Will be held October 23rd-24th at the Greater Columbus Convention Center. COCIC will also be sponsoring a reception at the Big Bang Dueling Piano Bar on October 23rd. If any Board Member is interested in attending the conference, please contact Melissa for registration.
- **Impact Analysis:** We have received a lot of positive feedback in response to the analysis. Cuyahoga Land Bank reached out and wants to bring down a team of their staff on August 8th to spend a day with COCIC to learn about our programs.
- **Land Trust:** We are continuing to work on the development of the Land Trust. Hope will be applying with the IRS by the end of October; we will have a draft of the Articles of Incorporation to present when they are ready.
- **VRG:** Has not made their annual payment and wants another reprieve. Additionally, the want to negotiate out of having to run the golf course.

4. Authorization to Sign & Execute Ohio EPA Final Findings & Orders regarding Bedford Landfill – RESOLUTION 18-15

Mr. Williams explained this motion is for the authorization to sign and execute Ohio EPA 2018 Final Findings and Orders regarding the Bedford Landfill; specifically:

- Approval of the 2018 FFOs and authorization to sign the 2018 FFOs.
- Approval and authorization to engage and pay the Consultant to develop the Gas Reduction Plan and updated Explosive Gas Monitoring Plan in accordance with the 2018 FFOs in an amount not to exceed \$6,000.
- Approval and authorization to proceed to pay for costs associated with improvements to the L. Gas control system at the Landfill, in accordance with the action items established by the Gas Reduction Plan required by the 2018 FFOs in an amount not to exceed \$180,000.
- Approval and authorization to reimburse JKR for the costs of installation and calibration of L. Gas alarm monitors in its building in accordance with the 2018 FFOs in an amount not to exceed \$16,000, upon receipt of actual invoices from JKR for its costs of installation and calibration of the L. Gas alarm monitors.
- Approval and authorization to engage vendors and pay other necessary costs to resolve the L. Gas monitoring and control at the Landfill, including other material, consulting, legal and engineering fees in an amount not to exceed \$100,000.
- Approval to transfer a total of \$302,000 from COCIC’s 2018 Approved Budget line item account “Opportunity Driven Activities” in such appropriate amounts to other existing line item accounts in order to cover costs of the before mentioned Proposed Actions.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the authorization to sign and execute Ohio Environmental Protection Agency's 2018 Final Findings and Orders regarding the Bedford Landfill.

Motion: Mr. Schoeny moved to approve the Summary of Disbursements/Disclosures June 16-July 20, 2018; seconded by Mr. Weiler. Motion approved unanimously.

5. Executive Session

At approximately 9:23 Eric Wagenbrenner moved that the Board go into executive session on a potential litigation matter, specifically for the purposes of discussing a pending or potential litigation; seconded by Steve Schoeny. At approximately 9:34, the meeting returned to open session; Sadicka White moved to approve the motion; seconded by Mr. Hatmaker.

6. Summary of Disbursements/Disclosures – Resolution 18-16

Mrs. Atkinson referred the Board to the Summary of Disbursements/Disclosures detailing information from June 16-July 20, 2018. Mrs. Atkinson briefly discussed the following disbursements:

- Payment to Dinsmore & Shohl, LLP for in the amount of \$22K;
- Payment to Steptoe & Johnson, LLP in the amount of \$50K;
- Transfer into Project Recovery MMX for the London-Groveport Road sale in the amount of \$8K

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the Summary of Disbursements/Disclosures.

Motion: Mr. Wagenbrenner moved to approve the Summary of Disbursements/Disclosures June 16-July 20, 2018; seconded by Mr. Schoeny. Motion approved unanimously.

7. Q2 2018 Financial Report

Mrs. Atkinson referred the Board to 'Q2 Budget vs. Actual Summary' highlighting the second quarter of 2018 actual expenses compared to the budgeted amounts for the period (as of June 30th).

- **Blighted Expenses:** 35% of budget
- **Strategic/Trusted Partner/Responsible Landlord:** 16% of budget
- **Golf Course:** 52% of budget
- **Administrative:** 44% of budget

8. Q2 2018 Project Report

Ms. Taylor gave a brief presentation and report before the Board on the status of the 2018 2nd Quarter Properties/Programs, which included Property Inventory, Blight Removal Program, Neighborhood Initiative Program (NIP), Tax Lien Certificate Program, and Responsible Landlord Program. *A copy of the presentation is included in the Board Minute Book.*

9. Board Vacancy Appointment

Mr. Williams reminded the board that Ex-Officio members need to vote on a replacement for Carole Olshavsky. Treasurer Brooks-Sullivan made a recommendation; however, the other ex-officio members haven't responded. The representatives for the Commissioners will follow-up with their respective Commissioner.

10. ADJOURNMENT

There being no more business to come before the Board of Directors of COCIC, Chairperson, Cheryl Brooks-Sullivan moved that the meeting of the Board of Directors be adjourned. A voice vote was taken, and the motion carried unanimously. The meeting of the Board of Directors was adjourned at approximately 10:20 a.m.



BOARD OF DIRECTORS MINUTES

REGULAR MEETING – SEPTEMBER 28, 2018

The Land Bank Center • 845 Parsons Ave • Columbus, OH 43206

1. Call to Order

The regular meeting of the Central Ohio Community Improvement Corporation (COCIC) Board of Directors was held September 28, 2018 at the Land Bank Center located at 845 Parsons Avenue, Columbus, OH and called to order at 9:03 a.m., Cheryl Brooks-Sullivan, Sam Gresham (Representative for Cheryl Brooks-Sullivan), Tracy Hatmaker (Township Representative), Tamara Howard (Representative for Commissioner Boyce), James Schimmer (Representative for Commissioner Brown), Eric Wagenbrenner (Representative for Commissioner O’Grady), Steven Schoeny (Municipality Representative), Robert Weiler, and Sadicka White were present and constituted a quorum.

2. Approval of Minutes

The July 27, 2018 Board of Directors Annual Meeting minutes were electronically sent on September 18, 2018 and were provided to each Board member in the Board packets.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of minutes.

Motion: Mr. Weiler moved to approve the July 27, 2018 Board of Directors meeting minutes; seconded by Mr. Wagenbrenner. Motion approved unanimously.

3. President’s Report

- **1829 E. Long St.:** Marquee Development pulled out from the purchase, as they were unable to obtain bank financing. The property will remain on the market and there is a high interest.
- **Community Land Trust:** Staff continues to work with merge Mizak from the Neighborhood Housing Services of Cleveland on the 501(c)(3) filing, land lease models, and shared equity models. Final touches are being placed on the CLT’s Code of Regulations.
- **VRG/Golf Course:** VRG has communicated that they will not be renewing their ground lease on the landfill in 2019. Additionally, COCIC has opened dialog with the City of Gahanna regarding their use of the property if VRG will exit.
- **Landfill Gas Migration Update:** Efforts are underway to resolve the issue of methane migration onto adjacent landfill properties. Hull has finalized and submitted to the OEPA, the completed Gas Mitigation Plan in response to its Final Findings and Orders (FFO).
- **Finance Committee:** The Finance Committee will meet immediately following the October 26th BOD meeting.

4. Summary of Disbursements/Disclosures – Resolution 18-17

Mrs. Atkinson referred the Board to the Summary of Disbursements/Disclosures detailing information from July 21, 2018-August 17, 2018 and August 18, 2018-September 21, 2018. Mrs. Atkinson briefly discussed the following disbursements:

- OHFA Disbursements 67-73, totaling over \$2M, which includes the Royal Commons Reimbursement of \$1.2M
- Payments to Dinsmore & Shohl, LLP in the amount of \$24K for landfill legal services;
- Payment to Hull & Associates in the amount of \$32K;
- Payment to JK&R Property Enterprises in the amount of \$16K;
- Payment to Steptoe & Johnson in the amount of \$4K for Community Land Trust legal services;
- Payments to New Perspective Asset Management for the Receivership Loan Program in the amount of \$101K for three properties.
- Payment to Franklin County Economic Development in the amount of \$50K for the bond payment; bringing the balance to \$1.8M

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the Summary of Disbursements/Disclosures.

Motion: Mr. Hatmaker moved to approve the Summary of Disbursements/Disclosures; seconded by Mr. Schoeny. Motion approved unanimously.

5. Adopting Personnel Policies & Procedures (Employee Handbook) – Resolution 18-18

Mr. Williams introduced Susan Somers (WhenYouNeedHR), who serves as COCIC’s external human resource professional. Ms. Somers briefly spoke regarding the need of COCIC having a comprehensive Employee Handbook. An electronic copy of the updated handbook was sent to the board on August 30th, for review.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the Personnel Policies & Procedures (Employee Handbook).

Motion: Mr. Schoeny moved to approve the Personnel Policies & Procedures (Employee Handbook); seconded by Mr. Weiler (Ms. White Abstained). Motion approved unanimously.

6. ODSA Abandoned Gas Station Grant – Resolution 18-19

Mr. Williams explained this motion is to affirm the receipt of the Abandoned Gas Station Clean Up Grant from ODSA and affirm the President’s action to enter into agreement with ODSA and BJAAM.

Partners Achieving Community Transformation (PACT) requested that COCIC assist with the acquisition and demolition of a small commercial structure (320 Taylor Road) within its service area. Upon completing our due diligence, we discovered that the property was a former gas station that contained USTs and possibly contaminated soils. Working with BJAAM Environmental, Inc., COCIC applied for an Abandoned Gas Station Cleanup Grant from the Ohio Development Services Agency (ODSA).

On August 20, 2018, ODSA awarded COCIC a grant of \$250,000.00 for the demolition, environmental assessment and remediation.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the Board for its consideration, discussion, and action. Chairperson called for the approval of the ODSA Abandoned Gas Station Grant.

Motion: Mr. Weiler moved to approve the ODSA Abandoned Gas Station Grant; seconded by Mr. Hatmaker. Motion approved unanimously.

7. Appointment of Appointed Director – Resolution 18-20

Mr. Williams explained this motion is to fill the Appointed Director vacancy. Pursuance to COCIC Code of Regulations, the Ex-Officio Directors shall appoint (3) Appointed Directors. In agreement, the ex-officio Directors have invited Frederick Ransier.

Chairperson Cheryl Brooks-Sullivan reviewed the motion placed before the *ex-officio* Board for its consideration, discussion, and action. Chairperson called for the approval of the appointment of Frederick Ransier.

Motion: Mr. Wagenbrenner, Mr. Schimmer, Ms. Howard, and Ms. Brooks-Sullivan approved the motion.

8. ADJOURNMENT

There being no more business to come before the Board of Directors of COCIC, Chairperson, Cheryl Brooks-Sullivan moved that the meeting of the Board of Directors be adjourned. A voice vote was taken, and the motion carried unanimously. The meeting of the Board of Directors was adjourned at approximately 10:03 a.m.