



City of Arkansas City

LAND BANK BOARD OF TRUSTEES MEETING

AGENDA

Tuesday, August 06, 2024 at 5:15 PM – Commission Room, City Hall – 118 W. Central Ave

Please join our meeting <https://meet.goto.com/384794445>
Or dial in using your phone: United States: +1 (571) 317-3112 Access Code: 384 794 445

I. Call to Order

1. Roll Call
2. Additions or Deletions to the Agenda *(Voice Vote)*
3. Approval of the Agenda *(Voice Vote)*

II. Minutes

1. Approve the January 16, 2024, regular meeting minutes as written. *(Voice Vote)*

III. Business

1. Approve 2025 Budget *(Voice Vote)*

IV. Adjourn to City Commission Meeting



Land Bank Board of Trustees Agenda Item

Meeting Date: August 6, 2024
From: Tiffany Parsons, City Clerk
Item: Approve the January 16, 2024, Regular Meeting Minutes

Title: Approve the January 16, 2024, regular meeting minutes as written. ***(Voice Vote)***

Background:

Each meeting, the Land Bank Board of Trustees reviews and approves the minutes of its prior meeting(s).

Board Options:

1. Approve minutes as written
2. Approve minutes with any changes

Approved for Agenda by:

A handwritten signature in black ink, appearing to read "Randy Frazer", written over a horizontal line.

Randy Frazer, City Manager



City of Arkansas City

LAND BANK BOARD OF TRUSTEES

MEETING MINUTES

Tuesday, January 16, 2024 at 5:00 PM — Commission Room, City Hall — 118 W. Central Ave

Routine Business

1. Roll Call

PRESENT:

Trustee Chad Beeson
Trustee Tad Stover
Trustee Charles Tweedy
Vice President Jay Warren
President Diana Spielman

2. There were no additions or deletions to the agenda.

Motion made by Seconded by Vice President Warren, Seconded by Trustee Stover to approve the agenda.

Voting Yea: Trustee Beeson, Trustee Stover, Trustee Tweedy, Vice President Warren, President Spielman. Motion passed.

Minutes

1. Approve the November 21, 2023, special meeting minutes as written

Motion made by Trustee Stover, Seconded by Vice President Warren to approve the minutes as written.

Voting Yea: Trustee Beeson, Trustee Stover, Trustee Tweedy, Vice President Warren, and President Spielman. President Spielman declared the motion approved.

Business

1. Select Chair for 2024

Motion made by President Spielman and seconded by Trustee Tweedy, to nominate Vice President Jay Warren as the Chair of the Land Bank Board of Trustees.

Voting Yea: Voice vote was unanimous in favor of the motion. President Spielman declared the motion approved, further announcing newly appointed President Warren as in charge of the meeting moving forward.

2. Select Vice Chair for 2024

Motion made by President Warren and seconded by Trustee Spielman to nominate Trustee Chad Beeson to be the Vice Chair for the Land Bank Board of Trustees.

Voting Yea: Voice vote was unanimous in favor of the motion. President Warren declared the motion approved.

3. Select Secretary for 2024

Motion made by Trustee Stover and seconded by Trustee Stover to designate City Clerk Tiffany Parsons as Secretary.

Voting Yea: Voice vote was unanimous in favor of the motion. President Warren declared the motion approved.

4. Select Treasure for 2024

Motion made by President Warren and seconded by Trustee Spielman, to re-elect Finance Director/City Treasurer Jennifer Waggoner as Treasurer for 2024 for the Land Bank Board of Trustees.

Voting Yea: Voice vote was unanimous in favor of the motion. President Warren declared the motion approved.

5. Transfer real estate at 118 S 9th Street owned by the Arkansas City Land Bank to Lydia Holguin.

Josh gave a brief background that the previously had a dangerous structure that was torn down by the city in 2001 then later acquired by the city at a tax sale in 2004 for \$150.00 then transferred into our current land bank system in 2018. Lydia Holguin meets the requirement by the city and does wish to put a manufactured home on the property that is in a flood plain. White spoke with surveyors Smith and Oakes who advised the property does need elevated 4.5 feet for drainage. Owners would like to build a barn, Josh stated that it would need to be a residence.

Motion made by President Warren and seconded by Trustee Beeson to sale the property for \$1.00.

Voting Yea: Trustee Spielman, Trustee Stover, Trustee Tweedy, Vice President Beeson, and President Warren. President Warren declared the motion approved.

6. Receive and approve 2023 Annual Report

Principal Planner Josh White spoke of two properties that previously sold in 2023, leaving approximately \$16,600 in the Land Bank fund today. A full financial report was given to the board. Trustee Beeson inquired what the Land Bank money was used for? White noted it is used for purchasing more land and covering publishing costs.

Motion made by Trustee Tweedy and seconded by Trustee Stover to approve the 2023 Annual Report.

Voting Yea: Trustee Spielman, Trustee Stover, Trustee Tweedy, Vice President Beeson, and President Warren. President Warren declared the motion approved.

7. Review and approve the inventory of property

Principal Planner White spoke of the same two properties that were sold in 2023, further noting that once approved, staff will publish the inventory in the newspaper and on the city website.

Motion made by Trustee Tweedy and seconded by Trustee Spielman, to approve the inventory of property as listed.

Voting Yea: Trustee Spielman, Trustee Stover, Trustee Tweedy, Vice President Beeson, and President Warren. Motion passed.

8. Discuss Lank Bank Sales Plan, Bylaws and Policies

Principal Planner White directed the board to the current documents listed in the packet, including a copy of the Bylaws that were made available in the packet giving the board an opportunity to review. No changes were proposed by Principal Planner White or staff this time. Staff will make a publication of the Land Bank inventory and will also post the information on the city's website.

Adjourn

Motion made by Trustee Spielman, Seconded by Vice President Beeson to adjourn the meeting.

Voting Yea: Voice vote was unanimous in favor of the motion. President Warren declared the motion approved.

**THE ARKANSAS CITY
LAND BANK BOARD OF TRUSTEES**

Diana L. Spielman, 2023 President

Jay Warren, 2024 President

(Seal)

ATTEST:

Tiffany Parsons, City Clerk/Secretary

Date: August 6, 2024

Prepared by:

Tiffany Parsons, City Clerk/Secretary

DRAFT



Land Bank Board of Trustees Agenda Item

Meeting Date: August 6, 2024
From: Josh White, Principal Planner
Item: 2025 Land Bank Budget

Purpose: Approve 2025 Budget (Voice Vote)

Background:

Each year the Land Bank Board of Trustees reviews and approves the proposed budget for the **Land Bank Fund (Fund 31)**. This recommendation is forwarded to the City Commission for inclusion in its budget process.

Commission Options:

1. Approve the 2025 Budget
2. Table the 2025 Budget for further discussion

Attachments:

1. Proposed 2025 Budget for Land Bank Fund 31

Approved for Agenda by:

A handwritten signature in black ink, appearing to read "Randy Frazer", written over a horizontal line.

Randy Frazer, City Manager

City of Arkansas City

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Land Bank 31	Prior Year Actual for 2023	Current Year Estimate for 2024	Proposed Budget Year for 2025
Unencumbered Cash Balance Jan 1	16,951	16,609	16,489
Receipts:			
Sale of Property	0	1	5,000
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	0	1	5,000
Resources Available:	16,951	16,610	21,489
Expenditures:			
Capital Outlay	342	121	21,489
Cash Reserve (2025 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	342	121	21,489
Unencumbered Cash Balance Dec 31	16,609	16,489	0
2023/2024/2025 Budget Authority Amount	11,211	21,451	21,489