



LAND BANK BOARD OF TRUSTEES SPECIAL MEETING AGENDA

Tuesday, December 2, 2025 at 5:00 PM – Commission Room, City Hall — 118 W. Central Ave

Please join our meeting and subscribe to our YouTube channel:
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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 July 15, 2025, special meeting minutes as written. **(Voice Vote)**

III. Business

1. Approve the transfer of real estate at 606 S Summit Street owned by the Arkansas City Land Bank to Joshua & Nicole Holt. **(Voice Vote)**

IV. Adjourn to City Commission Meeting



Land Bank Board of Trustees Agenda Item

Meeting Date: December 2, 2025
From: Tiffany Parsons, City Clerk
Item: Approve July 15, 2025, Special Meeting Minutes

Title: Approve July 15, 2025, special 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 "R. Frazer", is written over a horizontal line.

Randy Frazer, City Manager



LAND BANK BOARD OF TRUSTEES SPECIAL MEETING MINUTES

Tuesday, August 19, 2025 at 5:30 PM — Commission Room, City Hall — 118 W. Central Ave

Routine Business

1. Roll Call

PRESENT:

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

ABSENT:

City staff present: City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, Communications Director Shana Adkisson, and Principal Planner Josh White.

2. Addition and deletions to the agenda.

City Manager Frazer stated that there were no additions or deletions to the agenda.

Motion made by Vice President Stover, Seconded by Trustee Tweedy III, to approve the agenda as written.

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

Minutes

1. Approve the July 15, 2025, regular meeting minutes as written.

Motion made by Trustee Warren, Seconded by Trustee Tweedy, to approve the minutes as written.

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

Business

1. Approve the transfer of real estate at 924 S 6th Street owned by the Arkansas City Land Bank to Randy Frank. **(Voice Vote)**

Principal Planner White explained that the Frank's approached the city with the intent to build a single-family home on site. Staff recommend the sale price of the current county-appraised value of \$4,360.

Motion made by Trustee Warren and seconded by President Beeson, to approve the transfer of real estate at 924 S 6th Street owned by the Arkansas City Land Bank to Randy Frank for the price of \$4,360.

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

2. Approve the transfer of real estate at 902-906 S F Street owned by the Arkansas City Land Bank to Habitat of Arkansas City. **(Voice Vote)**

Principal Planner White noted that 902 South F has a long history of attempted development and that Habitat intends to build a home spanning both parcels, with 906 South F providing additional width for the project. Staff recommendation is to donate the property to Habitat.

Motion made by President Beeson and seconded by Trustee Tweedy III, to approve the transfer of real estate at 902-906 South F Street owned by the Arkansas City Land Bank to Habitat for Humanity of Arkansas City, by donation.

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

Adjournment

Motion made by President Beeson, Seconded by Vice-President Stover, to adjourn the meeting.

Voting Yea: Voice vote was unanimous in favor of the motion. Motion approved and meeting adjourned.

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

(Seal)

Chad D. Beeson, President

ATTEST:

Tiffany Parsons, City Clerk/Secretary

Prepared by: Tiffany Parsons, City Clerk/Secretary



Land Bank Board of Trustees Agenda Item

Meeting Date: December 2, 2025

From: Josh White

Item: Transfer 606 S Summit Street to Joshua & Nicole Holt

Motion: Approve the transfer of real estate at 606 S Summit Street owned by the Arkansas City Land Bank to Joshua & Nicole Holt. **(Voice Vote)**

Background: The Holts have requested the property at 606 S Summit Street. They meet the requirements of the land bank program. They propose to develop the property with parking for their boutique business at 600 S Summit Street. The County Appraised Value for this property is \$17,720. The city acquired the property from the tax sale in 2020 for \$3,500. The City also has \$89,630 in abatement costs related to the demolition of the property in 2016. It is unlikely we will be able to sell the property for enough cash to recover those costs. Staff recommend selling the property for the appraised value of \$17,720 but understand that it is a large number. If the desire is to accept less, we recommend trying to at least recover the purchase price of \$3,500 to replenish the land bank fund balance for future purchases.

Commission Options:

1. Agree to transfer the property to the Holt's for the county appraised value of \$17,720
2. Agree to a different price (i.e: between \$3,500 and \$17,720)
3. Decline the application for purchase
4. Table for further discussion

Attachments: Applicant Letter, Contract, & Deed.

Approved for Agenda by:

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

Randy Frazer, City Manager

My husband Joshua Holt was a resident of Arkansas City as a child and sadly had to move away. Two years ago, we had the privilege of purchasing his childhood home — a house his father had built — and return to the community that shaped who he is. This city means a great deal to us, and we are passionate about contributing to its continued growth and revitalization.

We are currently in the process of purchasing the commercial property located at 600 South Summit Street, and we would like to purchase the joining lot. Our vision is to transform this space into a beautiful, high-end boutique that will feature quality leather goods, purses, hats, beanies, clothing, gifts, and locally handmade items. The boutique will be designed to reflect both modern style and small-town charm, offering residents and visitors alike a welcoming shopping experience that celebrates local craftsmanship and pride.

In addition, we plan to develop the adjoining lot into an attractive, well-maintained parking area to provide convenient access for customers and contribute to the overall aesthetic of the downtown area. Our goal is not only to create a thriving small business, but also to enhance the beauty and accessibility of downtown Arkansas City, encouraging more foot traffic and community engagement in the area.

We believe this project aligns with the city's vision for downtown improvement and revitalization, and we are excited about the opportunity to play a small part in making that vision a reality.

Thank you for your time and consideration. I look forward to working with the city to bring this project to life and to continue investing in the future of our community.

Warm regards,
Nicole and Joshua Holt

REAL ESTATE SALES CONTRACT

THIS AGREEMENT made and entered this ____ day of _____ 2025, by and between **THE CITY OF ARKANSAS CITY, KANSAS LAND BANK BOARD OF TRUSTEES**, herein referred to as **SELLER**, and **JOSHUA JAMES HOLT and NICOLE ALAYNE HOLT**, herein referred to as **BUYERS**.

WITNESSETH:

WHEREAS, SELLER has agreed to sell, and BUYERS has agreed to buy property pursuant to the provisions set forth below; and

WHEREAS, SELLER does hereby covenant and agree that in consideration of the payments and performance of the covenants herein recited to be made and performed by BUYERS, SELLER shall convey unto the BUYERS, in fee simple, subject to any covenants, declarations, restrictions, zoning laws, or easements of record, but clear of all mortgage or financial encumbrances whatsoever, by Statutory Quit Claim Deed, the real estate described below in Section One and all improvements located thereon situate in Arkansas City, Cowley County, Kansas.

SECTION ONE: PROPERTY:

All real property owned by SELLER located at 606 S Summit Street, Arkansas City, Cowley County, Kansas and legally described as:

The South Half of Lot 2 and all of Lot 3, Block 165, M. R. Leonard's Addition to Arkansas City, Cowley County, Kansas.

SECTION TWO: PURCHASE PRICE:

BUYERS hereby covenant and agree to pay unto SELLER the full sum of: \$_____ on the date of closing, which shall occur no later than 180 days after execution of this Contract.

SECTION THREE: TAXES:

BUYERS shall pay all taxes due and owing from and after the date of execution of this Contract.

SECTION FOUR: POSSESSION OF PROPERTY:

SELLER shall give possession of the aforescribed property immediately upon closing.

SECTION FIVE: TITLE INSURANCE:

BUYERS shall have the option of obtaining Title Insurance at their own expense.

SECTION SIX: CONDITION OF PREMISES:

The property is sold as-is, and SELLER makes no warranty as to the suitability of the property for any proposed use by BUYERS.

SECTION SEVEN: ADDITIONAL PROVISIONS:

BUYERS agree to develop the property within one (1) year of the execution of this contract and shall have no notices of code violations for one (1) year on the property from the date of the execution of this contract.

IT IS MUTUALLY AGREED that all covenants and agreements herein contained shall extend to and be obligatory upon the parties hereto, their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the Parties have hereunto set their hands the day and year first above appearing.

BUYERS:

JOSHUA JAMES HOLT

By: Joshua James Holt

ACKNOWLEDGMENT

STATE OF KANSAS)
COUNTY OF _____) ss:

Be it remembered, that on this _____ day of _____ 2025, before me, the undersigned, a Notary Public in and for the aforesaid County and State aforesaid, came Joshua James Holt, who is personally known to me to be the same person who executed the within instrument in writing, and duly acknowledged the execution of same.

In witness whereof, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

Notary Public

My appointment expires:

NICOLE ALAYNE HOLT

By: Nicole Alayne Holt

ACKNOWLEDGMENT

STATE OF KANSAS)
COUNTY OF _____) ss:

Be it remembered, that on this _____ day of _____ 2025, before me, the undersigned, a Notary Public in and for the aforesaid County and State aforesaid, came Nicole Alayne Holt, who is personally known to me to be the same person who executed the within instrument in writing, and duly acknowledged the execution of same.

In witness whereof, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

Notary Public

My appointment expires:

SELLER:

THE CITY OF ARKANSAS CITY, KANSAS LAND BANK BOARD OF TRUSTEES

By: Chad D. Beeson
President

ACKNOWLEDGMENT

STATE OF KANSAS)
COUNTY OF Cowley) ss:

Be it remembered, that on this _____ day of _____ 2025, before me, the undersigned, a Notary Public in and for the aforesaid County and State aforesaid, came Chad D. Beeson, who is personally known to me to be the same person who executed the within instrument in writing, and duly acknowledged the execution of same as the authorized act and deed of the City of Arkansas City, Kansas Landbank Board of Trustees.

In witness whereof, I have hereunto subscribed my name and affixed my official seal the day and year last above written.

Notary Public

My appointment expires:

STATUTORY QUIT CLAIM DEED

GRANTOR, **THE CITY OF ARKANSAS CITY, KANSAS LAND BANK BOARD OF TRUSTEES**,
in consideration of the sum of One Dollar and other valuable consideration, the receipt of which is hereby acknowledged, does hereby quit claim unto:

GRANTEE, **JOSHUA JAMES HOLT & NICOLE ALAYNE HOLT, husband and wife, as joint tenants with rights of survivorship and not as tenants in common**,

all the following lands and property situated in Cowley County, together with any and all improvements located thereon, subject to easements and restrictions of record, if any, and legally described as:

The South Half of Lot 2 and all of Lot 3, Block 165, M. R. Leonard's Addition to Arkansas City, Cowley County, Kansas.

Commonly known as 606 S Summit Street, Arkansas City, Cowley County, Kansas.

Subject to the following:

- (a) BUYER shall remain current on all ad valorem taxes and properly maintain the Property with no notices for code violations for a period of one (1) year, otherwise ownership of the property—including all improvements made thereon—will revert back to SELLER upon written notice provided to BUYER and SELLER shall keep the purchase price paid.

WITNESS Grantor's hand this the ____ day of _____ 2026.

The City of Arkansas City, Kansas Landbank Board of Trustees

By: Chad D. Beeson, President

STATE OF KANSAS)
COUNTY OF COWLEY) ss:

On this ____ day of _____ 2026, before me, a Notary Public within and for said County and State, having first been duly sworn under oath, personally appeared: CHAD D. BEESON, who is personally known to me to be the same person who executed the foregoing instrument, and the aforementioned acknowledged said instrument to be his free and voluntary act and deed and a duly authorized act on behalf of the City of Arkansas City, Kansas Landbank Board of Trustees. In testimony whereof I have hereunto subscribed my hand and affixed my official seal the day and year last above appearing.

My appointment expires: _____
Notary Public