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TWINSBURG COMMUNITY IMPROVEMENT CORPORATION
MEETING MINUTES
July 14, 2022

Item 1. Rollcall:

A meeting of the Twinsburg C.I.C. was conducted on Thursday, July 14, 2022. The meeting was opened by the Executive Director, Rebecca Ziegler, at 5:05 pm.

- Trustees present: Mayor Scaffide, Bill Furey (VP), Kathi Procop, Kathi Powers, Matt Cellura, and Gregg Rall
- Trustees absent: Karen Labbe (Secretary/Treasurer), Dolf Kahle
- Staff present: Rebecca Ziegler, Executive Director

Item 2. Prior Meeting Minutes

Executive Director asked for any comments or corrections for the April 28, 2022 meeting minutes, there were none.

- *A motion to accept the April 28th, 2022 meeting minutes as written was made by Bill Furey and seconded by Kathi Procop. The motion was passed unanimously.*

Item 3. April, May, June Financials

Executive Director provided financial statements and summary for the months of April, May, and June. The CIC loan for the Lane property was paid in full in June with the final payment being \$22,967.27. That account has been closed.

Item 4. Roundtable introductions

Since this was the first CIC meeting for the new Executive Director, Rebecca asked each trustee to give a brief introduction of themselves. Everyone present participated.

Item 5. Executive Committee Roles and Bylaws

Mayor Scaffide was sworn in as acting Mayor for the City of Twinsburg on July 1st. Since he is still a voting Councilor, as well as the new Mayor, there was discussion amongst the group about him stepping down as president of the CIC and being a regular trustee member. After a brief discussion it was decided that the president position for the CIC board will be suspended until after the election, on or after, November 15th, 2022.

- *A motion to suspend the role of president until November 15th, 2022 was made by Bill Furey and seconded by Mayor Scaffide. The motion passed unanimously.*

The Executive Director referenced the CIC bylaws and the need to clarify the term limits for each position. Discussion was had around needing to review the bylaws and clarify some unclear verbiage. No term limit for trustees was suggested by Bill Furey since it is oftentimes difficult to fill these roles. The Executive Director also mentioned the Internal Administrative and Financial Controls for the CIC do not line up with current practices.

- **Action Item: Executive Director to review the Bylaws and Internal Administrative and Control Policies and provide a redlined version of updated language for the trustees to review at the September, 2022 meeting.**

Matt Cellura mentioned that the bylaws state that the Executive Director is appointed by the trustees and that with the departure of Larry Finch leaving that technically there is no current Executive Director. Matt also commented that he felt strongly the trustees should always approve the Executive Director to continue to separate the City from the CIC.

- *Kathi Procop made a motion to appoint Rebecca Ziegler as the Executive Director of the CIC effective immediately, Gregg Rall seconded. The motion passed unanimously.*

Item 6. Lawn Service Agreement

A new lawn service agreement was signed with New Life Lawn Services to cut the three CIC owned properties. It is anticipated that three or four more cuts will be required this year before the grass goes dormant for the winter. This company charges \$20 less per lawn than the other business.

Item 7. Property Appraisal of Vacant Industrial Land

A property appraisal for parcel 64-07029 was completed by Spalding/Emig three years ago and was appraised in 2019 at \$175,000. The same company completed a second appraisal in June of 2022 and that assessment came back at \$151,000. The property is unique in that it has numerous constraints and has been on the market for an extended period of time. The CIC has tried to sell this property but has not had much interest. Matt Cellura asked the Executive Director if this property is still being actively marketed, Rebecca stated she would check in and report back. The parcel is 1.09 acres.

- **Action Item: Executive Director to investigate where the property is being marketed, if there is a sign posted on the property, and who the listing agent is.**

Item 8. 2548 Maple Drive Water Drainage Issue

Property owner, Randy Gradhand, has called the City to voice concerns about his backyard flooding more since the house directly to the south of his property was demolished. That house was on CIC property and was dilapidated, so it was demolished and cleared. The City of Twinsburg's Service Department has spoken with Mr. Gradhand and completed a property site visit to scope the waterlines with a camera to see if something was causing this issue. The department couldn't find anything conclusive. Discussion continued regarding this water drainage concerns. Mayor Scaffide stated he would like to walk the property with Amy, the City Engineer, to get a better understanding of the issue.

- **Action Item: Mayor Scaffide and the Executive Director to coordinate a site visit with the property owner and report back to the trustees at the August meeting.**

Item 9. Central Area Redevelopment Project

The Executive Director gave the recap of her introductory meeting with Rob Benjamin at Heritage Development. There was discussion back and forth amongst the trustees regarding the history of this developer and provided the Executive Director with more context and history behind this project. The

Executive Director suggested the trustees keep this project going but also look at other options that the CIC could explore.

- **Action Item: Executive Director to research grant programs, establishing a certified local government, National Register nominations, public outreach, exploring area behind 9105 Darrow Rd for future site development, etc.**

Bill Furey suggested the establishment of the Downtown Development District be brought back to council for approval.

- **Action Item: Executive Director to review the Downtown Development District Agreement and where it is at with Council.**

Item 10. Public Comments

No members of the public were present.

Item 11. Schedule Next Meeting

Next meeting was set for Thursday, August 11th at 4:30pm at City Hall.

Item 12. Other Business

Bill Furey asked that the dead trees on the Lane properties on Aurora Rd be cleared, there should be two to four trees that need to be cleared.

Action Item: Rebecca to hire a tree cutting company to clear-cut dead trees on CIC properties.

Item 13. Executive Session

No Executive Session was conducted

Item 14. Adjournment

There being no further business before the Board, the meeting was adjourned at 6:09 pm.