



Wayne County Land Reutilization Corporation
C/O Wayne County Commissioners
428 W. Liberty Street
Wooster, OH 44691

330-287-5400

www.waynelandbank.org

Wayne County Land Reutilization Corporation Regular Meeting Minutes for December 18th, 2025

Present:

Jonathan Hofstetter
Vince Marion
Melissa Koch
Steve Wheeler
Dave McMillen
Kevin Ungerer

Guest

James Fox
Merle Stutzman

Call to order:

Hofstetter: Calls the meeting to order at 9:32.

Previous Meeting Minutes:

Koch: Approve the draft from November 20th, 2025, Regular Meeting

Marion: 2nd

Motion Passes

Treasurer's Report

Koch: Presents the financials.

Marion: Motion to approve

Wheeler: 2nd

Motion passes

Dan Starcher:

Hofstetter: Presents the time sheets to review.

Ungerer: Motion to approve

Koch: 2nd

Motion passes

Old Business:

Community Action Update:

- **Demolition Projects**
 - Update on demo reimbursement
 - Decide on a contractor for the remaining portion in Dalton
 - Update on extension
 - Filed for the 2026 grant
 - Update on the Shreve project

- Process is underway/there is an extension on the Dalton property. Next year is Shreve Old Shreve Meats, J Millers quote is 179k. 223k is the total going to the property in Demo. We are pumping the brakes on putting that on the 25 grant. J Miller and R and D as well as CAWM has been paid.
- Lead Safe
 - WCLRC was offered additional funds.
 - Follow up with James calling the State.
- Brownfield
 - Update on reimbursement
- Welcome Home Ohio
 - Review weekly visits.
 - Update on the 1st sale.
 - Review information on additional advertising for the program from Community Action.
 - An individual reached out to the landbank and was sent to CAWM.
 - Walnut St. property is still available. There is a family that is interested in Orrville.
 - James talked about combining the grant of WHO and the redevelopment grant. See the handout that James passes out. The plan is to start with 2 homes in March. See attachment
 - **McMillen:** Motion to Table
Koch: 2nd
Motion passes

Taylor Rd Property Sale:

- No movement on contacting the Neighbor

Discussion on staff

Marion: Report this month

The Contract with the County Commissioners was reviewed and voted.

Marion: Resolution to approve the contract between the WCLRC and the Wayne County Commissioners

Wheeler: Second

Roll call vote

Marion-yes

Wheeler-Yes

Koch-yes

Ungerer-Yes

Hofstetter-Recuse

McMillen-Recuse.

Virtual Meeting policy

Hofstetter: Report on a policy to allow virtual attendance: Tabled

We are working on this; we want this as an option if something comes up. But not the norm.

We will be meeting @ 9:30 on the third Thursday of the month.

eProperty Plus

Hofstetter: to report on additional quotes

Jon is working on this and is in contact with a second company that the OLBA provided as a resource. Trumble County is using eProperty Plus.

Review of potential properties to come to the WCLRC

Koch: Review the list provided by the Prosecutors.

There are no decisions to be made today. The list is in draft foreclosure.

64-02558.000 N Columbus Road

Hofstetter: CAWM reached out to the landowner and will report.

Board Membership

Hofstetter: A potential candidate for the board, Merle Weaver, was in attendance. Introductions were made and some questions went back and forth between the WCLRC and Mr. Weaver.

McMillen: Motion to approve Merle Stutzman as a select board member with a term to start on December 18th, 2025, and not to end until resignation or removal per our bylaws.

Koch: Second

Unanimous approval

New Preferred Contractor requests.

Hofstetter: Review Sidwell Brothers LLC. After discussion on items in the Application a vote was taken.

Marion: Motion to approve Sidwell Brothers LLC as a preferred contractor pending ACH setup.

Koch: Second

Motion Passes

Other discussions on our process led to looking into working with the government as a preferred option, and not a requirement.

New Business:

Any other business that needs discussion

Review potential properties

Koch: We will have parcels that are going to the Sheriff's auction that need to be reviewed and a decision made so the Prosecutor's office can move forward.

Jon reports

- I had a phone conversation with a prospective board member.
- I called the prospective preferred contractor and left a message
- I worked on getting contractors paid for the Demo grant, including an additional contract to be used with WCC for the 40 W Main St project.
- I delivered the check to Dalton for WCC.
- I applied for the 2026 Demo/Brownfield grant
- I toured the Habitat house being built on a previous WCLRC parcel
- There were multiple phone calls on WCLRC parcels, and what is the function of a Landbank
- I reached out to OLBA and asked for additional companies that provide data organization.

Next Meeting :

- **January 15th, 2025 Regular meeting** 428 West Liberty Street (Commissioners meeting room)
January 15th is the 3rd Thursday: 9:30 am, Kevin moved to adjourn-Second Melissa, Meeting Adjourned



Community Action Wayne/Medina

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Wayne County Land Reutilization Corporation Monthly Recap

Reporting Period: November – December 2025

Prepared by: Community Action Wayne and Medina

Welcome Home Ohio (WHO)

- **313 Walnut Street, Orrville** – As of this report, we have had no formal interest by current or prospective participants. I spoke with Beth Weaver from Habitat as she has a current waiting list family who may be interested in living in the Orrville area.
 - **Justin Smith** is still interested in the property and willing to proceed at any time if the Land Bank decides to consider his application. He is preapproved by CSB and should be able to move quickly.
- **Property Maintenance** – We continue to monitor vacant parcels as needed. CAWM continues to check-in on the current Orrville Property weekly.
- **Proposal for Welcome Home Ohio:** I was contacted by our grant monitor, Alexander Poland last week to get a sense of our status and plans for the remainder of the grant, as the closing date is May 31, 2026. It was apparent that absent a clear plan for commitment of funds, the state would likely look to reclaim funding. So...it was time to get creative! CAWM has been working with Wooster Redevelopment Group on plans for a future Single Family Tax Credit development. I proposed accessing WHO for this development and designating the SFTC funding for other countywide development. The State was very interested and advised that the plan would be well within the scope of the grant and would further demonstrate plans for remaining funds. By the end of the conversation, Mr. Poland indicated the possibility of designating additional reclaimed funds to complete the full development. **Proposal attached.**

Lead Safe Ohio (LSO) Program Update

ODOD inquired about our waiting list for Lead Safe Ohio (LSO) applicants who did not receive funding, and we shared the list with them. The inquiry relates to the possibility of additional Lead Safe Ohio funding. CAWM staff copied the Land Bank Chair and Vice Chair on the response to the State.

Financial Summary

- **Total Award:** \$766,000.00 in October 2023
- **Total Projects:** 17 Completed
- **Total spent:** \$758,665.00 on all 17 completed and paid projects as of October 2025
- **Total remaining:** \$7,335.00

Demolition and Site Revitalization

Our first reimbursement has been approved, and contractors have been paid for the 10 demolitions. CAWM has submitted all required documentation to the State for these demolitions. ODOD is now accepting extension requests for the 2023–2025 grant cycle, and CAWM staff have been instructed to file an extension request through July 2026 so we can spend our remaining allocation wisely and appropriately on new projects.

Dalton Update: Based on ODOD’s written guidance, Demolition & Site Revitalization funds cannot be used to pay for sidewalk segments in front of parcels that were not directly affected by the demolition. In our case, the sidewalks in front of the other two parcels were not damaged by the demolition, so they are unlikely to be considered eligible expenses.

Shreve Demolition: The Department of Development indicated that they would grant an additional extension if we had more demolition projects ready to proceed. We are currently working on approval of this project.

Financial Summary

- **Total spent:** \$393,495.20
- **Current balance:** \$106,504.80

