



Central Ohio Community Improvement Corporation

# BOARD OF DIRECTORS MINUTES

MEETING – JANUARY 27, 2017

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

## 1. Call To Order

The meeting of the Central Ohio Community Improvement Corporation (COCIC) Board of Directors was held January 27, 2017 at 845 Parsons Ave., Columbus, OH and called to order at 9:06 a.m. Acting Chairperson Carole Olshavsky, Ronald J. Hagan, Tamara Howard (Representative for Commissioner Boyce), Melissa Messina (Representative for Ronald J. Hagan), 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 November 18, 2016 Board of Directors’ Regular Meeting minutes were provided to each Board member in the Board packets and were electronically sent on January 17, 2017.

Acting Chairperson Olshavsky reviewed the motion placed before the Board for its consideration, discussion, and action. Acting Chairperson Olshavsky asked Board members if there were any additions or modifications to the October 28, 2016 Board of Directors’ Meeting minutes. Hearing none, she asked for the required motion.

**Motion:** Mr. Schimmer moved to approve the November 18, 2016 Board of Directors’ Meeting minutes. The motion was seconded by Mr. Hatmaker, and was approved unanimously.

## 3. Disbursements/Disclosures – Resolution 17-1

Mr. Williams referred the Board to the Summary of Disbursements/Disclosures detailing information from November 11, 2016 – December 31, 2016 and January 1, 2017 – January 20, 2017. Mr. Williams briefly discussed the following disbursement(s):

- Deposits from the Nov.-Dec. Summary totaling the amount of \$1.5 million; due largely to DTAC, Tax Lien Contribution, and five OHFA Reimbursements.

Acting Chairperson Olshavsky reviewed the proposed Resolution 17-1 placed before the Board for its consideration, discussion, and action. Acting Chairperson Olshavsky asked Board members if there were any additions or modifications to the Summary of Disbursements/Disclosures for the period from October 24-November 10, 2016. Hearing none, she asked for the required motion.

**Motion:** Mr. Hatmaker moved to approve Resolution No. 17-1 approving the Summary of Disbursements/Disclosures for the period from November 11, 2016 – December 31, 2016 and January 1, 2017 – January 20, 2017. The motion was seconded by Mr. Schimmer and was approved unanimously.

## 4. 2017 Budget Approval – Resolution 17-2

VP Williams provided the Board with a revised 2017 budget. He noted that the final Budget has only changed marginally from the draft budget presented at the Board’s November 2016 meeting. This final documents notes final 2017 corporate expenditures and small adjustments to a couple of Administrative line items.

## 5. Township Coordination Update

Ms. Kingsborough gave a brief presentation and report before the Board on the status of the Township’s Coordination. *A copy of the presentation is included in the Board Minute Book.*

## 6. Q4 2016 Activity Report

Ms. Kingsborough gave a brief presentation and report before the Board on the status of the 4<sup>th</sup> 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.*

## 7. 845 Parsons Avenue Lease to City of Columbus – Resolution 17-3

Mr. Rosenberger explained this motion is for the authorization of a Lease between the Corporation, as lessor, and the City of Columbus, as lessee, for a portion of the Land Bank Center at 845 Parsons Ave.

Mr. Rosenberger explained the conceptual overlay of the “Land Bank Center” transaction is as follows:

- COCIC has acquired the property and extensively redeveloped the building and will own the same for the duration of the co-location arrangement. Upon the disposition of the building and property, COCIC shall be entitled to all proceeds.
- COCIC has generally fit-up the building to receive a modular, panel, office system. Fit-up includes floor coverings and general office lighting.
- The building has generally been divided into a City office area, a COCIC office area and common areas, which include the reception, conference, kitchen, lunch, restroom, copy/printer and storage areas. Approximately two-thirds of the workspaces are located in the City office area, with the remaining one-third located in the COCIC office area.
- COCIC and the City have each furnished and equipped its respective office area. Each has provided the furnishings and equipment to meet its respective requirements in the copy/print and storage areas. COCIC has furnished the reception area and furnished and equipped the conference, kitchen and lunch areas.
- COCIC and the City have each provided and equipped its respective technology infrastructure, except that the City has provided the telephonic infrastructure for both the City and COCIC with no charge for equipment. COCIC will pay to the City the per-line service charger customarily paid by any City office.
- COCIC will operate and maintain the building, its systems and grounds as a multi-occupant, full-service office facility. COCIC and the City will each maintain its respective furnishings and equipment.
- The co-location arrangement will be effected by a lease between COCIC, as lessor, and the City, as lessee.

Basic Lease terms is as follows:

- Base Term of seven (7) years, extendable on a year to year basis, unless notice by either party to not so extend, given not less than two-years prior to the expiration of the Term.
- There shall be no charge to the City for base rent.
- The City will pay an agreed fair share contribution against building operating expenses. Such contribution was generally determined using expense estimates provided by property managers at Continental Real Estate and by Sam Koon Appraisals for services relative to trash, a security system, janitorial, utilities and building management, which estimated expenses were allocated between COCIC and the City based upon the workspaces for each. Such estimated expenses are \$39,000 for the first year, with two-thirds (\$26,000) allocated to the City and one-third (\$13,000) allocated to COCIC.
- The City will provide the front-desk services required during all regular business hours, such services to include attending the front desk, receiving and managing all visitors, receiving and managing all telephone calls to the general telephone number and managing all conference rooms and associated amenities. As such services, will result in a cost-savings to COCIC, the City shall receive a credit against its fair-share contribution against building operating costs. The credit is \$7,000 for the first year, making the City's net contribution \$19,000 for the first year.
- As a provision against anticipated inflation, the City contribution and the credit for front-desk services are increased by three percent (3%) per annum, causing the City's net contribution over the seven-year Base Term to be \$145,586.

Acting Chairperson Olshavsky reviewed proposed Resolution 17-3 placed before the Board for its consideration, discussion, and action. Acting Chairperson Olshavsky asked Board members if there were any additional comments or information. Hearing none, she asked for the required motion.

**Motion:** Mr. Wagenbrenner moved to approve Resolution 17-3 authorizing a Lease between the Corporation, as lessor, and the City of Columbus, as lessee, for a portion of the Land Bank Center at 845 Parsons Ave. The motion was seconded by Mr. Schimmer and was approved unanimously. Mr. Schoeny abstained from voting.

## 8. 845 Parsons Avenue Construction Contract Change Orders – Resolution 17-4

Mr. Rosenberger explained this resolution to approve Change Orders 1, 2 and 3 and authorize Change Order 4, all to the construction contract with Miles McClellan Construction Company for the redevelopment of 845 Parsons Ave.

Mr. Rosenberger briefly explained to the Board that previously approved a redevelopment plan on August 24, 2016. The plan called for a Phase One, which provided for the performance of the full redevelopment, save for the exterior walls, which was to be deferred until calendar year 2017, and save for the replacement of the roof, which was to be deferred until subsequent to 2017. The Board chose to move the roof replacement into Phase One, leaving behind for authorization in 2017 the exterior wall work. The authorized amount for Phase One was \$635,000.

- Phase One has been completed and Change Orders 1, 2 and 3 have been executed, increasing the contract sum to \$650,926, an increase of 2.5% to the original contract sum.

- Miles McClellan Construction Company is poised to execute the exterior wall work when winter conditions have ended. The change to increase the scope to include the exterior wall work and to increase the contract sum by the \$43,000 budgeted amount will be effected through Change Order 4.

Acting Chairperson Olshavsky reviewed proposed Resolution 17-4 placed before the Board for its consideration, discussion, and action. Acting Chairperson Olshavsky asked Board members if there were any additional comments or information. Hearing none, she asked for the required motion.

**Motion:** Mr. Schoeny moved to approve Resolution 17-4 approving Change Orders 1, 2 and 3 and authorize Change Order 4, all to the construction contract with Miles McClellan Construction Company for the redevelopment of 845 Parsons Ave. The motion was seconded by Mr. Hagan, and was approved unanimously.

**9. 3150-3218 Allegheny Avenue, Columbus Allegheny – Completion**

A brief presentation and report was presented before the Board on the completion of the demolition of 3150-3218 Allegheny Avenue, Columbus. *A copy of the presentation is included in the Board Minute Book.*

**10. 1085 Columbus Street, Harrisburg Demolition –Completion**

A brief presentation and report was presented before the Board on the completion of the demolition of 1085 Columbus Street, Harrisburg. *A copy of the presentation is included in the Board Minute Book.*

**11. 5805 Barbara Drive, Hilliard – Advice of Special Circumstances**

A brief presentation and report was presented before the Board on the demolition of 5805 Barbara Drive, Hilliard. *A copy of the presentation is included in the Board Minute Book.*

**12. Executive Search Update**

Former Chairman, Ed Leonard, along with Mark Ryan and Katie Russ (of BeecherHill) updated the Board on the search for COCIC's new President/CEO.

**13. ADJOURNMENT**

There being no more business to come before the Board of Directors of the COCIC, Acting Chairperson Olshavsky moves that the meeting of the Board of Directors of the COCIC be adjourned. A voice vote was taken and the motion carried unanimously. The meeting of the Board of Directors of the COCIC was adjourned at approximately 10:18 a.m.