

Minutes

Tuesday, March 7, 2017 - 3 PM
City Hall, 125 E Avenue B

Land Bank Board of Trustees

City of Hutchinson, Kansas

1) CALL TO ORDER, ROLL CALL

The following members were present: Mark Eaton (4/4), Sue Poltera (4/4), James Gilliland (3/4) and Dan Garber (4/4). Staff in attendance were Jana McCarron, Planning and Development Director and Amy Allison, Housing Program Coordinator.

2) APPROVAL OF MINUTES

The minutes of February 7 and February 27, 2017 were approved on a motion by Gilliland, seconded by Poltera, passed unanimously.

3) ANNOUNCEMENTS

None

4) UPDATES

a. Financial Update

Gilliland provided the financial report. There were no new charges.

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

5) PROPERTY REPORT

Allison stated there were no changes. Eaton asked for an update on 00000 E 8th Ave. Allison said that the protest period ends March 13, 2017, and staff is developing the sale contract for that date.

6) OLD BUSINESS

a. Bylaws & City Code Revisions

McCarron reviewed the staff report and exhibits.

Gilliland asked why the Reno County residency requirement did not apply to the Housing Commission nominees in the original bylaws. Poltera responded that the Housing Commissioners had the same requirement already for their Commission.

Discussion ensued about the Chair and Vice-Chair status on Land Bank Board Committees. McCarron said that the committee could not have more than two members due to quorum constraints, therefore the ex-officio requirement would limit those committee member voters to one vote. The change would eliminate that situation.

McCarron noted that the approval date on the bylaws will need to be amended to March 21, 2017.

Gilliland moved to approve the Bylaws and Ordinance with the amendment, seconded by Poltera, passed unanimously.

b. Tree Removal Bidders Update

Allison updated the Board on the potential to seek independent bids from the City. The Board is under no obligation to use the bidders the City has already approved.

McCarron said that staff could proceed, with Board approval, in drafting an RFP for their consideration at the next meeting. Eaton requested that staff also create an RFP for a mower as well.

Eaton moved to approve staff drafting two Request for Proposals for tree removal and mowing, seconded by Garber, passed unanimously.

c. Review of Contract for Donation 00000 E Avenue D

Allison reviewed the draft sale contract for the donation property on Avenue D. The City Attorney included a section pertaining to an Environmental Review due to the zoning and location of the site. This is to ensure that the Board has some leverage if a detrimental issue were found on the property. The Board thought that was prudent.

7) OTHER

Gilliland asked what Interfaith Housing's intentions were regarding the W Avenue A property. Garber said the grant is to build four, single-family homes in the SW Bricktown neighborhood and general vicinity.

Eaton requested that all the Board members create a list of potential nominees for the vacant board seat. If the City Council approves the changes to the Bylaws and Ordinance, he would like to have names ready to recruit for the position. They will discuss potential nominees at the next meeting.

8) ADJOURN

The meeting was adjourned at 3:47 PM. The next meeting will be Tuesday, April 4, 2017 at 3 PM.

Respectfully Submitted,
Amy Allison, Housing Program Coordinator

Approved this 4th day of April, 2017

Attest: 