

Tuesday, January 5, 2016 - 3:00 p.m.
Executive Conference Room, 125 E. Avenue B, Hutchinson, Kansas

1. CALL MEETING TO ORDER

_____ Mark Eaton (Chair) _____ Dan Garber _____ James Gilliland
_____ Sue Poltera (Vice-Chair) _____ Luke McConnaughy

1. APPROVAL OF MINUTES – December 1, 2015

2. ANNOUNCEMENTS

3. UPDATES

- a. Financial Update
- b. Transfer of 300 W Sherman Ave.

4. PROPERTY REPORT

5. NEW BUSINESS

- a. Election of Officers:
 - i. Chair-person
 - ii. Vice-Chairperson
 - iii. Treasurer
- b. 2015 Land Bank Annual Report
- c. 2016 Funding Allocation
- d. Review of state statute on Tax Sale properties
- e. 15-LB-05, Application to Purchase 00000 E 5th Ave.

6. ADJOURN

- a. The next Land Bank Board of Trustees meeting will be Tuesday, February 2, 2016; 3 PM

Notes

Land Bank Board of Trustees

Tuesday, December 1, 2015 - 3:00 p.m.
City Hall, 125 East Ave. B

City of Hutchinson, Kansas

1) CALL TO ORDER, ROLL CALL

The following members were present: Luke McConnaughy, Mark Eaton, Sue Poltera, Dan Garber and Jim Gilliland. Staff in attendance were Jana McCarron, Director of Planning; and Stephanie Stewart, Planning Technician.

Eaton asked for a moment of silence for the late Lynn Lackey before the meeting started.

2) APPROVAL OF MINUTES

The minutes of October 6, 2015 were approved on a motion by Gilliland, seconded by Poltera, passed unanimously.

3) ANNOUNCEMENTS

The Group welcomed Dan Garber of Garber Surveying Services who was appointed by the City Council today to take over Lynn Lackey's term. He is excited to be part of this board.

McCarron also informed the board that Stephen Hughes was no longer with us and that she is looking for a new planner.

4) UPDATES

The board still has a little over \$16,000, and noticed that the majority of their cost was in lawn care and would like to find a way to cut the cost. The board explained to Garber that they started with \$25,000 two years ago.

5) PROPERTY REPORT

5a. Avenue C properties have been purchased. They suggested having a design competition for a multi-family structure to be built. The final cost for this property was around \$2270.

5b. 300 W. Sherman the City Council is waiting for the attorney to transfer the deed over. The board is using this property to expand the park and maybe add playground equipment.

5c. E. 5th was sold and the plans are to build a new home there.

6) NEW BUSINESS

6a. Resolution of Date

The resolution of dates were approved on a motion by Gilliland, seconded by Poltera, passed unanimously.

6b. Interfaith Housing Request-734 W. 1st Ave (Paul Brown, City Attorney)

Brown talked with Interfaith housing who are interested in purchasing this property and rebuilding the home. Interfaith says they have enough to purchase the property and all the building materials, but not enough to cover the back taxes. They were asking if the Land Bank would be interested in helping to “flush” the taxes. Interfaith will be building modular homes to keep cost down and the board was interested on how they turn out due to the stigma that is connected with modular homes.

Poltera stated that it has always been that the Land Bank only purchase vacant lots. Eaton had concerns over would it be a fast deed transfer or will the Land Bank sit on it. Garber questioned the intent and danger of taking a property to only save on taxes.

McCarron pulled up the property on the Reno County GIS. After looking thru the pictures the house looked like it had a fire. The back taxes also came to around \$600. Gilliland said he would pass on the offer, but still like to investigate.

6c. McCarron updated the Land Bank on the Rental Registration program. The first set of notices went out November 18th and to date 153 units have been registered totaling \$3825. About 1/3 have been online while the others have been either mail or walk-ins. There are around 7000 units. They have hired a rental inspector and he will start on December 7th.

7) ADJOURN

The meeting was adjourned at 3:40 p.m. The next meeting will be Tuesday, January 5, 2016 at 3:00 p.m.

Respectfully Submitted,
Stephanie Stewart

Approved this _____ day of _____

Attest: _____

2016 Land Bank Financial Ledger

Date	Item	Income	Expenses	Status
1/1/2015	2016 Starting Balance*	\$16,778.64		
1/1/2015	2016 Land Bank Allocation (City)	\$10,000.00		Received
1/6/2015	300 W Sherman Abatement		-\$270.00	Processing
		\$26,778.64	-\$270.00	\$26,508.64

*Reconciliation with Finance/HCF

LAND BANK OFFICERS AND DUTIES

An annual election of officers shall be held at the meeting held at the first meeting of the calendar year. Officers so elected shall serve for a term of one (1) year.

Chairperson

The Chairperson shall preside at all meetings of the Board and shall sign, execute, act, and deliver for the Board all documents of any kind required or authorized to be signed by the Board of Trustees..

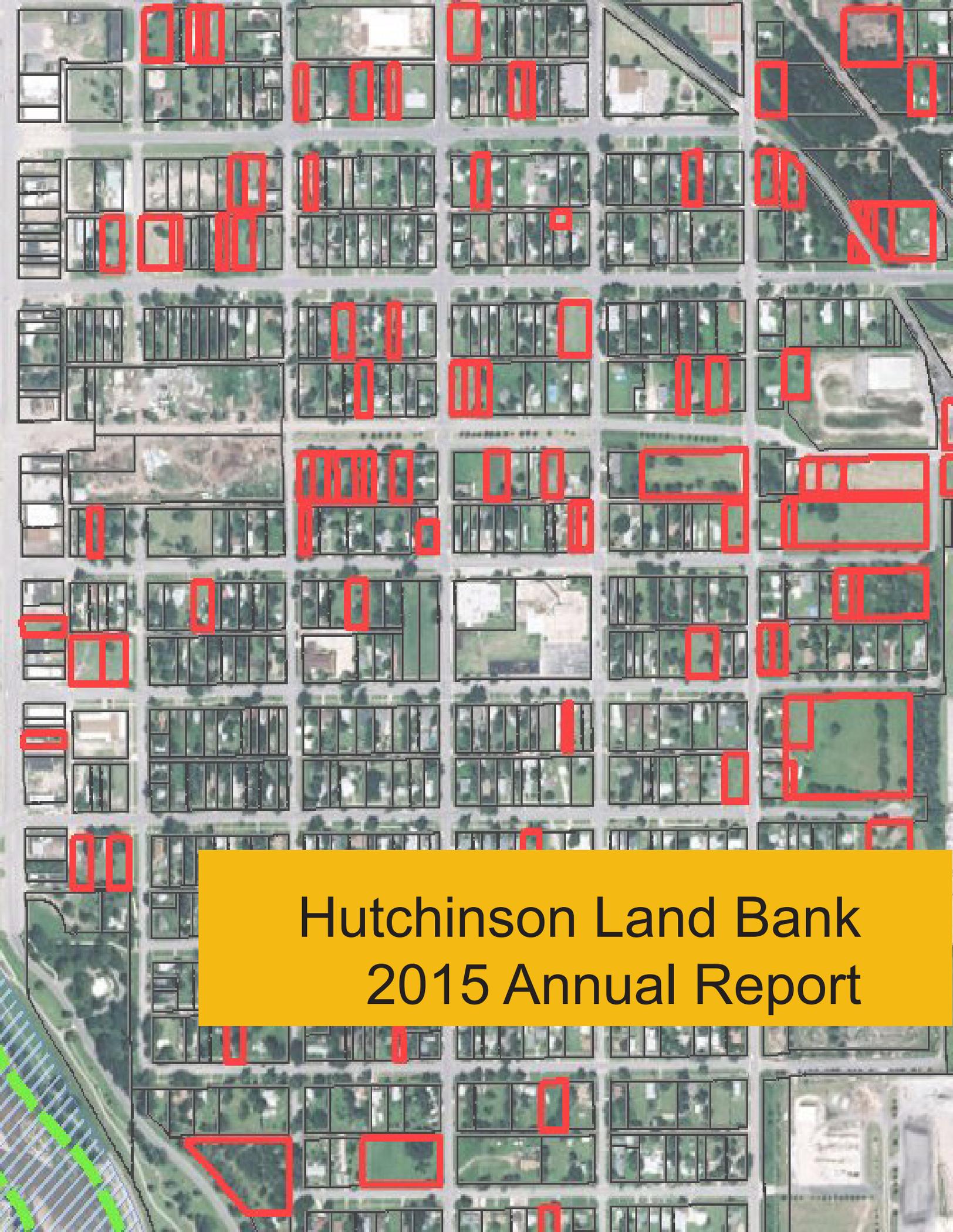
Vice-Chairperson

The Vice-Chairperson, in the absence or disqualification or disability of the Chairperson, shall perform the duties of the Chairperson and act in place of the Chairperson, with the full power and authority which the Chairperson would have were the Chairperson present.

Treasurer

The Treasurer shall represent the financial activities of the Board,. The Treasurer shall be bonded in such amounts as the City Council requires.

Secretary for the Board shall be an appointed position by the Director of Planning or designated employee of the City of Hutchinson, assigned to keep a complete record of all proceedings of the Board and shall perform such other duties as may be required by law or ordinance. The Secretary shall not have the right to vote or to perform any other function than provide administrative services.



**Hutchinson Land Bank
2015 Annual Report**

CONTENTS

2015 LAND BANK BOARD OF TRUSTEES.....	2
LAND BANK GOALS.....	3
2015 IN REVIEW.....	4
ACQUISITIONS.....	4
POTENTIAL ACQUISITIONS.....	4
REHABILITATED PROPERTIES.....	5
CURRENT LAND BANK INVENTORY.....	6
2015 ANNUAL FINANCIAL REPORT.....	6
2015 ESTIMATED EXPENSES.....	6
2015 FINANCIAL LEDGER.....	7
2015 YEAR END REPORT.....	7
2016 LAND BANK WORK PLAN.....	8

2015 LAND BANK BOARD OF TRUSTEES

Mark Eaton, Chairperson
Sue Poltera, Vice-Chairperson
Lynn Lackey, Treasurer (deceased)
James R. Gilliland
Luke McConnaughy
Dan Garber

TECHNICAL ADVISORS/STAFF

Paul W. Brown, City Attorney
Frank Edwards, Chief Financial Officer
Trent Maxwell, City Building Official
Jana McCarron, Director of Planning & Development
Brad Wright, Reno County Appraiser
Amy Denker, Housing Program Coordinator
Stephanie Stewart, Planning Technician

LAND BANK GOALS

- To strengthen and improve Hutchinson neighborhoods
- To promote construction of infill housing
- To reduce and eliminate blight
- To operate efficiently and effectively
- To advance the economic and social interest of the City and its residents



300 W Sherman Ave For Sale, 2014

2015 IN REVIEW

The Hutchinson Land Bank Board of Trustees has continued their mission of acquiring vacant and under-utilized properties and converting them into productive use. The Land Bank achieved success in 2015 by partnering with local organizations and offering support for the Hutchinson Healthy Neighborhood Initiative. The Board intends to build on this year of successes and continue their efforts for 2016.

ACQUISITIONS

The Land Bank acquired 7 properties in the 2015 calendar year. All seven properties were purchased at the Reno County Tax Sale. The properties include:

- 00000 N Walnut St. (0781211204014015000)
- 728 E 5th Ave.
- 00000 E 8th Ave. (0781330703015003000)
- 00000 E Avenue C (0781261304003014000)
- 00000 E Avenue C (0781261304003015000)
- 00000 E Avenue C (0781261304003016000)
- 00000 E Avenue C (0781261304003017000)



E Avenue C Properties, 2015



00000 N Walnut St, 2015



00000 E 8th Ave & 728 E 5th Ave., 2015

POTENTIAL ACQUISITIONS

The Land Bank actively pursues land acquisitions that meet the goals of the organization. The Land Bank Board reviewed several properties, including requests to donate and tax sale properties, throughout the year. If the property did not meet the criteria of the Land Bank Board, those properties were not pursued.

REHABILITATED PROPERTIES

In 2015, the Land Bank redistributed 4 vacant lots back into the community through purchase and transfers of title.

- 300 & 00000 E Avenue G

The Hutchinson Land Bank partnered with Interfaith Housing Services on a Housing Test Build project on Avenue G. The Land Bank transferred the title of 2 vacant lots to Interfaith Housing, who is conducting a test build of two manufactured housing units on the lots. The intended goal is to analyze the costs of developing housing in distressed neighborhoods. The project has an expected completion date of January 2016.

- 1212 E 5th Ave.

The Hutchinson Land Bank sold this property to a local property owner who rehabilitates homes in the neighborhood. The owner plans to build a new home on the vacant lot to help boost local property values in the neighborhood.

- 300 W Sherman St.

The Hutchinson Land Bank partnered with the City of Hutchinson in the on-going efforts of the Hutchinson Healthy Neighborhood Initiative. The vacant lot on Sherman is located next to Ashmeade Park, a small city park with limited programming capabilities. Through community work occurring in the neighborhood by local partnering agencies, the neighbors expressed interest in obtaining more park space in their neighborhood. The Land Bank transferred the property to the City with the intended plan to expand Ashmeade Park and develop the vacant lot with input and assistance from the residents of the neighborhood.



CURRENT LAND BANK INVENTORY

The list below contains an itemization of properties that are currently owned by the Hutchinson Land Bank as well as properties that are being processed into the Land Bank's inventory.

Land Bank Inventory of Property			
ADDRESS	CLASS	ZONING	LOT SIZE
AVAILABLE FOR PURCHASE			
00000 E Avenue C	Vacant	R-4	30' W x 165' D
ACQUIRED			
00000 E Avenue C	Vacant	R-4	30' W x 165' D
00000 E Avenue C	Vacant	R-4	30' W x 165' D
00000 E Avenue C	Vacant	R-4	30' W x 165' D
00000 E Avenue C	Vacant	R-4	30' W x 165' D
00000 N Walnut St	Vacant	R-4	49' W x 165' D
728 E 5th Ave	Vacant	R-4	37' W x 140' D
00000 E 8th Ave	Vacant	R-4	50' W x 140' D

2015 ANNUAL FINANCIAL REPORT

2015 ESTIMATED EXPENSES

The Land Bank Board estimated expenses for 2015 were:

Insurance (D&O, property liability)	\$2,000
Legal and other fees (5 x \$200)	\$1,000
Title Search (5 x \$150)	\$750
Publication expenses (5 x \$50)	\$250
Property Maintenance (Mowing: 12 x \$150, other)	\$1,800
Audit (Included in the City of Hutchinson Audit)	\$0
Administration (Trustee travel and training)	\$1,000
Property Acquisition	\$6,500

Total: \$13,300

2015 LAND BANK FINANCIAL LEDGER

2015 Land Bank Financial Ledger				
Date	Item	Income	Expenses	Status
1/1/2015	2015 Starting Balance	\$22,151.25		
1/30/2015	Closing Costs and Filing Fees (300 E. Avenue G)		-\$435.00	Paid
2/5/2015	General Liability Insurance		-\$1,000.00	Paid
2/11/2015	Annual Report Inventory Public Notice		-\$62.30	Paid
5/11/2015	Directors & Officers Liability		-\$1,061.00	Paid
5/11/2015	Warnken- Mowing Charges		-\$105.00	Paid
5/15/2015	Warnken- Mowing Charges		-\$150.00	Paid
5/29/2015	Warnken- Mowing Charges		-\$150.00	Paid
6/15/2015	Warnken- Mowing Charges		-\$300.00	Paid
7/8/2015	Warnken- Mowing Charges		-\$150.00	Paid
7/8/2015	City-Public Notice Fee		-\$27.56	Paid
7/26/2015	Warnken- Mowing Charges		-\$300.00	Paid
8/19/2015	City-Public Notice Fee		-\$27.56	Paid
8/19/2015	Warnken- Mowing Charges		-\$80.00	Paid
9/2/2015	Sale of 1212 E 5th Ave	\$473.00		Deposited
10/1/2015	Warnken- Mowing Charges		-\$80.00	Paid
10/1/2015	Warnken- Mowing Charges		-\$80.00	Paid
10/1/2015	Warnken- Mowing Charges		-\$45.00	Paid
10/1/2015	City-Filing Fee		-\$20.00	Paid
10/15/2015	Warnken- Mowing Charges		-\$45.00	Paid
10/27/2015	Reno County Tax Sale		-\$2,270.00	Paid
		\$22,624.25	-\$6,388.42	\$16,235.83

2015 YEAR END REPORT

2015 Year End Report			
EXPENSES:	Budgeted	Actual	Remaining
Insurance (D&O, property liability)	\$2,000.00	\$2,061.00	-\$61.00
Legal and other fees (5 x \$200)	\$1,000.00	\$20.00	\$980.00
Title search (5 x \$150)	\$750.00		\$750.00
Publication Expenses (\$50 x 5)	\$250.00	\$117.42	\$132.58
Property Maintenance (Mowing @ \$150 x 12; other)	\$1,800.00	\$1,485.00	\$315.00
Audit (part of City Audit)	\$0.00		\$0.00
Administration (Trustee travel and training)	\$1,000.00		\$1,000.00
Property Acquisition	\$6,500.00	\$2,705.00	\$3,795.00
Advertisement	\$0.00		\$0.00
TOTAL	\$13,300.00	\$6,388.42	\$6,911.58

2016 Land Bank Work Plan

- **Conduct design competition for the redevelopment of the Avenue C parcels**
- **Develop website & marketing strategies**
- **Actively pursue vacant lot acquisition in the Hutchinson Healthy Neighborhood Initiative Feature Neighborhoods**

Land Bank 2016 Funding Allocation

	Staff	
	Recommendation	Final Allocation
EXPENSES:		
Insurance (D&O, property liability)	\$2,100.00	
Legal and other fees (5 x \$200)	\$1,000.00	
Title search (5 x \$150)	\$750.00	
Publication Expenses (\$50 x 5)	\$250.00	
Property Maintenance (Mowing @ \$150 x 12; other)	\$1,800.00	
Audit (part of City audit)	\$0.00	
Administration (Trustee travel and training)	\$1,000.00	
Property Acquisition	\$6,500.00	
Advertisement	\$500.00	
<hr/>		
TOTAL	\$13,400.00	



Application to Purchase Property

1. Applicant Information

Full Name: MOORE JHERYL ANN
Last First M.I.

Address: 726 EAST 5TH
Street Address Apartment/Unit #

HUTCHINSON KANSAS 67501
City State ZIP Code

Telephone: (620) 200-2925 Email: _____

List All Properties Owned in Reno County: am in the process of purchasing home at 726 East 5th

Spouse (if applicable): _____
Last First M.I.

Business or Corporation (if applicable): _____

List any code violations on property owned by applicant in the last THREE years: we have not owned any property in last 3 years

List any delinquent taxes, fees, or licenses on property owned by applicant in Reno County: None

2. Proposed Purchase Information

Address of Property: 00000 East 5th

Offer to Purchase Amount: \$ 285⁰⁰ * Suggested Price: 50% of appraised value

3. Proposed Use of Property

- Construction/Rehabilitation of Residential Structure (Go to Section 4)
- Parking, Garage, Home Addition, Storage or Other Use (Go to Section 4)
- Yard Extension, Community Garden, Park; No Construction (Go to Section 5)

