

**Jackson County Lank Reutilization Corporation
Board of Directors
Meeting Minutes**

Date: February 8, 2023

Meeting Type: Regular

Location: Jackson County Job & Family Services Office; 25 E South Street, Jackson

Present: Lee Hubbard, Donnie Willis, Randy Evans, Tony Brenner (Charlie Hudson proxy)

Guests: Gary Radabaugh, Sam Brady, Phillip Buffington, Kevin Aston, Mike Williams, Tyler Gandee, Harold Beverly, Heather Storer, John Frisby, Amanda Williams

CALL TO ORDER

The meeting was called to order by Mr. Hubbard at 10:45 a.m.

MINUTES

The minutes of the October 2022 meeting were approved on a motion from Mr. Willis, second from Mr. Evans.

BID OPENING

- **8 companies submitted bids for the demolition of 33 properties** (*See attached*)
 - Motion was made by Mr. Willis to accept the lowest/most qualified bidder(s) **or** bidder(s) approved by Consultant Whitaker Wright, second from Mr. Evans.
 - In addition, should there be multiple bids submitted in the same amount, motion was made by Mr. Willis to prioritize the local bidder, second from Mr. Evans.
 - Should both bidders be local, the board will be forced to revisit the bids altogether in order to determine how to proceed.

FINANCE REPORT

- Mr. Hubbard presented the written financial report. This was approved on a motion from Mr. Willis and a second from Mr. Brenner.
 - **Check #282** in the amount of \$350 to Total Media for legal advertisement of demolition bids.
 - Approved on a motion from Mr. Willis and a second from Mr. Evans.
 - **Check #283** in the amount of \$525 to Wilson Excavating for mowing.
 - Approved on a motion from Mr. Brenner and a second from Mr. Evans.
 - **Check #284** in the amount of \$21,501 to TetraTech for grant funding draw #1.
 - Approved on a motion from Mr. Brenner and a second from Mr. Willis.
 - **Check #285** in the amount of \$2,340 to CDC of Ohio for consultant services.
 - Approved on a motion from Mr. Brenner and a second from Mr. Willis.
 - **Check #286** in the amount of \$5,220 to H & H Environmental for asbestos surveys.
 - Approved on a motion from Mr. Willis and a second from Mr. Brenner.
 - **Check #287** in the amount of \$3,915 to H & H Environmental for asbestos surveys.
 - Approved on a motion from Mr. Willis and a second from Mr. Brenner.
 - **Check #288** in the amount of \$250 to the Ohio Land Bank Association for annual dues.
 - Approved on a motion from Mr. Brenner and a second from Mr. Willis.
 - **Check #289** in the amount of \$44,300 to H & S Contracting for demolition of 8 properties.
 - Approved on a motion from Mr. Brenner and a second from Mr. Willis.
 - **Check #290** in the amount of \$46,926.20 to TetraTech for grant funding draw #2.
 - Approved on a motion from Mr. Willis and a second from Mr. Brenner.
 - **Check \$291** in the amount of \$504 to Total Media for legal advertisement of demolition bids.
 - Approved on a motion from Mr. Willis and a second from Mr. Brenner.

OLD BUSINESS

- **Grant Program** – Mr. Radabaugh believes there may be an extension in time allotted to complete the demolition work under the grant guidelines, though it does not look like there will be an allowance to add any additional properties. No further updates at this time.

NEW BUSINESS

- **Wellston Representative** – Charlie Hudson is still considered the Wellston Rep on the Board, as the seat is not required to be filled by the sitting mayor. Because of this, Mr. Hudson will need to submit a letter of resignation. At that time, the board will have to approve the appointment of Tony Brenner to fill the seat. No action taken at this time.
- **Financial Statements** – State Auditor of Ohio requires Board approval in order to complete the annual financial statements for the Land Bank. This was approved on a motion from Mr. Willis and a second from Mr. Brenner.
- **Available Properties** – Minimum bids were set for the following properties:
 - **109 Wood Avenue, Jackson** - \$3,930
 - Motion by Mr. Willis, second from Mr. Brenner
 - **256 York Street, Jackson** - \$12,000
 - Motion by Mr. Willis, second from Mr. Brenner
 - **0 Kansas Avenue, Wellston** - \$4,330 (for both properties)
 - Motion by Mr. Willis, second from Mr. Brenner
 - **1252 S Rhode Island Avenue, Wellston** - \$7,650
 - Motion by Mr. Willis, second from Mr. Brenner
- **1208 S Pennsylvania Avenue, Wellston** – Demolition is complete and property ready to be transferred to the City of Wellston. Motion to transfer made by Mr. Willis, second from Mr. Evans.
- **1016 S New York Ave, Wellston** – Property still needs transferred to City of Wellston.
- **2169 Jackson Hill Road, Wellston** – Neighbor requested Land Bank list the property for sale. Minimum bid was set at \$1,250 on a motion from Mr. Willis, second from Mr. Brenner.
- **Running G Farms** – Company applied to become a Land Bank pre-qualified contractor. Motion to approve made by Mr. Brenner, second from Mr. Willis.
- **Sewer Line Easement** – Devin & Hayley Molihan requesting easement through LB property for their sewer line. Board has no issues, provided the Molihans cover the cost of having the easement documents professionally written & the easement runs along the border of the property. Motion to approve on those conditions made by Mr. Willis, second from Mr. Brenner.

PUBLIC COMMENTS

None.

DATE OF NEXT MEETING & ADJOURNMENT

The next regular meeting will be Wednesday, March 22nd at 10:45 a.m. at the Jobs & Family Services office.

The meeting was adjourned at 12:12 p.m. on a motion from Mr. Willis and a second from Mr. Evans.

Respectfully Submitted,
Amanda Williams
Administrative Assistant