

# 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 21, 2020**, in the Commission Room at City Hall, located at 118 W. Central Ave. in Ark City.

Chairman **Jay Warren** called the meeting to order. Other members present at roll call were Vice Chair **Karen Welch**, Trustee **Kanyon Gingham**, Trustee **Duane Oestmann** and Trustee **Scott Rogers**.

City employees present at the meeting were City Manager **Nick Hernandez**, City Attorney **Larry Schwartz**, Public Information Officer **Andrew Lawson**, City Clerk **Lesley Shook**, Management Assistant **Mike Crandall** and Principal Planner **Josh White**. Citizen **Larry Gilmore** also attended.

## Agenda Approval

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

## Minutes

Trustee Gingham made a motion to approve the **October 1, 2019**, special meeting minutes as presented. Trustee Welch seconded the motion. A voice vote was unanimous in favor of the motion. Chairman Warren declared the minutes approved.

## Business

### Select Chair for 2020

Chairman Warren made a motion to appoint Trustee Welch as **board chairwoman** for 2020.

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

Chairman Warren declared the motion approved.

### Select Vice Chair for 2020

Trustee Gingham made a motion to appoint Trustee Rogers as board **vice chair** for 2020.

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

Chairwoman Welch declared the motion approved.

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## **Designate Secretary for 2020**

Trustee Oestmann made a motion to designate City Clerk Shook as **board secretary** for 2020.

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

Chairwoman Welch declared the motion approved.

## **Designate Treasurer for 2020**

Trustee Warren made a motion to re-designate Finance Director Cornwell as **treasurer** for 2020.

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

Chairwoman Welch declared the motion approved.

## **Review Bylaws and Policy Directives**

Principal Planner White said there were no changes from last year. Trustee Oestmann made a motion to approve bylaws and policy directives for **2020**. Chairwoman Welch seconded the motion.

A voice vote was unanimous in favor. Chairwoman Welch declared the motion approved.

## **Receive and Discuss Annual Report**

City Manager Hernandez said no money was expended from the Land Bank Fund in 2019. The 2020 Land Bank budget has been set at **\$3,500.00**, which is the same amount as last year.

## **Approve 2019 Annual Report**

Trustee Oestmann made a motion to approve the **2019 annual report** and **2020 budget** as presented. Trustee Ginger seconded the motion. A voice vote was unanimous in favor of the motion. Chairwoman Welch declared the motion approved.

## **Approve Annual Inventory of Property**

Principal Planner White said the annual inventory of property is the same as last year, minus part of Brock Park that was deeded to Habitat for Humanity. The Land Bank still contains 13 properties.

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Trustee Warren asked if the remainder of Brock Park is still available, if Habitat for Humanity decides it would like to build a second house there. White said the remaining property is available.

City Manager Hernandez said City staff continues to monitor tax sales to look for new properties.

Chairwoman Welch made a motion to approve the **annual inventory of property** as presented.

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

Chairwoman Welch declared the motion approved.

### **Discuss Land Bank Sales Plan**

Principal Planner White said the inventory will be published in the newspaper and on the website.

### **Adjournment**

Chairwoman Welch made a motion to adjourn the meeting. Trustee Rogers seconded the motion.

A voice vote was unanimous in favor of the motion. Chairwoman Welch declared the meeting adjourned at **5:09 p.m.**

### **THE ARKANSAS CITY LAND BANK BOARD OF TRUSTEES**

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Jay Warren, 2019 Chairman

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Karen Welch, 2020 Chairwoman

### **ATTEST:**

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Lesley Shook, Secretary

### **Prepared by:**

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Andrew Lawson, Public Information Officer