

Tuesday, June 7, 2016 - 3:00 p.m.  
Executive Conference Room, 125 E. Avenue B, Hutchinson, Kansas

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1. CALL MEETING TO ORDER

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

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1. APPROVAL OF MINUTES – May 3, 2016
2. ANNOUNCEMENTS
3. UPDATES
  - a. Financial Update
  - b. 16-HOU-11 Avenue C Design Competition – Housing Commission Approval
4. PROPERTY REPORT
5. OLD BUSINESS
6. NEW BUSINESS
  - a. Donation Policy (attached)
  - b. Transfer Policy (attached)
7. ADJOURN
  - a. The next Land Bank Board of Trustees meeting will be Tuesday, July 5, 2016; 3 PM

# Minutes

# Land Bank Board of Trustees

Tuesday, May 3, 2016 - 3:00 p.m.  
City Hall, 125 East Ave. B

City of Hutchinson, Kansas

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## 1) CALL TO ORDER, ROLL CALL

The following members were present: Sue Poltera, Mark Eaton, Luke McConnaughy, and Jim Gilliland. Dan Garber was absent. Staff in attendance were Jana McCarron, Planning and Development Director, Amy Denker, Housing Program Coordinator; Stephanie Stewart, Planning Technician.

## 2) APPROVAL OF MINUTES

The minutes of April 5, 2016 were approved on a motion by Gilliland, seconded by Poltera, passed unanimously.

## 3) ANNOUNCEMENTS

McCarron stated she took the article Steve Dechant brought last meeting to the Housing Commission. She said she would like to wait for the comprehensive plan to be complete before embarking on a new project. The members agreed.

Gilliland said he spoke with John Scott, Interfaith Housing, about the Avenue G Test Build. Scott said they learned that modular homes can be as expensive as stick-built homes. Denker added that the cost was higher due to making the homes ADA compliant.

Eaton brought up the idea of the tiny homes sold in South Hutchinson to fill empty lots in Hutchinson.

## 4) UPDATES

### 4a. Financial Update:

Gilliland stated that the financial report showed abatement, limb removal and legal fees leaving the balance at \$26,200.10.

### 4b. 16-HOU-11 Avenue C Design Competition

McCarron said that she and Denker have spoken with KU and KSU and they both showed interest in the design competition. McCarron suggested a total budget of \$10,000 for the competition with approximately \$4000 for 1<sup>st</sup> prize, \$2000 for 2<sup>nd</sup> prize, and \$4000 to split between the two schools to help cover expenses. She is hoping for a product that can be used for properties throughout the community, exposure to the City of Hutchinson and an insight on the barriers that our current zoning regulations pose. The Land Bank members felt \$10,000 was feasible and that they were interested in asking other commissions for their involvement.

## 5) PROPERTY REPORT

Denker updated the Board that the mowers will begin the mowing schedule this week.

6) **OLD BUSINESS**-none.

7) **NEW BUSINESS**-none.

8) **OTHER**

Poltera asked about the homes on the condemnation list and contacting the owners. McCarron stated that we should wait to contact owners until the house is demolished.

McCarron updated the board on the rental registration bill 2665 stating that it was tacked onto bill 366 and has been passed but not signed by the governor. Staff will review the language and will prepare an amended rental registration program outline.

9) **ADJOURN**

The meeting was adjourned at 3:45 p.m. The next meeting will be Tuesday, June 7, 2016 at 3:00 p.m.

Respectfully Submitted,  
Stephanie Stewart, Planning Technician

Approved this \_\_\_\_\_ day of \_\_\_\_\_

Attest:\_\_\_\_\_

## 2016 Land Bank Financial Ledger

| Date      | Item   | Income      | Expenses    | Status      |
|-----------|--|-------------|-------------|-------------|
| 1/1/2016  | 2016 Starting Balance*                         | \$16,778.64 |             |             |
| 1/1/2016  | 2016 Land Bank Allocation (City)               | \$10,000.00 |             | Received    |
| 1/6/2016  | 300 W Sherman Abatement                        |             | -\$270.00   | Paid        |
| 1/20/2016 | Limb Removal - Warnken                         |             | -\$135.00   | Paid        |
| 2/24/2016 | Limb Removal - Warnken                         |             | -\$75.00    | Paid        |
| 3/22/2016 | Legal Notice Fee - Land Bank Annual Report     |             | -\$70.98    | Paid        |
| 5/5/2016  | Legal Notice Fee - E 5th property              |             | -\$27.56    | Paid        |
| 5/13/2016 | Mowing - Warnken                               |             | -\$90.00    | Paid        |
| 5/13/2016 | Directors & Officers Insurance - Fee Insurance |             | -\$1,080.00 | Paid        |
| 5/20/2016 | 728 E 5th Ave - Sale & Filing Fee              | \$300.00    |             | Received    |
| 5/20/2016 | 728 E 5th Ave - Filing Fee                     |             | -\$15.00    | Paid        |
| 5/27/2016 | Mowing - Warnken                               |             | -\$90.00    | Paid        |
|           |  | \$26,778.64 | -\$1,748.54 | \$25,030.10 |

\*Reconciliation with Finance/HCF

# Land Bank Property Expenses

START DATE: **1/1/2015**

## Hutchinson Land Bank

|   | 2015         |              |             |                | TOTAL          | 2016        |              |            |            | TOTAL        | GRAND TOTAL    |
|---|--------------|--------------|-------------|----------------|----------------|-------------|--------------|------------|------------|--------------|----------------|
|   | 1/1/2014     | 4/1/2014     | 7/1/2014    | 10/1/2014      |                | 1/1/2015    | 4/1/2015     | 7/1/2015   | 10/1/2015  |              |                |
| <b>00000 N Walnut - Value \$800</b>         |              |              |             |                |                |             |              |            |            |              |                |
| Acquisition                                 | 0.0          | 0.0          | 0.0         | 250.0          | 250.0          | 0.0         | 0.0          | 0.0        | 0.0        | 0.0          | 250.0          |
| Operational / Maintenance                   | 0.0          | 0.0          | 0.0         | 0.0            | 0.0            | 50.0        | 0.0          | 0.0        | 0.0        | 50.0         | 50.0           |
| <b>Total Cost</b>                           | <b>0.0</b>   | <b>0.0</b>   | <b>0.0</b>  | <b>250.0</b>   | <b>250.0</b>   | <b>50.0</b> | <b>0.0</b>   | <b>0.0</b> | <b>0.0</b> | <b>50.0</b>  | <b>300.0</b>   |
| <b>E Avenue C Properties - Value \$2780</b> |              |              |             |                |                |             |              |            |            |              |                |
| Acquisition                                 | 262.0        | 0.0          | 0.0         | 1,000.0        | 1,262.0        | 0.0         | 0.0          | 0.0        | 0.0        | 0.0          | 1,262.0        |
| Operational / Maintenance                   | 0.0          | 210.0        | 70.0        | 0.0            | 280.0          | 75.0        | 120.0        | 0.0        | 0.0        | 195.0        | 475.0          |
| <b>Total Cost</b>                           | <b>262.0</b> | <b>210.0</b> | <b>70.0</b> | <b>1,000.0</b> | <b>1,542.0</b> | <b>75.0</b> | <b>120.0</b> | <b>0.0</b> | <b>0.0</b> | <b>195.0</b> | <b>1,737.0</b> |
| <b>728 E 5th Ave - SOLD (\$285)</b>         |              |              |             |                |                |             |              |            |            |              |                |
| Acquisition                                 | 0.0          | 0.0          | 0.0         | 600.0          | 600.0          | 0.0         | 0.0          | 0.0        | 0.0        | 0.0          | 600.0          |
| Operational / Maintenance                   | 0.0          | 0.0          | 0.0         | 0.0            | 0.0            | 50.0        | 0.0          | 0.0        | 0.0        | 50.0         | 50.0           |
| <b>Total Cost</b>                           | <b>0.0</b>   | <b>0.0</b>   | <b>0.0</b>  | <b>600.0</b>   | <b>600.0</b>   | <b>50.0</b> | <b>0.0</b>   | <b>0.0</b> | <b>0.0</b> | <b>50.0</b>  | <b>650.0</b>   |
| <b>00000 E 8th Ave - Value \$700</b>        |              |              |             |                |                |             |              |            |            |              |                |
| Acquisition                                 | 0.0          | 0.0          | 0.0         | 400.0          | 400.0          | 0.0         | 0.0          | 0.0        | 0.0        | 0.0          | 400.0          |
| Operational / Maintenance                   | 0.0          | 0.0          | 0.0         | 0.0            | 0.0            | 35.0        | 60.0         | 0.0        | 0.0        | 95.0         | 95.0           |
| <b>Total Cost</b>                           | <b>0.0</b>   | <b>0.0</b>   | <b>0.0</b>  | <b>400.0</b>   | <b>400.0</b>   | <b>35.0</b> | <b>60.0</b>  | <b>0.0</b> | <b>0.0</b> | <b>95.0</b>  | <b>495.0</b>   |

### **Purpose**

The policy has been created to provide a guideline for Staff and the Land Bank Board of Trustees to use for the process of acquiring donated property. The Land Bank considers all donation requests based on the property's disposition and will only accept donations when a goal of the Land Bank is being met.

### **Donation**

The Land Bank Board will consider all requests to donate property to the Hutchinson Land Bank. Consideration of donations will be based on a criteria of disposition. Staff will provide an analysis of the property's disposition and a recommendation. The Board will take all factors into consideration, and either accept or deny the request.

### **Application Provisions.**

1. All applicants shall complete an Application for Donation on forms provided by the Land Bank Board of Trustees Secretary.
2. The application will have the following components:
  - Current Owner
  - General Description of Property(ies)
  - List of structures on the site(s)
  - Condition of structure(s)
  - List of known environmental issues
  - List of Liens, Mortgages, Assessments, or other claims on the property
  - List of any open property maintenance or code violations
  - All applicants shall list any delinquent taxes, fees or licenses in Reno County.
3. Failure to adequately or accurately complete the application may be grounds for rejection of the proposed offer.

### **Selection Criteria.**

Proposals will be reviewed based upon the following criteria

1. Completeness of application.
2. Property Disposition (Developable or meets other goals of the Land Bank)
3. Potential for future acquisitions or projects

### **Title Search.**

Approval of the donation is contingent on a clear title search. The title search will be at the expense of the Land Bank, unless the property(ies) are being acquired by the Land Bank on behalf of a local, non-profit. In this case, the non-profit will be responsible for the cost of the title search.

**Approval.**

Upon approval from the Land Bank Board, Staff will begin the process of acquiring the title to the property. A contract will be drafted and approval will authorize the Chair or Vice-Chair to sign. Once the property title has changed, the taxes will be abated per state statute.

### **Purpose**

This policy has been created to provide a guideline for Staff and the Land Bank Board of Trustees to use for the process of transferring property to other entities. The Land Bank considers all transfer requests for properties when a goal of the Land Bank is being met.

### **Transfer**

The Land Bank will support local, non-profit organizations by acquiring property and transferring the title to said entity when their objective aligns with the stated goals of the Land Bank. All proposals will be submitted to the Planning & Development Department for review prior to any approvals.

### **Application Provisions.**

1. All applicants shall complete an Application of Transfer on forms provided by the Land Bank Board of Trustees Secretary.
2. Each application shall be accompanied by a proposal for use of the property. If the intended use requires construction of any type, the proposal must also include:
  - The intended project start date;
  - The intended project completion date;
  - Evidence of financing;
  - Proposed floor plan;
  - Proposed site plan; and
  - Elevation drawingsA rehabilitation plan and/or other documentation may be requested by the Land Bank Board of Trustees.
3. All applicants shall list any City of Hutchinson property maintenance code violations and zoning code violations for which they have been cited within the past **three** years.
4. All applicants shall list any delinquent taxes, fees or licenses in Reno County.
5. Failure to adequately or accurately complete the application may be grounds for rejection of the proposed offer.

### **Selection Criteria.**

Transfer requests will be reviewed based upon the following criteria

1. Completeness of application.
2. Intended use and supplemental materials. All proposed projects must comply with City Codes and Regulations.
3. Evidence of sufficient financial support for the proposed project.
4. The Applicant must not have any current code violations with the City of Hutchinson and/or delinquent taxes, fees or licenses must not relate to the proposed project.

**Transfer of Deed.**

Once the Land Bank Board of Trustees approves a transfer request, the following transfer procedures will apply, dependent upon the intended use:

1. Uses involving development (new structure, community garden, etc.).
  - a. The Land Bank Board of Trustees will enter into a Development Agreement with the purchaser spelling out the timing of development, milestones and maintenance responsibilities for the property(ies) until the title has been transferred.
  - b. The transfer deed will not be signed until a building permit application has been filed and is approvable.
  - c. All closing costs shall be paid by the purchaser.