

City of Arkansas City Land Bank Board of Trustees

Agenda

Regular Meeting

Tuesday, July 16, 2019 @ 5:00 p.m.

Commission Room, City Hall — 118 W. Central Ave. — Arkansas City, KS

I. Call to Order

1. Roll Call
2. Additions or Deletions to the Agenda (Voice Vote)
3. Approval of the Agenda (Voice Vote)

II. Minutes

1. Approve the January 15, 2019, regular meeting minutes as written. (Voice Vote)

III. Business

1. Receive and discuss Mid-Year Report.
2. Approve 2020 Budget. (Voice Vote)

IV. Adjourn to City Commission Meeting

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.

Ark City Land Bank Board of Trustees — Regular Meeting Minutes

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 yet with the Land Bank 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.

Ark City Land Bank Board of Trustees – Regular Meeting Minutes

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.

Ark City Land Bank Board of Trustees — Regular Meeting Minutes

Discuss Land Bank Sales Plan

City Attorney Niles said that in addition 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



Item for Land Bank Board Action

Section III Items 1-2

Meeting Date
7/16/2019

Department/Division
Neighborhood Services /
Finance

Staff Contacts
Josh White /
Kathy Cornwell

Title:

Receive and discuss Mid-Year Report, and approve 2020 Budget. (Voice Vote)

Description:

Mid-Year Report:

Principal Planner White has nothing new to report, other than that he did mail an application to a potential applicant for 715 E. Jackson Ave. (a.k.a. **838 South F St.**). But he has heard nothing further from the individual, and that was at least a month ago.

The inventory of Land Bank property is on the City website under the Land Bank program page (which can be found under **Public Works > Neighborhood Services**). It also can be accessed directly at:

http://www.arkansascityks.gov/document_center/Government/Public%20Works/Land%20Bank%20Property%20Inventory.pdf

Principal Planner White is open to any ideas to market these properties more to get additional interest.

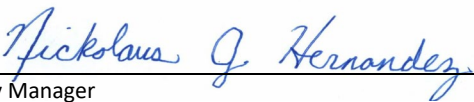
2020 Budget:

Please see attached budget form for the Land Bank fund for **2020**. If approved, this budget will be forwarded to the City Commission for approval as part of the overall 2020 Budget process.

Board Actions:

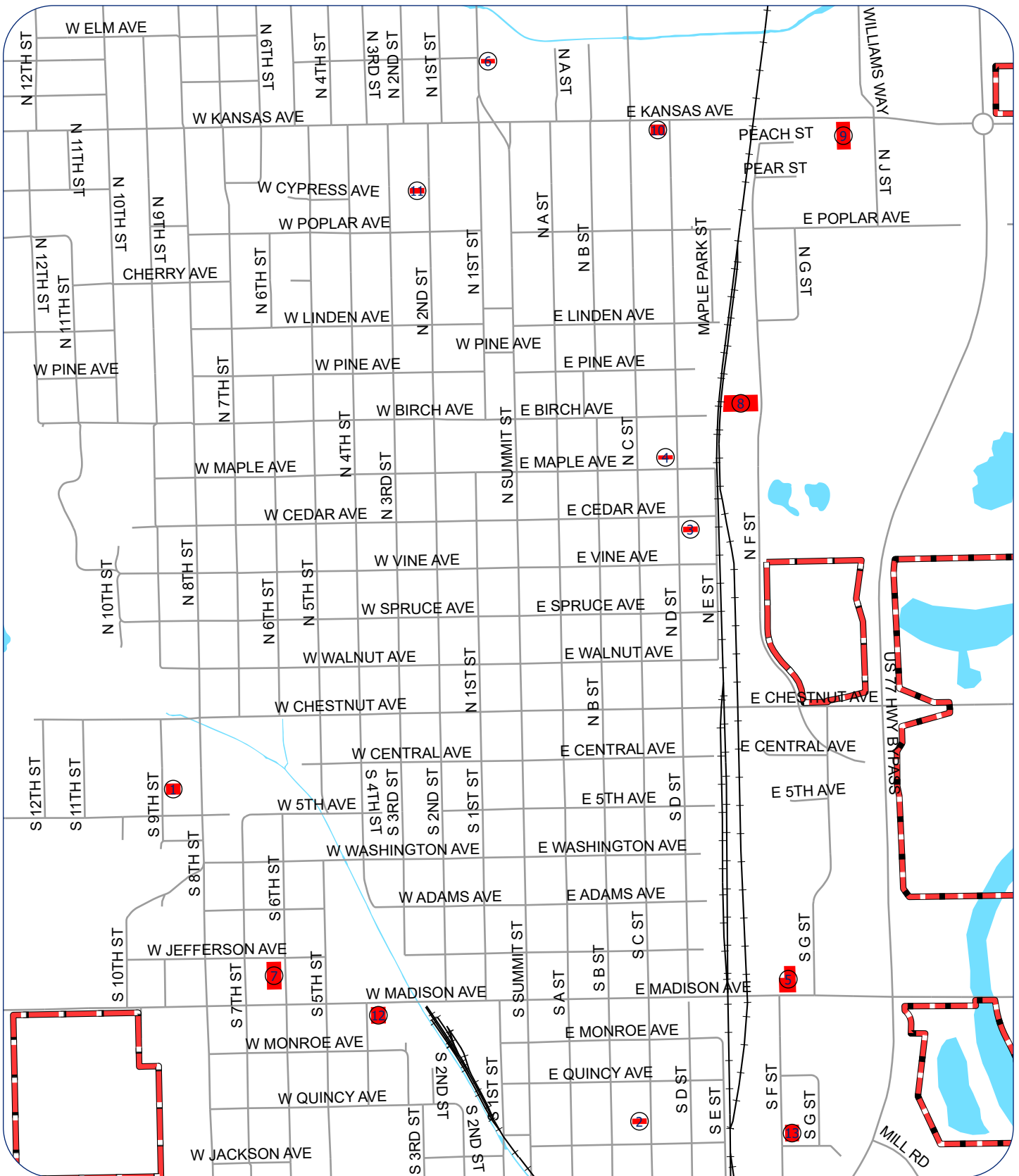
1. Approve the 2020 Budget.
2. Table the 2020 Budget for further consideration.
3. Disapprove the 2020 Budget.

Approved for Agenda by:



City Manager

LAND BANK PROPERTIES



January 14, 2019

Produced by the City of Arkansas City GIS using the best available data to date.

The City makes no warranty or representation, expressed or implied, with respect to the data displayed.

- | | | | |
|---|-------------------|----|------------------|
| 1 | 118 S 9TH ST | 8 | 801 N F ST |
| 2 | 823 S C ST | 9 | 901 E KANSAS AVE |
| 3 | 518 N D ST | 10 | 1333 N D ST |
| 4 | 703 N D ST | 11 | 1225 N 2ND |
| 5 | 706 E MADISON AVE | 12 | 608 S 4TH ST |
| 6 | 1438 N SUMMIT ST | 13 | 838 S F ST |
| 7 | 501 S 6TH ST | | |



City of Arkansas City

2020

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Land Bank 31	Prior Year Actual for 2018	Current Year Estimate for 2019	Proposed Budget Year for 2020
Unencumbered Cash Balance Jan 1	0	0	0
Receipts:			
Rental Income	0	1,000	1,000
Sale of Property	0	2,500	2,500
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	0	3,500	3,500
Resources Available:	0	3,500	3,500
Expenditures:			
Contractual	0	3,500	3,500
Cash Forward (2020 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	0	3,500	3,500
Unencumbered Cash Balance Dec 31	0	0	0
2018/2019/2020 Budget Authority Amount:	0	3,500	3,500