



City of Arkansas City

LAND BANK BOARD OF TRUSTEES MEETING

AGENDA

Tuesday, July 18, 2023 at 5:00 PM – Commission Room, City Hall – 118 W. Central Ave

Please join our meeting <https://global.gotomeeting.com/join/975830309>
Or dial in using your phone: United States: +1 (646) 749-3122 Access Code: 975-830-309

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 18, 2023, regular meeting minutes as written. *(Voice Vote)*

III. Business

1. Approve the 2024 Land Bank Budget. *(Voice Vote)*

IV. Adjourn to City Commission Meeting



Land Bank Board of Trustees Agenda Item

Meeting Date: July 18, 2023
From: Tiffany Parsons, City Clerk
Item: Approve the January 18, 2023 Regular Meeting Minutes

Title: Approve the January 18, 2023, 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 18, 2023 at 5:00 PM — Commission Room, City Hall — 118 W. Central Ave

Routine Business

1. Roll Call

PRESENT:

Trustee Charles Jennings

Trustee Scott Rogers

Trustee Jay Warren

Vice President Diana Spielman

President Kanyon Gingher

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

Motion made by Seconded by Trustee Rogers, Seconded by Trustee Warren to approve the agenda.

Voting Yea: Trustee Rogers, Trustee Warren, Vice President Spielman, President Gingher. Motion passed.

Minutes

1. Approve the December 20, 2022, special meeting minutes as written

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

Voting Yea: Trustee Rogers, Trustee Warren, Vice President Spielman, President Gingher. Motion passed.

Business

1. Select Chair for 2023

Motion made by President Gingher and seconded by Trustee Rogers, to nominate Vice President Diana Spielman to be the Chair of the Land Bank Board of Trustees.

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

2. Select Vice Chair for 2023

Motion made by Trustee Rogers and seconded by Trustee Gingher to nominate Trustee Jay Warren to be the Vice Chair for the Land Bank Board of Trustees.

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

3. Select Secretary for 2023

4. Select Treasure for 2023

The board elected to vote upon the 2023 secretary and treasurer positions in one motion.

Motion made by Trustee Rogers and seconded by Trustee Gingher, to continue to have City Clerk L... 2023 and Finance Director/City Treasure Jennifer Waggoner as Treasure for 2023 for the Land Bank Board of Trustees.

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

5. Receive and approve 2022 Annual Report

Principal Planner Josh White reported that 2022 was a busy year. He explained that at June 2022 Cowley County Sales Tax Sale, staff purchased 10 additional properties: 1321 S. B St., 615 S. D St., 920 S. 8th St., 1411 N 4th St., 727 N. 6th St., 1424 S. G St., 906 S. F St., 924 S. 6th St. and 511 N. 6th St. listed as new inventory. White further noted that only one property, 1438 N. Summit St. was transferred out of the Land Bank in 2022.

Trustee Jennings joined the meeting at 5:04 p.m.

The beginning balance for the Land Bank Fund's in 2022 was \$8,786.30. Payment of \$9,240.00 was received from the sale of one property in 2021. Expenses from participating in county tax sale totaling \$1,010.00 including recording fees. The ending balance of the 2022 Land Bank fund was \$16,950.90. The full financial report was given to the board.

Motion made by Trustee Warren and seconded by Trustee Jennings, to nominate Vice President Diana Spielman to be the Chair of the Lank Bank Board of Trustees.

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

6. Review and approve the inventory of property

Principal Planner White noted that once approved, staff will publish the inventory in the newspaper and on the city website.

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

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

7. Discuss Lank Bank Sales Plan, Bylaws and Policies

Current documents, including a copy of the Bylaws and Ordinance No. 2017-11-4444, 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.

The board contemplated tabling the Bylaws but then chose not to.

Motion made by Trustee Warren and seconded by Trustee Rogers, to leave everything intact as written.

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

Adjourn

Motion made by Trustee Rogers, Seconded by Trustee Warren to adjourn the meeting.

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

THE ARKANSAS CITY LAND BANK BOARD OF TRUSTEES

Kanyon Gingher, 2022 President

Diana L. Spielman, 2023 President

(Seal)

ATTEST:

Tiffany Parsons, City Clerk/Secretary
(On behalf of former Secretary, Lesley Shook)

Prepared by:

Date: July 7, 2023

Tiffany Parsons, City Clerk/Secretary

DRAFT



Land Bank Board of Trustees Agenda Item

Meeting Date: July 18, 2023
From: Josh White, Principal Planner
Item: 2024 Land Bank Budget

Purpose: Approve the 2024 Land Bank Budget. *(Voice Vote)*

Background:

Each year in July, 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.

Board Options:

1. Approve the 2024 Budget
2. Table the 2024 Budget for further discussion

Attachments:

1. Proposed 2024 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

2024

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget Land Bank 31	Prior Year Actual for 2022	Current Year Estimate for 2023	Proposed Budget Year for 2024
Unencumbered Cash Balance Jan 1	8,786	16,951	16,951
Receipts:			
Sale of Property	9,240	0	5,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	9,240	0	5,000
Resources Available:	18,026	16,951	21,951
Expenditures:			
Contractual Services	1,075	0	0
Capital Outlay	0	0	21,951
Cash Forward (2024 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	1,075	0	21,951
Unencumbered Cash Balance Dec 31	16,951	16,951	0
2022/2023/2024 Budget Authority Amount	4,486	11,211	21,951