

Minutes

Land Bank Board of Trustees

Tuesday, June 7, 2016 - 3:00 p.m.
City Hall, 125 E Avenue B

City of Hutchinson, Kansas

1) CALL TO ORDER, ROLL CALL

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

Poltera called the meeting to order. Eaton arrived at 3:17.

2) APPROVAL OF MINUTES

The minutes of May 3, 2016 were approved on a motion by Poltera, seconded by Garber, passed unanimously.

3) ANNOUNCEMENTS

McCarron said the City made an offer to an applicant for the associate planner position. We are hoping he accepts the position.

4) UPDATES

4a. Financial Update.

Poltera motioned to approve the financial report, seconded by Garber, passed unanimously.

4b. 16-HOU-11 Avenue C Design Competition-Housing Commission Approval.

Denker stated that letters have been sent to KU and KSU. The Housing Commission approved to allocation of \$2000 towards the design competition, and expressed interest in being involved. McCarron stated staff will do a fund transfer request.

5) PROPERTY REPORT

Denker informed the board that the properties accrued another mowing charge and that the contractor inspects the properties periodically to see if they need mowing, versus mowing them on a specific schedule. McCarron stated we closed on the 5th Avenue property. The next door neighbor purchased it for lot expansion. The purchase price was \$285 and the closing costs were \$15.

6) OLD BUSINESS

Denker said staff is still working on the design competition details and will have more information next meeting.

7) NEW BUSINESS

7a. Donation Policy.

McCarron explained that this is a policy for when people offer to donate property to the Land Bank. Denker discussed the policy. Consistency is the goal. Eaton suggested adding disclosure of all property amenities under Application Provisions and/or Selection Criteria. Discussion ensued. Staff will make minor modifications to the policy and return it to the Board for approval at the next meeting.

7b. Transfer Policy.

McCarron explained that this policy relates to requests from non-profit organizations to acquire donated properties on their behalf, primarily for the purpose of removing back taxes. Denker discussed the policy. Staff was requested to rework the Transfer of Deed section and add a timeframe. Eaton added a "meeting the goals of the Land Bank" under the selection criteria. Discussion ensued. Staff will make modifications to the policy, as requested, and return it to the Board for approval at the next meeting.

8) OTHER

McCarron updated the Board on City Council's approval to keep the Rental Registration Inspection Program with modification. The program will consist of exterior inspections, and interior inspections with consent from the lawful occupant. The fees have been reduced, and programs to educate tenants and landlords will be provided.

Denker added she has had a couple of inquiries on two of the remaining Land Bank properties and will let the Board know if any move forward.

9) ADJOURN

The meeting was adjourned at 3:50 p.m. The next meeting, which is scheduled to be held Tuesday, July 5, 2016 at 3:00 p.m., will likely need to be cancelled due to vacations on the part of the Board. Staff will poll the Board to check availability later in July, if a July meeting is needed.

Respectfully Submitted,
Stephanie Stewart, Planning Technician

Approved this 2nd day of August, 2016

Attest: 