Omaha Municipal Land Bank Board

MINUTES

Wednesday, March 9, 2016

Regular Meeting:
9:00 AM, Jesse Lowe Conference Room – 3rd Floor
Omaha/Douglas Civic Center
1819 Farnam Street

Meeting Minutes: This document states the minutes before the Omaha Municipal Land Bank Board at the Public Hearing and Administrative meeting held on Wednesday, March 9, 2016.

Certification of Publication: Omaha Municipal Land Bank Board Administrator certifies publication of this agenda in the Daily Record, the official newspaper of the City of Omaha on Wednesday, March 2, 2016.

Members Present: Jamie Berglund, Chair
Tom McLeay
Ken Johnson (arrived at 9:08)
Randy Lenhoff
Rob Woodling
John Heine
Mike Riedmann
James Thele, Planning Director

Members Not Present: Cathy Lang, Vice Chair
Antonio Zarazua
Julia Plucker
Julie Stavneak
Diane Battiato

Director Present: Marty Barnhart, Interim Director

Staff Present: Jennifer Taylor, City Law Department
Debbie Hightower, Recording Secretary
PUBLIC MEETING:

Jamie Berglund, Chair, called the meeting to order at 9:00am.

Berglund stated that the Nebraska Open Meetings Law is in effect and a copy is available in the room for review. She further stated that copies of the agenda are located in the corner of the room. Berglund informed the public that a notice of the meeting was published in the Daily Record.

Roll call was taken with 7 board members present (Cathy Lang, Antonio Zarazua, Diane Battiato, Julie Stavneak and Julia Plucker were absent). Ken Johnson arrived late.

Motion by Rob Woodling to approve the minutes from February 10, 2016 and the February 29, 2016 special meeting as submitted. Randy Lenhoff seconded the motion.

AYES: McLeay, Lenhoff, Woodling, Berglund
MOTION CARRIED: 4-0

Marty Barnhart, Interim Director, was introduced and welcomed. Barnhart stated that he previously directed the Land Reutilization Commission (LRC) for 13 years and looks forward to working with the board and the citizens of Omaha to make properties more usable.

Heine reported that the January 2016 financial report was completed.

Motion by Randy Lenhoff to approve the January 2016 financial report. Tom McLeay seconded the motion.

AYES: McLeay, Lenhoff, Woodling, Berglund
MOTION CARRIED: 4-0

Berglund stated that the 2016 budget was distributed for approval. Barnhart suggested that the 2016 budget be laid over until the April meeting to clean up line items and include the tax lien sale.

Motion by Randy Lenhoff to hold over approval for the final 2016 budget until the April meeting. Rob Woodling seconded the motion.

AYES: McLeay, Lenhoff, Woodling, Berglund
MOTION CARRIED: 4-0

Berglund stated that the contract with the accounting firm, Bland & Associates, will expire at the end of March 2016. Barnhart reported that he has been working very well with Nikki Snow from Bland & Associates and submitted an extended proposal to the board members. Berglund stated that the fee with Bland & Associates would be $1,500.00 for the period of April 2016 through June 2016.

Ken Johnson arrived at the meeting.
Motion by Randy Lenhoff to accept the Bland & Associates proposal as submitted. Tom McLeay seconded the motion.

AYES: McLeay, Johnson, Lenhoff, Woodling, Berglund
MOTION CARRIED: 5-0

Berglund reported that the Executive Director Search Committee received a great pool of applications from different candidates within the community and outside the community for the permanent Executive Director position. The Search Committee has moved forward with three candidates: Oscar Duran, Habitat for Humanity; Jim Rieker, Seldin Company; and Brian Dusek who presently lives in Minneapolis but is an Omaha native. She further stated that the resumes and cover letters can be shared with the board, the public and the media, if requested. Berglund further stated that the search firm will be doing one-on-one interviews with each candidate and will report back with information to the Search Committee, followed by committee interviews and possible full board interviews at the April board meeting.

Barnhart reported that 78 of the 79 initial properties were purchased at the tax lien certificate sale and bids were accepted on March 7, 2016 for a total cost of $65,714.18 and a total current assessed value of $1,106,600.00. He stated there will be a three year redemption period but he will be meeting with all community partners (City of Omaha, 75-North Revitalization Corporation, Habitat for Humanity, Holy Name Housing Corporation, Rebuilding Together Omaha) to discuss and determine how soon they may want to seek title based on the interest in the properties. He reminded the board that the tax lien certificates purchased are an investment only and there is no obligation with upkeep or insurance.

In response to Lenhoff, Barnhart stated that there will be tax liens on the properties that will need to be unwound if title is sought.

Berglund stated that the Governance Committee report includes the procurement policy. Barnhart reported that the procurement policy is to be used by the Land Bank for securing all goods and services, professional and non-professional for the operation of the Land Bank and also lays out specific criteria but also, as mentioned in item (b), the Executive Director is required to make a monthly report to the committee and board to assure there is good transparency and communication with the board. The procurement policy guidelines listed are: 1) for purchases of less than $10,000 do not require a formal bid process or documentation of vendor selection, the Executive Director would take care of that looking at quality, service, price and efficiency and a purchase order must be executed for goods or services valued less than $10,000; 2) for those items of $10,000 to $25,000 a minimum of three written quotes are required and a written contract for executed goods valued at $10,000 to $25,000; and 3) for purchases greater than $25,000, an RFP would be required and formal bids must be obtained for goods and services valued greater than $25,000. He further stated that the remainder of the procurement policy lays out and delineates the definitions of best value, request for proposal and insurance for the individual or the individual’s company and are based on State minimums to assure that there is good insurance and the liabilities and other items are adequate. Barnhart stated the policy will protect the board and is very transparent for the public to see what is happening and what is going on with the expenditures of money.
Lenhoff questioned the $10,000 threshold and Johnson questioned what documentation or process is used for purchases under $10,000. Barnhart suggested amending (c) 1) to read …the Executive Director will conduct **and document** an informal analysis…. After a discussion by the board it was decided that Item 1 in the procurement policy would be amended from $10,000 to $5,000.

Motion by Ken Johnson to approve the procurement policy with the changes to include: (c) 1) for purchases less than $5,000 and the Executive Director will conduct **and document** an informal analysis….; 2) for purchases from $5,000 to $25,000, …for goods or services valued from $5,000 to $25,000 and a written contract must be executed for goods or services valued from $5,000 to $25,000. Tom McLeay seconded the motion.

**AYES:** McLeay, Johnson, Lenhoff, Woodling, Berglund  
**MOTION CARRIED:** 5-0

Berglund reported that the Governance Committee is working on the Depository Agreement and is in the process of working on a draft. She explained that the Depository Agreement would allow the Land Bank to exercise the authority to hold property tax free by going into partnerships with non-profits that have inventories they are paying property tax on year after year. Barnhart stated he will be meeting with the community partners, the Governance Committee and the City Attorney’s office before the draft of the Depository Agreement is presented at the April 13th meeting.

Berglund reminded the board members that the Ethical Guidelines/Conflict of Interest form is required to be signed annually. Barnhart requested that each board member sign the form which is to protect the board members from entering into the process of the bidding structure within the Land Bank and acts as a layer of support that everything is done ethically and in a transparent and open basis.

Berglund stated that Resolution Partners will be reaching out to board members to engage in one-on-one sessions regarding strategic planning. She stated that there will be another strategic planning session the last week of March. Barnhart added that information will be obtained from the community partners and the community as well before the draft of the strategic plan is presented to the board at the April 13th meeting before moving forward and making it public.

Barnhart stated that he will review three different sources regarding the data system before making a recommendation at the April 13th meeting. He stated that he would like to look nationally and locally but the key is to be able to inventory the properties, obtain information from the City and utilities and get title information as much as possible. The data system needs to be a mobile application therefore there are a lot of layers that will go into a data system that is already being used across the country. Berglund added that there will be a community engagement with volunteers who have stepped forward to determine the best system to put into place.
Heine stated that the initial lease in September 2015 for the office space was for six months but has been renewed for an additional six months at the rate of $751.00 monthly. Barnhart added that the office space works very well and is in a great location.

No public comments.

It was the consensus of the Board to adjourn the meeting at 9:45am.