



## LAND BANK BOARD OF TRUSTEES MEETING AGENDA

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Tuesday, January 20, 2026 at 5:15 PM – Commission Room, City Hall — 118 W. Central Ave

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Please join our meeting and subscribe to our YouTube channel:  
<https://www.youtube.com/@cityofarkansascitykansas895>



### 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 December 2, 2025, special meeting minutes as written. (**Voice Vote**)

### III. Business

1. Select Chair for 2025. (**Voice Vote**)
2. Select Vice Chair for 2026. (**Voice Vote**)
3. Select Secretary for 2026. (**Voice Vote**).
4. Select Treasurer for 2026. (**Voice Vote**).
5. Receive and approve 2025 Annual Report. (**Voice Vote**)
6. Receive and approve the Land Bank Property Inventory. (**Voice Vote**)
7. Discuss Land Bank Sales Plan, Bylaws and Policies.

### IV. Adjourn to City Commission Meeting



## Land Bank Board of Trustees Agenda Item

Meeting Date: January 20, 2026

From: Tiffany Parsons, City Clerk

Item: Approve December 2, 2025, Special Meeting Minutes

**Title:** Approve December 2, 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 "Randy Frazer".

Randy Frazer, City Manager



## LAND BANK BOARD OF TRUSTEES SPECIAL MEETING MINUTES

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

### Routine Business

#### 1. Roll Call

PRESENT:

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

ABSENT:

City staff present: City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, IT Manager Matt Metzinger, and Principal Planner Josh White.

#### 2. Additions or deletions to the agenda.

*City Clerk Parsons noted one amendment under approval of minutes, to reflect August 19, 2025.*

*Motion made by Vice President Stover, Seconded by Trustee Spielman to approve the agenda as amended.*

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

### Minutes

#### 1. Approve the **August 19, 2025**, special meeting minutes as written.

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

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

### 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)**

The Holts have requested the transfer of the vacant lot adjacent to their existing property at 600 S. Summit Street for business-related use. Nicole Holt explained the desire to acquire the property to accommodate overflow parking for their boutique next door.

Planner White noted the property's appraised value is approximately \$17,000, the City acquired it through tax sale in 2020 for \$3,500, and significant demolition costs are associated with the site.

*Motion made by Trustee Warren and seconded by Vice President Stover, to sell the property for \$1,500.00.*

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

**Adjournment**

*Motion made by Trustee Spielman, Seconded by Trustee Tweedy III, to adjourn the meeting.*

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

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

(Seal)

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Chad D. Beeson, President

**ATTEST:**

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Tiffany Parsons, City Clerk/Secretary

**Prepared by:** Tiffany Parsons, City Clerk/Secretary

DRAFT



## Land Bank Board of Trustees Agenda Item

Meeting Date: January 20, 2026

From: Josh White, Community Development Director

Item: Annual Reorganization Items

**Purpose:** Land Bank Board of Trustees Meeting Reorganization

**Background:**

On **November 6, 2001**, the City of Arkansas City adopted **Resolution No. 2001-11-2018** to establish a policy for the sale or transfer of real estate which the City acquired through acquisition of flood damaged or foreclosure properties. Since that time, the State of Kansas created a statute on Land Banks (**K.S.A. 12-5901**) that not only authorizes the acquisition and sale of such properties and others, but also allows the City to manage distressed properties which can become a blight in the community by clearing up title issues to the property, setting aside land for future development, putting parcels back on the open market as quickly as possible, freezing special assessments, removing back taxes (*including interest and penalties*) and making properties tax exempt until sold.

In order to create a statutory Land Bank with these benefits, the City on **November 7, 2017**, adopted **Ordinance No. 2017-11-4444**, creating the **Land Bank Board of Trustees**, which shall consist of the City Commissioners.

During that same meeting, the City also adopted **Resolution No. 2017-11-3136**, which sets the bylaws for the Board of Trustees and the policy directives for the City's Land Bank program.

The Land Bank Board of Trustees is required to hold a meeting in the first half of each year to elect new officers. To conduct the business of this meeting, commissioners should execute the following actions, in order:

**Commission Options:**

1. Select a Chair by simple motion and voice vote. (**Recommendation: Mayor Tad Stover**)
2. Select a Vice Chair by motion and voice vote. (**Recommendation: Vice Mayor Steve Lungren**)
3. Designate an appropriate staff member as Secretary. (**Recommendation: City Clerk Tiffany Parsons**)
4. Designate a staff member as Treasurer. (**Recommendation: Finance Director/Treasurer Jennifer Waggoner**)

**Approved for Agenda by:**

A handwritten signature in black ink, appearing to read "Randy Frazer".

Randy Frazer, City Manager



## Land Bank Board of Trustees Agenda Item

Meeting Date: January 20, 2026  
From: Josh White, Community Development Director  
Item: 2025 Annual Report

**Motion:** Receive and approve 2025 Annual Report. (**Voice Vote**)

**Background:**

In 2025, The Arkansas City Land Bank sold six properties 706 E Madison Ave, 902 S F St, 906 S F St, 924 S 6<sup>th</sup> St and 426 S Summit St. The City did not purchase any properties.

The Land Bank fund beginning balance was \$17,989.63. Payments for the sale of property totaled \$7,861. Total purchases from the tax sale were \$0. Total expenditures from the fund were \$148.21 on advertising, \$1,500 for a property sale refund from 2024, and \$697.98 for supplies for the Townhouse Motel. The ending balance of the Land Bank fund was \$23,504.44. The full financial report is attached.

**Commission Options:**

1. Receive and approve report.

**Attachments:** Financial Report

**Approved for Agenda by:**

A handwritten signature in black ink, appearing to read "Randy Frazer".

Randy Frazer, City Manager



City of Arkansas City, KS

Section III, Item 5.  
Detail Report  
Account Detail

Date Range: 01/01/2025 - 12/31/2025

Account	Name					Beginning Balance	Total Activity	Ending Balance					
<b>Revenue</b>													
Category: 470 - Other Revenue Sources													
<a href="#">31-100-4810</a>		Sale of Property				0.00	-7,861.00	-7,861.00					
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance					
03/21/2025	GLPKT23201	JN20666		RCPT 00737955 BRAD AND DEBORAH K...			-2,000.00	-2,000.00					
09/02/2025	GLPKT24338	JN21729		RCPT 00762082 KEELEY M FRANK AND ...			-4,360.00	-6,360.00					
09/19/2025	GLPKT24490	JN21873		RCPT 00764758 426 S SUMMIT ST LAND...			-1.00	-6,361.00					
12/08/2025	GLPKT25077	JN22423		RCPT 00776525 606 S SUMMIT ST/ LAN...			-1,500.00	-7,861.00					
Total Category: 470 - Other Revenue Sources:					Beginning Balance: 0.00	Total Activity: -7,861.00	Ending Balance: -7,861.00						
Total Revenue:					Beginning Balance: 0.00	Total Activity: -7,861.00	Ending Balance: -7,861.00						
<b>Expense</b>													
Category: 600 - Contractual													
<a href="#">31-100-6301</a>		Advertising				0.00	148.21	148.21					
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance					
02/28/2025	APPKT05124	3125	192135	Pulbications 2/25	07738 - COLUMN SOFTWARE, PBC		102.50	102.50					
04/03/2025	APPKT05149	4125	192384	Advertisement 3/25	07738 - COLUMN SOFTWARE, PBC		16.06	118.56					
09/01/2025	APPKT05299	9125	193952	Traveler publications 8/25	07738 - COLUMN SOFTWARE, PBC		15.25	133.81					
10/03/2025	APPKT05312	10225	194110	Traveler notices 9/25	07738 - COLUMN SOFTWARE, PBC		14.40	148.21					
Total Category: 600 - Contractual:					Beginning Balance: 0.00	Total Activity: 148.21	Ending Balance: 148.21						
Category: 710 - Commodities													
<a href="#">31-100-7101</a>		Other Supplies/Tools				0.00	697.98	697.98					
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance					
04/03/2025	APPKT05149	39560	192429	Townhouse-tapcons, washer,drill bits	05471 - WOODS LUMBER COMPANY		646.21	646.21					
04/03/2025	APPKT05149	39575	192429	Townhouse-tapcons, washers	05471 - WOODS LUMBER COMPANY		51.77	697.98					
Total Category: 710 - Commodities:					Beginning Balance: 0.00	Total Activity: 697.98	Ending Balance: 697.98						
Category: 740 - Capital Outlay													
<a href="#">31-100-7401</a>		Land/Easments/ROW				0.00	1,500.00	1,500.00					
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance					
01/24/2025	APPKT05092	2025	191792	Burr-refund for land purchase	08555 - LORI LEAH BURR		1,500.00	1,500.00					
Total Category: 740 - Capital Outlay:					Beginning Balance: 0.00	Total Activity: 1,500.00	Ending Balance: 1,500.00						
Total Expense:					Beginning Balance: 0.00	Total Activity: 2,346.19	Ending Balance: 2,346.19						
Grand Totals:					Beginning Balance: 0.00	Total Activity: -5,514.81	Ending Balance: -5,514.81						

**Fund Summary**

Fund	Beginning Balance	Total Activity	Ending Balance
31 - LAND BANK	0.00	-5,514.81	-5,514.81
<b>Grand Total:</b>	<b>0.00</b>	<b>-5,514.81</b>	<b>-5,514.81</b>



## Land Bank Board of Trustees Agenda Item

Meeting Date: January 20, 2026

From: Josh White, Community Development Director

Item: Land Bank Property Inventory

**Motion:** Receive and approve the Land Bank Property Inventory. (**Voice Vote**)

### **Background:**

Each year the Land Bank Board of Trustees must approve an inventory of property which must then be published in the newspaper. In 2025, the City did not purchase any properties. There is a lot more competition for properties at the tax sale. Staff will continue to monitor and participate in tax sales, but this seems to be a trend. In the meantime, we'll look at alternate ways of acquiring property.

As noted in the annual report, six properties, 706 E Madison Ave, 902 S F St, 906 S F St, 924 S 6<sup>th</sup> St and 426 S Summit St. were transferred out of the land bank in 2025.

### **Commission Options:**

1. Approve the inventory of property.

**Attachments:** Land Bank Property inventory

### **Approved for Agenda by:**

A handwritten signature in black ink, appearing to read "Randy Frazer".

Randy Frazer, City Manager

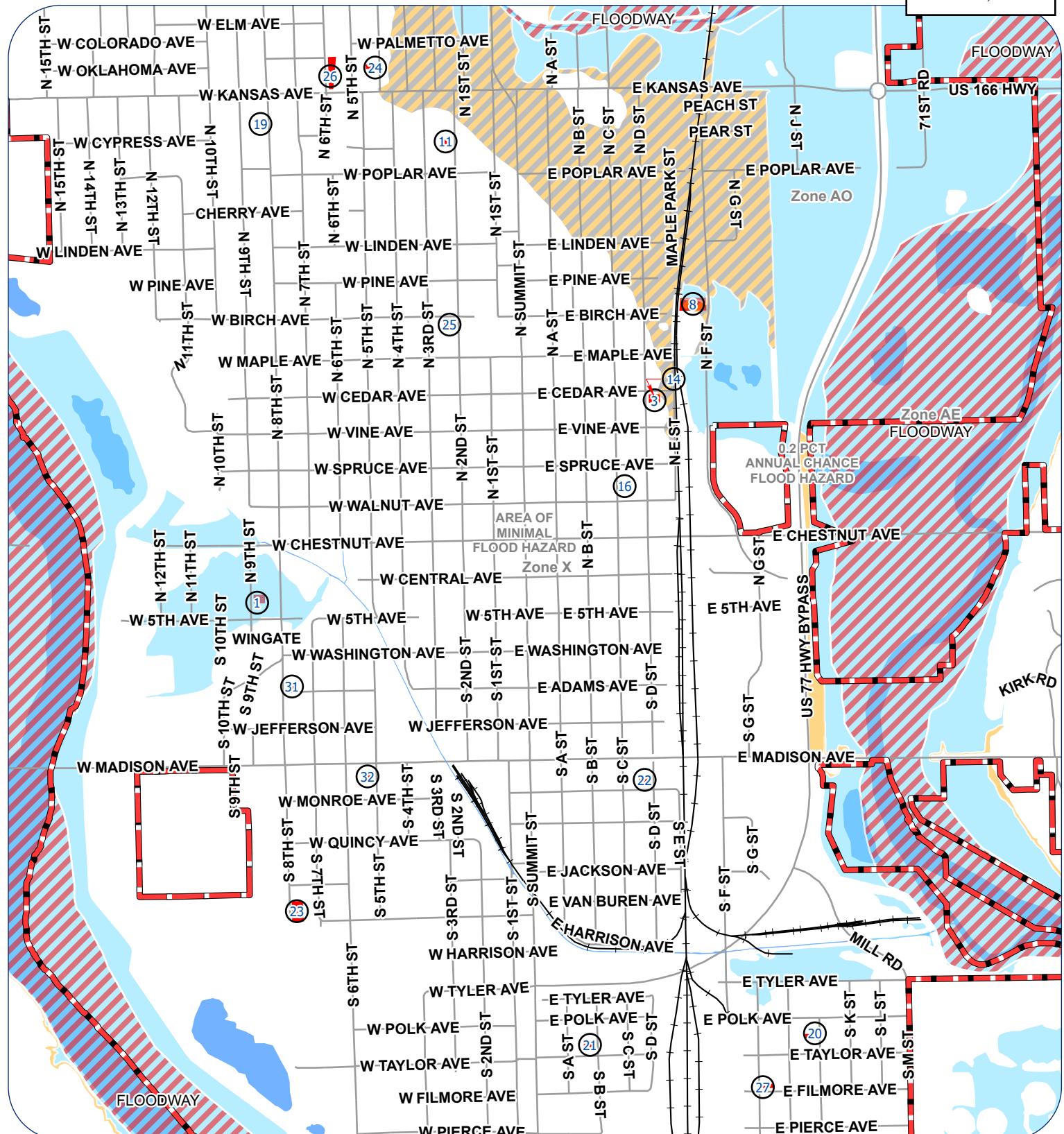
Pursuant to Arkansas City Municipal Code Section 2-190(6), the City of Arkansas City Land Bank Board of Trustees hereby publishes the inventory of properties held by the Land Bank:

ID	Address	Flood Plain?	Notes	Zoning	Acreage	Appraised Value
1	118 S 9TH ST	YES	Lot Dimensions: 101'X132'	R-2	0.31	\$ 1,460.00
3	518 N D ST	NO	Lot Dimensions: 50'X132'	R-2	0.15	\$ 5,610.00
8	801 N F ST	PART	Irregular lot	I-1	1.1	\$ 4,640.00
11	1225 N 2ND ST	NO	Lot Dimensions: 50' X 132'	R-2	0.15	\$ 8,580.00
14	522 N D ST	NO	Lot Dimensions: 50'X132'	R-2	0.15	\$ 5,610.00
16	310 N C ST	NO	Lot Dimensions: 50'X132'	R-2	0.15	\$ 5,610.00
19	1311 N 8TH ST	NO	Lot Dimensions: 50'X130'	R-2	0.15	\$ 4,430.00
20	1313 S J ST	NO	Lot Dimensions: 50'X132'	R-2	0.15	\$ 3,710.00
21	1321 S B ST	NO	Lot Dimensions: 50'X132'	R-2	0.15	\$ 5,070.00
22	615 S D ST	NO	Lot Dimensions: 50'X131'	R-2	0.15	\$ 7,560.00
23	920 S 8TH ST	NO	Irregular Lot	R-2	0.73	\$ 9,360.00
24	1411 N 4TH ST	NO	Lot Dimensions: 50'X132'	R-2	0.15	\$ 6,390.00
25	727 N 2ND ST	NO	Lot Dimensions: 50' X 132'	R-2	0.15	\$ 6,600.00
26	1420 N 6TH ST	NO	Irregular Lot	R-2	0.21	\$ 4,950.00
27	1424 S G ST	NO	Lot Dimensions: 50' X 132'	R-2	0.15	\$ 3,710.00
31	328 S 8TH ST	NO	Lot Dimensions: 50'X132'	R-2	0.15	\$ 5,070.00
32	609 S 5TH ST	NO	Lot Dimensions: 62.5'X132'	R-2	0.19	\$ 5,890.00

To acquire a property contained within the Land Bank, please contact Josh White, City of Arkansas City Principal Planner at

# LAND BANK PROPERTIES

*Section III, Item 6.*



1 118 S 9TH ST

14 522 N D ST

21 1321 S B ST

25 727 N 2ND ST

32 609 S 5TH ST

3 518 N D ST

16 310 N C ST

22 615 S D ST

26 1420 N 6TH ST

8 801 N F ST

19 1311 N 8TH ST

23 920 S 8TH ST

27 1424 S G ST

11 1225 N 2ND

20 1313 S J ST

24 1411 N 4TH ST

31 328 S 8TH ST

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The City makes no warranty or representation,  
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displayed. January 12, 2026





## Land Bank Board of Trustees Agenda Item

Meeting Date: January 20, 2026

From: Josh White, Community Development Director

Item: Discuss Land Bank Sales Plan, Bylaws and Policies

**Purpose:** Discuss Land Bank Sales Plan, Bylaws and Policies.

**Background:**

Staff will publish the inventory in the newspaper and on the city website. Staff will also promote the land bank to prospective builders and developers.

This is also an opportunity to review the bylaws and policy directives. Staff has no recommendations for changes at this time, but the current documents are attached for review.

**Commission Options:**

1. Review and discuss the sales plan, bylaws, and policy directives.

**Approved for Agenda by:**

A handwritten signature in black ink, appearing to read "Randy Frazer".

Randy Frazer, City Manager

**ORDINANCE NO. 2017-11-4444****AN ORDINANCE AMENDING ARKANSAS CITY MUNICIPAL CODE CHAPTER 2 ARTICLE III, BY ADDING A NEW DIVISION 6 TITLED “LAND BANK”.**

**WHEREAS**, Kansas Statute authorizes municipalities within the State to create a formal Land Bank to hold title to properties; and

**WHEREAS**, the City of Arkansas City created its own Land Bank via Resolution prior to the creation of Kansas statute regarding same; and

**WHEREAS**, Land Banks created under Kansas statute allow cities to manage distressed properties which can become a blight in the community by clearing up title issues to the property, setting aside land for future development, getting parcels back to the open market as quickly as possible, freezing special assessments, removing back taxes (including interest and penalties), and making the properties tax exempt until sold; and

**WHEREAS**, the Governing Body desires to create a new Land Bank under Kansas statute, to avail itself of these statutory benefits.

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ARKANSAS CITY, KANSAS:**

**Section 1.** Arkansas City Municipal Code is hereby amended to create Chapter 2 Article III Division 6, titled “Land Bank”, to read as follows:

**DIVISION 6 LAND BANK****Section 2-185. Purpose.**

The Land Bank Board of Trustees is hereby established pursuant to Kan. Stat. Ann. 12-5901 et seq. The Land Bank Board of Trustees is an independent agency and instrumentality of the City with the primary responsibility and authority to acquire, hold, manage and convey surplus City property and other abandoned, tax-foreclosed or otherwise underutilized or distressed properties in order to convert such properties to productive use.

**Section 2-186. Definitions.**

For the purpose of this Division the words set out in this Section shall have the following meanings:

*City* means the City of Arkansas City, Kansas.

*Board* means the Board of Trustees of the Land Bank.

*Bank* means the City Land Bank.

*Governing Body* means the Board of City Commissioners of the City.

**Section 2-187. Land Bank board of Trustees; Appointment, Terms and Dissolution.**

(a) There is hereby established a Land Bank Board of Trustees. The Board shall be composed of the entire membership of the Governing Body.

(b) The term of office of the Board members shall be coterminous with that member's term of office on the Governing Body.

(c) Primary staff support to the Board will be provided by the City Manager or his or her designee. City staff will provide technical and professional support for Land bank operations; additional support may be provided as necessary.

Section III, Item 7.

(d) The Bank may be dissolved by Ordinance of the Governing Body. In such case, all property of the Bank shall be transferred to and held by the City and may be disposed of as otherwise provided by law.

### **Section 2-188. Land Bank Board; Organization.**

(a) The Board shall annually elect a chairperson, vice-chairperson and treasurer. The treasurer shall be bonded in such amounts as the Governing Body may require.

(b) The Board may appoint such officers, agents and employees as it may require for the performance of its duties, and shall determine the qualification and duties and fix the compensation of such officers, agents and employees.

(c) The Board shall fix the time and place at which its meeting shall be held. Meetings shall be subject to the Kansas Open Meetings Act, Kan. Stat. Ann. 75-4317 et seq.

(d) A majority of the Board shall constitute a quorum for the transaction of business. No action of the Board shall be binding unless taken at a meeting with at least a quorum present.

### **Section 2-189. Land Bank Board of Trustees; Powers and Duties.**

The Land Bank Board shall have the following powers and duties:

(a) To sue and be sued;

(b) To enter into contracts;

(c) To appoint and remove staff and provide for the compensation thereof;

(d) To acquire, by purchase, gift or devise, and convey any real property, including easements and reversionary interest, and personal property, subject to the provisions of this Ordinance and state law;

1. Any property acquired by the City, Cowley County or any other city or taxing subdivision within Cowley County may be transferred to the bank.

2. The Board may accept or refuse to accept any property authorized to be transferred pursuant to this Ordinance or state law.

3. The transfer of any property pursuant to this subsection shall not be subject to any bidding requirements and shall be exempt from any provisions of law requiring a public sale.

4. The fee simple title to any real estate which is sold to Cowley County in accordance with the provisions of K.S.A 79-2803 and 79-2804, and amendments thereto, and upon acceptance by the Board may be transferred to the Bank by a good and sufficient deed by the Cowley County Clerk upon written order from the Cowley County Board of County Commissioners

(e) To rebate all, or any portion thereof, the taxes on any property sold or conveyed by the Bank.

(f) The Board shall assume possession and control of any property acquired by it under this Ordinance or state law and shall hold and administer such property. In the administration of property, the Board shall:

1. Manage, maintain and protect or temporarily use for a public purpose such property in the manner the Board deems appropriate;
2. Compile and maintain a written inventory of all such property. The inventory shall be available for public inspection and distribution at all times;
3. Study, analyze and evaluate potential, present and future uses for such property which would provide for the effective reutilization of such property;
4. Plan for and use the Board's best efforts to consummate the sale or other disposition of such property at such times and upon such terms and conditions deemed appropriate;
5. Establish and maintain records and accounts reflecting all transactions, expenditures and revenues in relation to the bank's activities, including separate itemizations of all transactions, expenditures and revenues concerning each individual parcel of property acquired; and
6. Thirty days prior to the sale of any property owned by the Bank, publish a notice in the official City newspaper announcing such sale.

(g) To exercise any other power delegated to the Bank by the Governing Body.

(h) To exercise any other incidental power which is necessary to carry out the purpose of the Land Bank, this Ordinance and state law.

#### **Section 2-190. Land Bank Board of Trustees; Operational Requirements.**

The Bank shall be subject to the following requirements:

- (a) The Bank shall be subject to the provisions of the Cash Basis law, K.S.A. 10-1101 et. seq., and amendments thereto.
- (b) The budget of the Bank shall be prepared, adopted and published as provided by law for other political subdivisions of the State of Kansas. No budget shall be adopted by the Board until it has been submitted to, reviewed and approved by the Governing Body. If the Governing Body elects not to ratify the budget, it must reject the plan in its entirety and remand it back to the Board with specific recommendations for reconsideration.
- (c) The Board shall keep accurate accounts of all receipts and disbursements. The receipts and disbursements of the Board shall be audited yearly by a certified or licensed public accountant and the report of the audit shall be included in and become part of the annual report of the board.
- (d) All records and accounts shall be subject to public inspection pursuant to K.S.A. 45-216 et seq., and amendments thereto.
- (e) Any moneys of the bank which are not immediately required for the purpose of the bank shall be invested in the manner prescribed by K.S.A. 12-1675, and amendments thereto.
- (f) The bank shall make an annual report to the Governing Body on or before January 31 of each year, showing receipts and disbursements from all funds under its control and showing all property held by the Bank. A copy of such inventory shall also be published in the official City newspaper on or before January 31 of each year.
- (g) The Bank shall be subject to statutory requirements for the deposit of public money as provided in K.S.A. 9-1401 et seq., and amendments thereto.

(h) The sale of any real property by the Board, under the provisions of this ordinance or state which there are delinquent special assessments to finance public improvements shall be conditioned upon the approval of the Governing Body.

Section III, Item 7.

(i) The Board, for the purpose of land disposition, may consolidate, assemble or subdivide individual parcels of property acquired by the bank.

(j) Until sold or otherwise disposed of by the Bank, and except for special assessments levied by the City to finance public improvements, any property acquired by the Bank shall be exempt from the payment of ad valorem taxes levied by the State of Kansas and any other political or taxing subdivision of the state.

(k) Except for special assessments levied by the City to finance public improvements, when the Board acquires property, the Cowley County Treasurer shall remove from the tax rolls all taxes, assessments, charges, penalties and interest that are due and payable on the property at the time of acquisition by the Board.

(l) Property held by the Bank shall remain liable for special assessments levied by the City for public improvements, but no payment thereof shall be required until such property is sold or otherwise conveyed by the Bank.

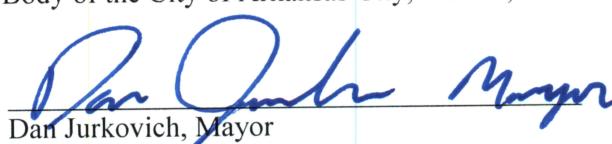
(m) The Governing Body may abate part or all of any special assessments which it has levied on property acquired by the Bank, and the Bank and the Governing Body may enter into agreements related thereto. Any special assessments that are abated shall be removed from the tax rolls by the County Treasurer as of the effective date of abatement.

(n) Any moneys derived from the sale of property by the Bank shall be retained by the bank for the purpose and operations thereof; provided however, that the Board may use all or part of the proceeds from such sale to reimburse the City for delinquent and/or unpaid taxes and special assessments on such property.

**SECTION TWO: REPEAL.** Resolution No. 2001-11-2018 and amendments thereto are hereby repealed. Title to all properties currently held by the City of Arkansas City under this Resolution shall be transferred to the City of Arkansas City Land Bank Board of Trustees, which shall hold and transfer title under this Ordinance and Arkansas City Municipal Code Chapter 2 Article III Division 6, titled "Land Bank". City staff is hereby authorized to take all actions necessary to effectuate this transfer, and other actions necessary to effectuate this Ordinance.

**SECTION THREE: PUBLICATION; EFFECTIVE DATE.** This ordinance, or a summary thereof, shall be published one time in the official City newspaper, and shall take effect and be in force from and after said publication.

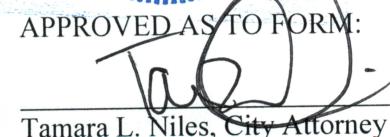
**PASSED AND ORDAINED** by the Governing Body of the City of Arkansas City, Kansas, on November 7, 2017.

  
Dan Jurkovich, Mayor



Lesley Shook, City Clerk

APPROVED AS TO FORM:

  
Tamara L. Niles, City Attorney

# BYLAWS

## LAND BANK BOARD OF TRUSTEES

### CITY OF ARKANSAS CITY, KANSAS

#### ARTICLE I

##### PURPOSE AND ORGANIZATION

The purpose of the Land Bank shall be to efficiently acquire, manage and transform vacant, abandoned, nuisance, dangerous, and/or tax-foreclosed property into productive use in conformance with Kansas statutes and City Ordinance. The Land Bank shall be governed by a Land Bank Board of Trustees (hereinafter referred to as "the Board"), which consists of the Board of City Commissioners of the City of Arkansas City, Kansas.

#### ARTICLE II

##### POWERS, DUTIES, AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The Board shall have the powers and duties described in applicable Kansas Statutes and City Ordinance.

#### ARTICLE III

##### MEETINGS OF THE LAND BANK BOARD OF TRUSTEES

**SECTION 1.** Unless otherwise established by resolution of the Board of City Commissioners, the Board shall meet at least two times per calendar year: the second meeting of the Board of City Commissioners in January to receive the annual report, and the second meeting of the Board of City Commissioners in July to establish the next year's budget. Special meetings may be called by the Chairperson of the Board, by a majority of the Board members, or by resolution of the Board of City Commissioners. Meetings are subject to the requirements of the Kansas Open Meeting Act, K.S.A. 75-4317 et seq., and amendments thereto.

**SECTION 2.** A quorum shall consist of a majority of the members of the Board. Business of the Board shall be conducted by majority vote of the members present once a quorum has been established. There must be quorum present before the Board may take any formal action but the Board may discuss items of business at a regular or special meeting in the absence of a quorum. No action of the Board shall be binding unless taken at a meeting at which at least a quorum is present.

**SECTION 3.** Members of the Board shall be subject to the provisions of the laws of the State of Kansas regarding conflicts of interest of city officers and employees, including but not limited to, K.S.A. 75-4301 et seq., and amendments thereto. If an agenda item represents the appearance a conflict of interest for any member of the

Board, that member shall declare a conflict of interest and not participate in the discussion or vote on that item. Such member will be considered present for quorum purposes, but absent from voting on that specific item.

## ARTICLE IV

### OFFICERS AND THEIR DUTIES

The officers of the Board shall be as follows:

**Chair**, who shall be the same person as the Mayor and shall preside at all meetings of the Board and shall sign, execute, act, and deliver for the Board all documents of any kind required or authorized to be signed by the Board.

**Vice-Chair**, who shall be the same person as the Vice-Mayor and, in the absence or disqualification or disability of the Chair, shall perform the duties of the Chair and act in place of the Chair, with the full power and authority which the Chair would have were the Chair present.

**Secretary** for the Board shall be the City Clerk and shall keep a complete record of all proceedings of the Board and shall perform such other duties as may be required by law or ordinance. The Secretary shall not have the right to vote or to perform any other function than provide administrative services, and may be a member of City staff.

**Treasurer** for the Board shall be the Finance Director of the City, who shall have the custody of the funds and shall keep full and accurate accounts of receipts and disbursements of the Land Bank, and shall deposit all monies and other valuables in the name and to the credit of the Land Bank into depositories designated by the Board and as required by K.S.A. 12-5903. The Treasurer shall disburse the funds of the Land Bank as ordered by the Board, and prepare financial statements each month or at such other intervals as the Board shall direct. The Treasurer shall perform such other duties and have such other authority and powers as the Board may from time to time prescribe. The Treasurer shall not have the right to vote or to perform any other function than provide administrative services.

## ARTICLE V

### RULES AND PROCEDURES

The Board shall adopt appropriate rules and procedures for the conduct of meetings and for the transaction of the Board's business.

## ARTICLE VI

## COMMITTEES

**SECTION 1.** There shall be no standing committees of the Board.

**SECTION 2.** With the consent of the Board, the Chair may appoint ad hoc committees for special study or review of an issue. The purpose of ad hoc committees shall be to make detailed investigations, studies, and recommendations to the Board. The Chair or Vice-Chair shall be an ex-officio member of all committees. Non-members of the Board may be added to the ad hoc committee by the Chair to provide specialized advice or expertise pertinent to the issue, including staff available to the City of Arkansas City, Kansas.

## ARTICLE VII

### AMENDMENTS TO BYLAWS

The Board may, by a majority vote, amend these bylaws or any provisions or sections thereof at any time when the same is not in conflict or contravention of any of the laws of the State of Kansas or ordinance of the City of Arkansas City. Any bylaw amendment modifying the authority of the Board of Trustees may be subject to approval by the Board of City Commissioners. Notice of the proposed amendments shall be furnished by the Secretary to Board members not less than ten (10) days prior to the meeting at which said amendments are to be considered.

The above bylaws are hereby adopted as the Bylaws of the Land Bank Board of Trustees of the City of Arkansas City, Kansas, this 7th day of November, 2017.

Dan Jurkovich, Chair

Lesley Shook, Secretary

# **ARKANSAS CITY, KANSAS**

## **Land Bank Board of Trustees**

### **Policy Directives**

### **October 2017**

#### **MISSION STATEMENT**

The Mission of the Arkansas City Land Bank is to efficiently acquire, manage and transform vacant, abandoned, nuisance and/or tax-foreclosed properties into productive use benefiting the community.

#### **GOALS**

1. Expand and grow the tax base of the community.
2. Strengthen and improve Arkansas City neighborhoods.
3. Support home ownership.
4. Promote the construction of infill housing to reduce and eliminate blight.
5. Operate in an effective and efficient manner as stewards of the public trust.
6. Advance the economic and social interest and well-being of the City of Arkansas City and its residents.
7. Transfer ownership of blight/nuisance properties with no known legal owner to a responsible, tax-paying owner.
8. Reduce the number of properties under current violation by the City of Arkansas City Neighborhood Services Division.

#### **POLICIES**

##### **1. Acquisition of Properties.**

The Land Bank may acquire property or properties (collectively referred to as "property") through donation, transfer, or purchase. The Land Bank may accept or refuse to accept any property. In determining which property shall be acquired, the following considerations shall be made:

- A. Acquisition of the property supports the mission and goals of the Land Bank, especially concerning a property that does not sell at a Tax Foreclosure Sale

by Cowley County and which retains outstanding special assessments levied by the City of Arkansas City and/or taxes.

- B. The property is part of a plan for re-use, rehabilitation, or redevelopment within the community.
- C. The property would allow for the creation or expansion of green or community open space, or other community support services.
- D. The property forms part of a plan for land assembly and development by either the Land Bank or partnering entities.
- E. The property is vacant, non-conforming, blight, nuisance, dangerous, and/or undevelopable and could be sold to adjacent or other responsible landowner.
- F. Title and/or lien issues are preventing development or redevelopment of the property.
- G. The property would generate operating support for the Land Bank.

In addition, the Land Bank will consider:

- H. The financial resources available to the Land Bank for acquisition or on-going maintenance.
- I. The underlying value of the property.
- J. The operational capacity of the Land Bank.
- K. The projected length of time the property would remain in the Land Bank.
- L. The need for demolition or environmental remediation on the property as a condition for transfer. (NOTE: Property with adverse environmental conditions will not be accepted without a satisfactorily funded plan for remediation approved by the Land Bank.)

Property with immediate maintenance requirements will not be accepted without a funding source secured for such maintenance, unless specifically exempted by the Land Bank.

The Land Bank **WILL NOT** determine the value of donated property for the purpose of tax benefits, but will provide a letter describing the property if donated.

## **2. Types of Acquisition.**

**A. Failure to sell at tax foreclosure sale.** All property acquired from the Board of County Commissioners after the property did not sell at county tax foreclosure sale shall be accepted by the Land Bank in its current condition. The Land Bank reserves the right to accept or reject property offered through transfer following an attempted Tax Foreclosure Sale.

**B. Owner donation.**

- i. All property donated to the Land Bank must be unoccupied at the time of transfer.

- ii. The owner desiring to transfer property to the Land Bank shall prepare a written proposal containing:
  - A. Street address of property;
  - B. A legal description of the property;
  - C. Tax ID or parcel number of the property;
  - D. Title report indicating ownership and any liens or encumbrances on the property;
  - E. Any immediate maintenance requirements; and
  - F. Intended or proposed use and timeframe for use and development of the property (if any).
- iii. The Land Bank Board of Trustees reserves the right to accept or reject property offered as gifts in lieu of Judicial Foreclosure. Persons proposing the gifting of said property will be responsible for title report fees, unless specifically exempted by the Land Bank.

**C. Purchase at tax sale.** The Land Bank Board of Trustees may authorize a person to purchase property on its behalf at any tax foreclosure or judicial foreclosure sale.

### **3. Property Management by Board of Trustees.**

The Land Bank Board of Trustees shall annually, and as needed, evaluate all Land Bank property for potential use and develop a sales plan for Land Bank property. The Board of Trustees shall reevaluate as needed.

The evaluation also may identify property that demands reevaluation of zoning classifications, platting configuration, or other factors that warrant changes to the current development restrictions applicable to the property. The Land Bank Board of Trustees may initiate the process to rezone, replat, or otherwise modify the design and proposed use of any property of the Land Bank as deemed to be in the best interests of the Land Bank and the City of Arkansas City, Kansas.

The property determined available for immediate marketing and potential sale shall be identified and advertised in the manner required by all applicable laws, including listing with a real estate broker or agent.

The Land Bank Board of Trustees may set a different minimum price on any Land Bank property; and may set a minimum price on commercial/industrial zoned property and/or those containing structures.

The Land Bank Board of Trustees reserves the right to accept or reject any or all offers to purchase without cause.

**4. Marketing and sale of Land Bank Property.**

The Land Bank Board of Trustees may solicit bids from qualified Real Estate Brokerages to implement a marketing and/or sale plan for Land Bank property, and may list any or all Land Bank property with a licensed real estate agent or agents. Any such bidding process shall be open to all licensed Real Estate Brokerages determined eligible by the Land Bank Board of Trustees and shall be solicited through a written "Request for Proposal" process following the procedures of public bidding established by the City of Arkansas City, Kansas.

**5. Qualifications for Applicants to Purchase Land Bank Property.**

No applicant to purchase any property from the Land Bank shall be delinquent on any licenses or taxes in Cowley County. (For these purposes, participation with any City of Arkansas City or Cowley County Payment Plan constitutes delinquency).

No applicant shall have a history of code enforcement violations on properties they own; nor shall said applicant have any outstanding violations. A history of 3 notices for code violations in the previous calendar year or 5 notices for code violations in the past 3 calendar years will make an individual ineligible to apply.

**6. Requirements of Purchasers of Land Bank Property.**

Unless the property is deemed inappropriate for new construction, all purchasers of property acquired from the Land Bank shall obtain a valid building permit from Arkansas City, Kansas, to construct a new building on the property within six (6) months from the date of deed transfer to the purchaser.

All purchasers of property acquired from the Land Bank shall complete the construction of the building described in the building permit within one (1) year of the date of the issuance of the building permit, otherwise ownership of the property may revert back to the Land Bank.

All property acquired from the Land Bank shall be subject to regular ad valorem taxes levied by all taxing entities within Cowley County, Kansas, unless otherwise abated by an applicable Neighborhood Revitalization Plan or other tax abatement proceeding or agreement. Purchasers of property shall remain current on all ad valorem taxes during all time the property in question may be eligible for an abatement, otherwise ownership of the property may revert back to the Land Bank.

All property acquired from the Land Bank must be properly maintained with no notices for code violations for a period of one (1) year, otherwise ownership of the property may revert back to the Land Bank.

**7. Disposition of Land Bank Property.**

The Land Bank Board of Trustees shall set a minimum/list price on all property of the Land Bank. The basis of the minimum price shall be the current value established by the Cowley County Appraisers Office, the value established by a licensed real estate Broker's Price Opinion, or a different price set by the Land Bank Board of Trustees. The Land Bank Board of Trustees has discretion to accept less than the minimum price to transfer title of the property.

Each applicant to purchase property from the Land Bank must submit an offer and/or proposed contract for purchase, which provides the proposed use for the property.

The proposed use must be consistent with current zoning requirements, or with appropriate zoning modifications. If the proposed use is not consistent with the current zoning requirements, the applicant shall pursue the necessary changes, including rezonings, replatting, and all other applicable procedures required by the City Zoning and/or Subdivision Regulations. The application to make such changes must be made within the next application deadline of the Planning Commission, but no less than two (2) weeks from the grant of authority to proceed with the requested change. The approval of the sale of the property will occur only after final decisions regarding the proposed changes to the zoning requirements. There is no guarantee a requested change shall be approved by the City of Arkansas City, regardless of any other action taken by the Land Bank Board of Trustees, or its agents, regarding the subject property.

All Land Bank property shall be conveyed and deed recorded within 180 days of award and approval of the Land Bank Board of Trustees, which may be extended for a reasonable time. Any property not conveyed within the above time period, and without a written extension from the Land Bank Board of Trustees, will have the award voided and the property shall be returned to the Land Bank Inventory.

REAL ESTATE SALES CONTRACT

THIS AGREEMENT made and entered this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,

BY AND BETWEEN

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

herein referred to as **SELLER**

AND

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herein referred to as **BUYER**.

**WITNESSETH:**

WHEREAS, SELLER is a State of Kansas Land Bank, properly established pursuant to Kan. Stat. Ann. 12-5901 et seq. pursuant to City of Arkansas City Ordinance No. \_\_\_\_\_; and

WHEREAS, the following described property is held by the Land Bank;

WHEREAS, BUYER has made application to SELLER for transfer of the real estate under the Land Bank Ordinance as hereinabove referenced and has met all eligibility requirements; and

WHEREAS, SELLER has agreed to sell and BUYER has agreed to buy property pursuant to the Land Bank policies; 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 BUYER, SELLER shall convey unto the BUYER, 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 Quit Claim Deed, the following described real estate and all improvements located thereon situate in Arkansas City, Cowley County, Kansas, to-wit:

**SECTION ONE: PROPERTY:**

(1-1) **REAL PROPERTY:** All real property owned by SELLER located at \_\_\_\_\_, Arkansas City, Cowley County, Kansas and legally described as:

\_\_\_\_\_ Arkansas City, Cowley County, Kansas

(subject to any covenants, declarations, restrictions, zoning laws, or easements of record, but clear of all mortgage or financial encumbrances or judgment liens whatsoever)

(1-2) **PROPOSED USE OF THE PROPERTY:** SELLER proposes to use the Property in the following manner:

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Policy Directives  
Land Bank Board of Trustees

**SECTION TWO: PURCHASE PRICE:**

(2-1) BUYER hereby covenants and agrees to pay unto SELLER the full sum of: \_\_\_\_\_ Dollars (\$\_\_\_\_\_.00), on the date of closing, which shall occur no later than 180 (180) days after execution of this Contract.

**SECTION THREE: TAXES:**

BUYER 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:**

BUYER shall have the option of obtaining Title Insurance at his 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 BUYER.

**SECTION EIGHT: ADDITIONAL PROVISIONS:**

As additional consideration for the purchase of the property, the purchase of this property is subject upon the following:

- (a) This contract shall be governed by, construed and enforced in accordance with the laws of the State of Kansas. In the event any action is filed in relation to this real estate purchase, the unsuccessful party in the action shall pay to the successful party in addition to all other sums that may be declared due and payable, a reasonable sum for the prevailing party's attorney's fees, expert fees and costs related thereto.
- (b) BUYER is not delinquent on any licenses or taxes in Cowley County. (For these purposes, participation with any City of Arkansas City or Cowley County Payment Plan constitutes delinquency).
- (c) BUYER does not have a history of code enforcement violations on properties they own; nor shall said applicant have any outstanding violations. A history of 3 notices for code violations in the previous calendar year or 5 notices for code violations in the past 3 calendar years will make an individual ineligible to apply.
- (d) Unless the property is deemed inappropriate for new construction by SELLER, BUYER shall obtain a valid building permit from Arkansas City, Kansas, to construct a new building on the property within six (6) months from the date of deed transfer to the purchaser, 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.
- (e) Unless the property is deemed inappropriate for new construction by SELLER, BUYER shall complete the construction of the building described in the building permit within one (1) year of the date of the issuance of the building permit, 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.

- (f) BUYER shall remain current on all ad valorem taxes during all time the property in question may be eligible for an abatement, 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.
- (g) BUYER shall 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.

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.  
BUYER:

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ACKNOWLEDGMENT

STATE OF Kansas )  
COUNTY OF Cowley ) ss

Be it remembered, that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned, a Notary Public in and for the aforesaid County and State aforesaid, came \_\_\_\_\_, who are personally known to me to be the same person(s) 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.

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Notary Public

My appointment expires:

SELLER:

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

\_\_\_\_\_  
**BY: \_\_\_\_\_**  
**CHAIRPERSON**

ACKNOWLEDGMENT

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) ss

Be it remembered, that on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, before me, the undersigned, a Notary Public in and for the aforesaid County and State aforesaid, came \_\_\_\_\_, who is personally known to me to be the same person(s) 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 Land Bank 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**

DOES HEREBY GRANT, BARGAIN, CONVEY AND QUIT CLAIM UNTO

All of the following lands and property, together with any and all improvements located thereon, and legally described as, to-wit:

\_\_\_\_\_ Arkansas City, Cowley County, Kansas

Subject to the following:

- (a) Unless the property is deemed inappropriate for new construction by SELLER, BUYER shall obtain a valid building permit from Arkansas City, Kansas, to construct a new building on the property within six (6) months from the date of deed transfer to the purchaser, 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.
- (b) Unless the property is deemed inappropriate for new construction by SELLER, BUYER shall complete the construction of the building described in the building permit within one (1) year of the date of the issuance of the building permit, 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.
- (c) BUYER shall remain current on all ad valorem taxes during all time the property in question may be eligible for an abatement, 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.
- (d) BUYER shall 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 Grantors' hands this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_, **CHAIRPERSON**  
118 W. Central

Arkansas City, KS 67005

STATE OF Kansas )  
COUNTY OF Cowley ) ss:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, a Notary Public within and for said County and State, having first been duly sworn under oath, personally appeared: \_\_\_\_\_, who is personally known to me to be the same person who executed the foregoing instrument, and the aforesigned 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 Land Bank Board of Trustees. In testimony whereof I have hereunto subscribed my hand and affixed my official seal the day and year last above appearing.

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Notary Public

My appointment expires: