

**Tuesday, November 6, 2018 - 3:00 p.m.
Executive Conference Room, 125 E. Avenue B, Hutchinson, Kansas**

1. CALL MEETING TO ORDER

_____ Sue Poltera (C)
_____ Josie Thompson

_____ Dan Garber (VC)
_____ Todd Brown

_____ James Gilliland (T)

2. APPROVAL OF MINUTES

a. October 2, 2018

3. ANNOUNCEMENTS

a. Reno County Tax Sale Update - Barlow

4. FINANCIAL REPORT – Treasurer

5. PROPERTY REPORT – Barlow

6. NEW BUSINESS

a. 18-LBD-02 – 915 East Avenue A Closing– Brown

b. Housing Assessment Tool Online Survey: surveymonkey.com/r/HutchHAT5 – Barlow

Staff is currently collecting input on local housing issues for a Housing Assessment Tool that will be used to apply for housing grants. Please take the online survey and come prepared to discuss any issues that may have stuck out to you.

7. OLD BUSINESS – None

8. OTHER

a. The next Land Bank Board of Trustees meeting will be on Tuesday, December 4, 2018.

b. Adjourn

Item 2

Minutes

Land Bank Board of Trustees

Tuesday, October 2, 2018 - 3 PM
City Hall, 125 E Avenue B

City of Hutchinson, Kansas

1) CALL TO ORDER, ROLL CALL

The meeting was called to order at 3:00 p.m. with the following members present: James Gilliland (7/8), Sue Poltera (6/8), Dan Garber (7/8) and Josie Thompson (1/1). Todd Brown (7/8) was absent. Planning Staff in attendance were: Jade Shain, Planning Technician; Aaron Barlow, Associate Planner; and Jim Seitnater, Director of Planning and Development.

2) ELECTION OF OFFICERS

Poltera was nominated to be Chairperson by Gilliland, seconded by Garber, passed unanimously. Garber was nominated to be Vice Chairperson by Gilliland, seconded by Poltera, passed unanimously.

3) APPROVAL OF MINUTES

The minutes from September 4, 2018 were approved on a motion by Gilliland, seconded by Garber, passed unanimously.

4) ANNOUNCEMENTS

Poltera welcomed the newest member to the Hutchinson Land Bank, Josie Thompson.

5) FINANCIAL REPORT – Treasurer

The financial report was given by Gilliland. Expenses included insurance and mowing of properties. Motion by Garber, seconded by Poltera to approve the report, passed unanimously.

6) PROPERTY REPORT

Barlow reviewed the Land Bank Property Expenses report included in the agenda packet.

7) NEW BUSINESS

a) 18-LBD-01 – Application to donate 635 East Avenue D.

Motion to deny application 18-LBD-01 by Gilliland, seconded by Poltera, passed unanimously.

b) 18-LBD-02 – Application to donate 915 East Avenue A

Motion to accept application by Garber, seconded by Gilliland, passed unanimously.

8) OLD BUSINESS

a) Signs and Banners

Barlow and Shain showed everyone the new Land Bank banner. It measures approximately ten square feet.

9) OTHER

a)

Motion by Garber, seconded by Gilliland, and passed unanimously to approve spending up to \$2,000 to acquire tax lots at or near the following four locations: 525 E Avenue A, 305 E 7th, 208 Harvey St., and 114 Osborne St.

b)

The next Land Bank Board of Trustees meeting is scheduled for Tuesday, November 11, 2018. The meeting time will be at 3:00 PM in the Executive Conference Room. The meeting was adjourned at 3:40 p.m.

Respectfully Submitted,

Jade Shain, Planning Technician

Approved this _____ day of _____

Attest: _____

Item 4

2018 Land Bank Financial Ledger				
Date	Item	Income	Expenses	Status
1/1/2018	Starting Balance	15,990.19		
5/2/2018	Land Bank Mowing (April 2018)		\$76.00	Paid
5/12/2018	Land Bank Mowing (May 2018)		\$90.00	Paid
5/31/2018	Land Bank Mowing (May 2018)		\$90.00	Paid
6/14/2018	Liability Insurance Renewal		\$1,085.00	Paid
6/18/2018	Land Bank Mowing (June 2018)		\$90.00	Paid
7/5/2018	Land Bank Mowing (June 2018)		\$90.00	Paid
7/26/2018	Land Bank Mowing (July 2018)		\$104.00	Paid
8/16/2018	Land Bank Mowing (August 2018)		\$104.00	Paid
8/27/2018	Land Bank Mowing (August 2018)		\$104.00	Paid
9/7/2018	Land Bank Mowing (September 2018)		\$90.00	Paid
9/17/2018	Land Bank Advertising Signs (x5)		\$275.50	Paid
9/17/2018	Land Bank Promotional Banners (x2)		\$166.90	Paid
9/24/2018	Land Bank Mowing (September 2018)		\$104.00	Paid
10/17/2018	Reno County Tax Sale		\$1,050.00	Paid
		\$15,990.19	-\$3,519.40	\$12,470.79

Land Bank 2018 Budget

	Staff	
	Recommendation	Final Allocation
Starting Balance	\$15,990.19	\$15,990.19
EXPENSES:		
Insurance (D&O, property liability)	\$1,100.00	\$1,100.00
Legal and other fees (2 x \$200)	\$400.00	\$400.00
Title search (2 x \$150)	\$300.00	\$300.00
Publication Expenses (\$50 x 5)	\$250.00	\$250.00
Property Maintenance (Mowing @ \$99 x 10 + other)	\$2,000.00	\$2,000.00
Audit (part of City audit)	\$0.00	\$0.00
Administration (Trustee travel and training)	\$500.00	\$500.00
Property Acquisition	\$2,000.00	\$2,000.00
Advertisement	\$500.00	\$500.00
Marketing Plan + Implementation	\$1,000.00	\$1,000.00
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TOTAL	\$7,940.19	\$7,940.19

Item 5

Land Bank Property Expenses

START DATE: 1/1/2015

LAST UPDATE: 10/30/2018

Hutchinson Land Bank

	2016					2017					2018					TOTAL	GRAND TOTAL
	TOTAL	1/1/2016	4/1/2016	7/1/2016	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	10/1/2017		
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	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	70.0	70.0	0.0	140.0	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	70.0	70.0	0.0	140.0	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	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	120.0	120.0	0.0	240.0	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	120.0	120.0	0.0	240.0	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	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	70.0	56.0	0.0	126.0	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	70.0	56.0	0.0	126.0	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	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	56.0	70.0	0.0	126.0	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	56.0	70.0	0.0	126.0	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	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	70.0	0.0	70.0	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	70.0	0.0	70.0	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	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	120.0	120.0	0.0	240.0	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	120.0	120.0	0.0	240.0	1,109.0