

Tuesday, November 1, 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 – October 4, 2016
2. ANNOUNCEMENTS
3. UPDATES
  - a. Financial Update
  - b. Infill Development Study Update
4. PROPERTY REPORT
5. OLD BUSINESS
  - a. Tax Sale – New Properties
6. NEW BUSINESS
7. ADJOURN
  - a. The next Land Bank Board of Trustees meeting will be Tuesday, **December 6, 2016; 9 AM**. We will hold our monthly meeting during the City Council presentation of the KU Infill Development Study.

# Minutes

# Land Bank Board of Trustees

Tuesday, October 4, 2016 - 3:00 p.m.  
City Hall, 125 E Avenue B

City of Hutchinson, Kansas

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## 1) CALL TO ORDER, ROLL CALL

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

## 2) APPROVAL OF MINUTES

The minutes of August 2, 2016 were approved on a motion by Gilliland, seconded by Poltera, passed unanimously.

## 3) ANNOUNCEMENTS

McCarron stated that staff is still working hard on the Comprehensive Plan, and the city has received over 1,000 community surveys. Next meeting, staff plans to bring a draft section for the board to review.

## 4) UPDATES

### a. Financial Update. Mowing

Gilliland provided an update of the financial report and pointed out the mowing charges were basically the only expenses since the last meeting.

### b. Comprehensive Plan Update

McCarron updated the board regarding this topic in the announcements.

### c. Infill Development Study Update

Allison showed the scope of work and timeline for the Infill Development Study. Staff met with the graduate students in September as part of Phase I, the data gathering phase. The students will begin Phase II this month and will be returning for a second visit. The students will make a final trip to present the findings of the Study at the conclusion of Phase III in December. McCarron stated they were very professional and well prepared. Garber appreciated the opportunity to work with KU.

## 5) PROPERTY REPORT

Allison stated that no new offers have been received. She added the Land Bank lots will be included on the HutchAreaHomes website. Staff will work with the Board to develop the Land Bank pages on the website.

## 6) OLD BUSINESS

Eaton requested a report about the work of the Housing Commission on neighborhoods and housing programs. Allison said she would bring that to the next meeting.

**7) NEW BUSINESS**

a. Tax Sale List

Poltera brought in a list of potential properties for the Land Bank to review. Many of the properties have large mowing charges that will be disclosed at the time of the auction. McCarron spoke with Trent Maxwell, Building Official, and he said he would work with the Land Bank on eliminating the charges. The tax sale will be held on October 27<sup>th</sup> at Memorial Hall. Eaton requested a tour of the lots with the staff before the sale. McCarron said the Board will need to authorize the Chair to purchase properties at the Tax Sale and indicate, at a minimum, the overall purchase amount.

The Board prioritized the lots according to future marketability and meeting the goals of the Land Bank. Garber motioned to authorize the Chair or Vice Chair to place bids on the lots at 628 N Plum, W Avenue A and Monroe St. for up to \$1500 per lot, at E 1<sup>st</sup> Ave and 425 E Avenue E for up to \$1000 per lot, and at 316 E Avenue E and E Avenue C for up to \$500 per lot, with the total expenditure not to exceed \$7,500, and subject to further investigation. Gilliland seconded. Passed unanimously.

**8) OTHER –none.**

**9) ADJOURN**

The meeting was adjourned at 3:45 p.m. The next meeting will be Tuesday, November 1, 2016 at 3:00 PM.

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
6/24/2016	Mowing - Warnken		-\$90.00	Paid
6/30/2016	Housing Commission Allocation - Design Comp.	\$2,000.00		Received
7/22/2016	Mowing - Warnken		-\$120.00	Paid
8/19/2016	KU Infill Development Study		-\$6,000.00	Paid
8/19/2016	Mowing - Warnken		-\$90.00	Paid
9/2/2016	Mowing - Warnken		-\$90.00	Paid
9/23/2016	Mowing Abatement (2015 Tax Sale Properties)		-\$258.75	Paid
9/28/2016	Mowing - Warnken		-\$90.00	Paid
		\$29,078.64	-\$8,592.29	\$20,486.35

\*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	30.0	0.0	80.0	80.0
<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>30.0</b>	<b>0.0</b>	<b>80.0</b>	<b>330.0</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	180.0	447.0	0.0	702.0	982.0
<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>180.0</b>	<b>447.0</b>	<b>0.0</b>	<b>702.0</b>	<b>2,244.0</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	90.0	171.8	0.0	296.8	296.8
<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>90.0</b>	<b>171.8</b>	<b>0.0</b>	<b>296.8</b>	<b>696.8</b>