

Minutes

Land Bank Board of Trustees

Tuesday, February 5, 2019 - 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 3:10 p.m. with the following members present: James Gilliland (2/2), Josie Thompson (2/2), and Sue Poltera (2/2). Dan Garber (1/2) and Todd Brown (1/2) were absent. Planning Staff in attendance were: Jim Seitnater, Director of Planning and Development; Aaron Barlow, Associate Planner; and Charlene Mosier, Planning Technician.

2) APPROVAL OF MINUTES

The minutes from January 8, 2019 were approved on a motion by Thompson, seconded by Gilliland, passed unanimously.

3) ANNOUNCEMENTS

a. None.

4) FINANCIAL REPORT

The financial report was given by Gilliland. The current balance is \$19,220.23. The report was approved as presented.

5) PROPERTY REPORT

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

Poltera and Barlow presented the annual report and success stories at the City Council meeting on January 15.

6) OLD BUSINESS

a. 425 East Avenue E Counter-Offer Update

Barlow said the applicant, Racheal Day, has verbally accepted the \$250 counter-offer and will meet with Staff on Tuesday, February 12 to pay for the property and sign the deed for 425 E Ave E. A quit claim deed will be filed.

7) NEW BUSINESS

a. Mowing and Tree Trimming Selection Committee

Barlow said the pre-bid conference for mowing services bid will be February 6 at 9:00 a.m. and the pre-bid conference for tree trimming services bid will be at 1:00 p.m. Two mowing companies one tree company have contacted staff. Poltera will attend the 9:00 a.m. meeting and Thompson will attend the afternoon meeting.

The bid opening for mowing services will be February 13 at 1:30 p.m. and the bid opening for tree-trimming services will be at 2:00 p.m. Gilliland and Thompson will be at this meeting. Poltera will be an alternate.

On March 5, the Land Bank Board will meet to consider the selection committee recommendations.

The members were satisfied with the contracts as they were presented in the agenda packet

The question was asked if all the Land Bank lots that are for sale have the "For Sale" signs placed on the property. Barlow said all the signs are in use and there are some properties that do not currently have a sign posted. The Land Bank members would like additional signs ordered so that all the properties for sale will have a sign.

The Land Bank members also wanted to know if the property at 414 E Avenue A could be donated to the Land Bank. The house on the property was recently demolished. Staff will check into this.

8) OTHER

- a) The next Land Bank Board of Trustees meeting is scheduled for Tuesday, March 5, 2019.
- b) The meeting was adjourned at 3:30 p.m.

Respectfully Submitted,

Charlene Mosier, Planning Technician

Approved this fifth day of March

Attest: 