



Meeting Agenda

Tuesday, May 8, 2018 - 3:00 p.m.
Executive Conference Room, 125 E. Avenue B, Hutchinson, Kansas

1. CALL MEETING TO ORDER

_____ Mark Eaton (C)
_____ Sue Poltera (VC)

_____ Dan Garber
_____ Todd Brown

_____ James Gilliland (T)

2. APPROVAL OF MINUTES

a. April 3, 2018

3. ANNOUNCEMENTS

4. FINANCIAL REPORT – Treasurer

5. PROPERTY REPORT – Allison

6. NEW BUSINESS

a. 2018 Insurance

b. 00000 W 6th Avenue Lots

7. OTHER

a. The next Land Bank Board of Trustees meeting will be on Tuesday, June 5, 2018.

b. Adjourn

Minutes

Land Bank Board of Trustees

Tuesday, April 3, 2018 - 3 PM
City Hall, 125 E Avenue B

City of Hutchinson, Kansas

1) CALL TO ORDER, ROLL CALL

The following members were present: Todd Brown (3/3), Dan Garber (3/3), and Sue Poltera (3/3). James Gilliland (2/3), and Mark Eaton (1/3) were absent. Planning Staff in attendance were: Jana McCarron, Director of Planning and Development; Amy Allison, Housing Program Coordinator; and Charlene Mosier, Planning Technician.

2) APPROVAL OF MINUTES

The minutes from March 6, 2018 were approved on a motion by Garber, seconded by Brown, passed unanimously.

3) ANNOUNCEMENTS

a. Town Hall Meetings

Southeast District – April 10, McCandless Elementary from 6:30 p.m. to 8:00 p.m.

Southwest District – April 24, Lincoln Elementary from 6:30 p.m. to 8:00 p.m.

McCarron said volunteers helping with the meetings should arrive at 6:00 p.m.

4) FINANCIAL REPORT – Treasurer

Poltera reviewed the financial report. The budget report was accepted unanimously on a motion by Brown, seconded by Garber.

5) PROPERTY REPORT – Allison

Allison provided the Property Report. She has spoken with the grass mowing service and they will check the Land Bank properties and mow as needed rather than a set schedule of every two weeks.

6) NEW BUSINESS

a) HB 2506 – Abandoned Properties Bill

McCarron updated the Land Bank members on the Abandoned Properties Bill. This Bill would allow government to take control of tax delinquent properties prior to

County tax sales. The Bill would allow the Land Bank to work with other non-profits to address these properties.

Allison said the properties must be residential as well as evidence showing the property is blighted. The City must file a petition with the District Court that includes a plan of what will be one with the property. It would take an additional 365 days to receive clear title. The process is geared toward rehabilitation rather than demolition. There would be up to three years to complete rehabilitation of the property.

The Land Bank members would like to visit with the City Attorney and Building Official about this process. Dechant said the League of Kansas Municipalities is pushing this Bill. McCarron told the Land Bank they can also submit their comments. Staff will make Interfaith Housing Services and New Beginnings aware of the Bill.

7) OTHER

a) The next Land Bank Board of Trustees meeting is scheduled for Tuesday, May 8, 2018 rather than the regularly scheduled day of Tuesday, May 1, due to scheduling conflicts. The meeting time will be at 3:00 PM in the Executive Conference Room.

b) The meeting was adjourned at 3:30 p.m.

Respectfully Submitted,

Charlene Mosier, Planning Technician

Approved this _____ day of _____

Attest: _____

2018 Land Bank Financial Ledger

Date	Item	Income	Expenses	Status
1/1/2018	Starting Balance	15,990.19		
		\$15,990.19	\$0.00	\$15,990.19

Land Bank Property Expenses

START DATE: 1/1/2015

LAST UPDATE: 4/23/2018

Hutchinson Land Bank

	2016					2017				2018				TOTAL	GRAND TOTAL	
	TOTAL	1/1/2016	4/1/2016	#####	10/1/2016	TOTAL	1/1/2017	4/1/2017	7/1/2017	10/1/2017	TOTAL	1/1/2017	4/1/2017			7/1/2017
00000 N Walnut - Value \$800																
Acquisition	250.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	250.0
Operational / Maintenance	0.0	50.0	0.0	30.0	0.0	80.0	0.0	42.0	70.0	14.0	126.0	0.0	0.0	0.0	0.0	206.0
Total Cost	250.0	50.0	0.0	30.0	0.0	80.0	0.0	42.0	70.0	14.0	126.0	0.0	0.0	0.0	0.0	456.0
E Avenue C Properties - Value \$2780																
Acquisition	1,262.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,262.0
Operational / Maintenance	280.0	75.0	180.0	447.0	0.0	702.0	0.0	72.0	120.0	24.0	216.0	0.0	0.0	0.0	24.0	1,198.0
Total Cost	1,542.0	75.0	180.0	447.0	0.0	702.0	0.0	72.0	120.0	24.0	216.0	0.0	0.0	0.0	24.0	2,460.0
425 E Avenue E - \$830																
Acquisition	0.0	0.0	0.0	0.0	50.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	292.0	70.0	14.0	376.0	0.0	0.0	0.0	0.0	376.0
Total Cost	0.0	0.0	0.0	0.0	50.0	50.0	0.0	292.0	70.0	14.0	376.0	0.0	0.0	0.0	0.0	426.0
316 E Avenue E - \$800																
Acquisition	0.0	0.0	0.0	0.0	25.0	25.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	25.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	51.8	337.0	70.0	14.0	472.8	0.0	0.0	0.0	0.0	472.8
Total Cost	0.0	0.0	0.0	0.0	25.0	25.0	51.8	337.0	70.0	14.0	472.8	0.0	0.0	0.0	0.0	497.8
15 W 8th Ave - \$890																
Acquisition	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	59.0	59.0	0.0	0.0	0.0	0.0	0.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	59.0	59.0	0.0	0.0	0.0	0.0	59.0
712 S Maple St - \$1760																
Acquisition	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,109.0	1,109.0	0.0	0.0	0.0	0.0	0.0
Operational / Maintenance	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Cost	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1,109.0	1,109.0	0.0	0.0	0.0	0.0	1,109.0



Land Bank Staff Report

MEETING DATE: 5/8/2018

April 23, 2018

TO: Land Bank Board of Trustees

FROM: Amy Allison *aa*
Housing Program Coordinator

THROUGH: Jana McCarron, AICP
Planning & Development Director

SUBJECT: Agreement for Services – 2018 Insurance

MOTIONS NEEDED:

- 1) Motion to (approve / deny) acceptance of the 2018 Insurance Coverage from Gumtree Wholesale Insurance Brokers, Inc and authorize the Chair to sign; and
- 2) Motion to (approve / deny) authorization of Staff to pay the annual insurance premium not to exceed \$1,250.00.

BACKGROUND:

In 2016, the Hutchinson Land Bank Board submitted an application for insurance coverage under Gumtree Wholesale Insurance Brokers, Inc. The coverage was approved and the application is up for renewal. Exhibit A authorizes the renewal.

Should the Land Bank Board renew the insurance coverage, they agree to pay an annual premium, anticipated to be approximately the same as last year, or \$1,080.00 plus an additional service fee of \$100.00.

STAFF RECOMMENDATION:

Staff recommends approval of the Agreement for Services. Staff also recommends authorizing Staff to pay the annual premium once the final amount has been affirmed, not to exceed \$1,250.00. Should the premium and service fee exceed that amount, Staff will return to the Land Bank Board for approval.

Attachments:

Exhibit A: Agreement for Services

AGREEMENT FOR SERVICES

This Agreement for Services "AGREEMENT" is made and entered into this 1st day of May , 2018 by and between the Gumtree Wholesale Insurance Brokers, Inc., a for-profit organization herein referred to as "AGENT," and Hutchinson Land Bank, herein referred to as "CLIENT."

Recitals

WHEREAS, CLIENT may have need for certain services which can be performed by AGENT;

WHEREAS, the parties agree that it would be to their mutual advantage to execute this AGREEMENT and thereby define the terms and conditions which shall control the rendering of services which CLIENT may request of AGENT; and

WHEREAS, CLIENT desires to contract with AGENT relative to the rendering of the following services: **Marketing and obtaining commercial insurance coverage.**

NOW, and in consideration of the mutual promises herein and for other good and valuable consideration, the parties mutually agree as follows:

CLIENT agrees to pay to AGENT fees in the following manner for marketing and obtaining commercial insurance coverage: \$100.00

This AGREEMENT constitutes the entire agreement between the parties with respect to the subject matter contained above. This AGREEMENT may be amended only by written instrument signed by both parties.

This AGREEMENT is made, entered into and shall be construed in accordance with the laws of the State of Kansas.

CLIENT

AGENT

(Gumtree Wholesale Insurance Brokers, Inc)

NAME/TITLE

NAME/TITLE

DATE

DATE



Land Bank Staff Report

MEETING DATE: 5/8/2018

April 24, 2018

TO: Land Bank Board of Trustees

FROM: Amy Allison *aa*
Housing Program Coordinator

THROUGH: Jana McCarron, AICP
Planning & Development Director

SUBJECT: Inquiry for Donation – 00000 W 6th Ave

MOTION:

Direct staff to (proceed / not proceed) with contacting the property owner of 00000 W 6th Ave, ID #0781211203023018000, about donating 3 vacant lots to the Land Bank Board of Trustees.

BACKGROUND:

The Housing Commission recently voted to appoint the 'Allen' neighborhood (approximately railroad/4th Ave to 11th Ave and Main to Monroe St.) as the next Hutchinson Healthy Neighborhood Initiative feature neighborhood. During the initial review of opportunities in the neighborhood, staff identified a continuous group of vacant lots on W 6th Avenue as a potential infill project. After communicating with a local housing organization who is also interested in the lot for re-development purposes, staff researched the lot further (shown as Exhibit A).

The lot is comprised of 3 individual lots with a total lot size of 21,516 square feet. The lot could accommodate a multi-family development under the both the existing zoning code and the proposed R-6 zoning code, with special permission.

STAFF RECOMMENDATION:

Staff recommends contacting the property owner to determine if they would be interested in donating the lots to the Land Bank Board.

Attachments:

Exhibit A: Map of 00000 W 6th Ave

