

Ark City Land Bank Board of Trustees – Regular Meeting Minutes

The Arkansas City Land Bank Board of Trustees met in regular session at **5:00 p.m. Tuesday, January 15, 2019**, in the Commission Room at City Hall, located at 118 W. Central Ave. in Ark City.

Vice Chairman **Jay Warren** called the meeting to order. Other board members present at roll call were Trustee **Duane Oestmann** and Trustee **Karen Welch**. Trustee **Kanyon Gingher** joined the meeting in progress at **5:19 p.m.** Chairman **Dan Jurkovich** was absent.

City employees present at the meeting were City Manager **Nick Hernandez**, City Attorney **Tamara Niles**, City Clerk **Lesley Shook**, Public Information Officer/Secretary **Andrew Lawson**, Finance Director/Treasurer **Kathy Cornwell**, Fire Chief **Bobby Wolfe** and Principal Planner **Josh White**.

Agenda Approval

Trustee Welch made a motion to approve the agenda as presented. Trustee Oestmann seconded the motion. A voice vote was unanimous in favor of the motion. Vice Chairman Warren declared the agenda approved.

Minutes

Trustee Oestmann made a motion to approve the **March 6, 2018**, regular meeting minutes as presented. Trustee Welch seconded the motion. A voice vote was unanimous in favor of the motion. Vice Chairman Warren declared the minutes approved.

Business

Select Chair for 2019

Trustee Welch made a motion to appoint Vice Chairman Warren as **board chairman** for 2019.

Trustee Oestmann seconded the motion. A voice vote was unanimous in favor of the motion.

Chairman Warren declared the motion approved.

Select Vice Chair for 2019

Trustee Oestmann made a motion to appoint Trustee Welch as board **vice chair** for 2019.

Chairman Warren seconded the motion. A voice vote was unanimous in favor of the motion.

Chairman Warren declared the motion approved.

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Designate Secretary for 2019

Trustee Oestmann made a motion to designate City Clerk Shook as **board secretary** for 2019.

Chairman Warren seconded the motion. A voice vote was unanimous in favor of the motion.

Chairman Warren declared the motion approved.

Designate Treasurer for 2019

Trustee Oestmann made a motion to re-designate Finance Director Cornwell as **treasurer** for 2019.

Vice Chair Welch seconded the motion. A voice vote was unanimous in favor of the motion.

Chairman Warren declared the motion approved.

Review Bylaws and Policy Directives

The bylaws and policy directives were reviewed at a study session **January 11**. City Manager Hernandez asked if there were any further questions. Trustee Oestmann asked about the process regarding an occupied, dilapidated structure. City Attorney Niles outlined the different steps.

Hernandez clarified that unless someone deeds property over to the City Land Bank, there is not much that the City can do legally to claim ownership over it. There isn't much grant money to help.

Receive and Discuss Annual Report

City Manager Hernandez said there is not much of an annual report to present because not much has been done yet with the program. The 2019 Land Bank budget has been set at **\$3,500.00**.

Approve 2018 Annual Report

Trustee Oestmann made a motion to approve the **2018 annual report** and **2019 budget** as presented. Chairman Warren seconded the motion. A voice vote was unanimous in favor of the motion. Chairman Warren declared the motion approved.

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Approve Deed(s) of Transfer

City Attorney Niles said the only deed of property transfer that needs to be approved is land at **838 South F St.**, belonging to Travis Wells and Jessica Wells, with the following property description:

Lots 9-11, Block 182, Walnut Grove Addition to Arkansas City, Cowley County, Kansas

Chairman Warren made a motion to approve the deed of transfer as presented. Trustee Oestmann seconded the motion. A voice vote was unanimous in favor of the motion.

Chairman Warren declared the motion approved.

Trustee **Kanyon Gingher** joined the meeting in progress at **5:19 p.m.**

Approve Annual Inventory of Property

The annual inventory of property would transfer the following properties into the new Land Bank:

1. **118 S. Ninth St.**
2. **823 South C St.**
3. **518 North D St.**
4. **703 North D St.**
5. **706 E. Madison Ave.**
6. **1438 N. Summit St.**
7. **501 S. Sixth St.**
8. **801 North F St.**
9. **901 E. Kansas Ave.**
10. **1333 North D St.**
11. **1225 N. Second St.**
12. **608 S. Fourth St.**
13. **838 South F St.**

Chairman Warren asked if these properties could be advertised in the City newspaper and on the City website. Principal Planner White said he would take care of this. Local realtors will assist.

Trustee Oestmann made a motion to approve the **annual inventory of property** as presented.

Chairman Warren seconded the motion. A voice vote was unanimous in favor of the motion.

Chairman Warren declared the motion approved.

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Discuss Land Bank Sales Plan

City Attorney Niles said that in addition to the means of advertisement discussed previously, the inventory of property shall be published once annually in the official City newspaper. It also will be forwarded to local realtors. They would receive a commission should they sell a Land Bank parcel.

Adjournment

Trustee Oestmann made a motion to adjourn the meeting. Trustee Welch seconded the motion. A voice vote was unanimous in favor of the motion.

Chairman Warren declared the meeting adjourned at **5:20 p.m.**

THE ARKANSAS CITY LAND BANK BOARD OF TRUSTEES

Dan Jurkovich, 2018 Chairman

Jay Warren, 2019 Chairman

ATTEST:

Lesley Shook, Secretary

Prepared by:

Andrew Lawson, Public Information Officer