

# Minutes

# Land Bank Board of Trustees

Tuesday, April 2, 2019 - 3 PM  
City Hall, 125 E Avenue B

City of Hutchinson, Kansas

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## 1) CALL TO ORDER, ROLL CALL

The meeting was called to order at 3:00 p.m. with the following members present: James Gilliland (4/4), Josie Thompson (4/4), Dan Garber (3/4) and Sue Poltera (3/4) Todd Brown (2/4) was absent. Planning Staff in attendance were: Jim Seitnater, Director of Planning and Development; Aaron Barlow, Associate Planner; and Charlene Mosier, Planning Technician.

## 2) APPROVAL OF MINUTES

The minutes from March 5, 2019 were approved on a motion by Thompson, seconded by Garber, passed unanimously.

## 3) ANNOUNCEMENTS

Barlow said he received an application with an offer to purchase the vacant lot at 539 East Avenue A. He has had other interested inquiries on this property but so far he has only received one application. He asked the Land Bank members to discuss a policy on how to proceed. The applicant has offered a bid for less than half of the Reno County appraised value. The applicant is proposing to fence the property and expand his yard as he owns a house adjacent to the property. This proposed use will not add much value to the tax roll but selling the property now would eliminate the Land Bank paying to keep it mowed. One potential applicant proposed moving in a modular home which would greatly increase the tax value of the property. Barlow asked how long we should wait before accepting an offer on a property.

Thompson thought it would be a good idea to remove the suggested price on the application. If we ask an applicant to wait too long while we hope to receive a more lucrative offer, the applicant could lose interest and the property may end up with the Land Bank for much longer. A suggested time frame to wait was 30 or 60 days. Thompson said she would be willing to handle counter offers on property as she has expertise in real estate. Staff will draft a policy on receiving applications for purchasing Land Bank properties and bring back for Land Bank members to review.

## 4) FINANCIAL REPORT

The financial report was given by Gilliland. The current balance is \$19,449.23. There was no change from last month.

## **5) PROPERTY REPORT**

Barlow reviewed the Land Bank Property Expense report included in the agenda packet. The property at 425 E Avenue E has been sold.

## **6) OLD BUSINESS**

- a. Barlow said contracts have been signed for mowing and tree trimming of Land Bank properties. Staff is waiting for Melissa King to obtain her tree trimming license. We will resubmit the RFP if she does not obtain the license.

## **7) NEW BUSINESS**

- a. 2019 Insurance Renewal

Barlow reviewed the agreement for 2019 insurance services. The new insurance company will offer a similar rate. The company is Cincinnati Insurance Company. The annual premium is anticipated to be approximately the same as last year, not to exceed \$1,250.00.

A motion was made by Gilliland, seconded by Garber to approve acceptance of the 2019 Insurance Coverage from The Cincinnati Insurance Company and authorize the chair to sign and to approve authorization of Staff to pay the annual insurance premium not to exceed \$1,250.00. The motion passed unanimously.

- b. 2019-2020 Strategic Plan

Barlow said a strategic plan helps staff communicate progress to a commission or board and to manage commissioner expectations. Creating a plan provides staff with a predictable workload for prioritization of projects. Barlow asked for ideas for brainstorming.

At the next meeting we can talk about marketing and the policy for purchasing and selling property. How long should we wait from the time we get the application until accepting an offer. Garber said he does not think we need a special meeting and 60 days would not be too long to wait then a decision could be made at the following Land Bank meeting. Signs can be placed on the property for 30 days and the properties listed online for a longer time period. Half of the appraised market value may be an acceptable bid. The policy could be made that the buyer should pay closing costs. We could consider reserving the right to hold out for more lucrative uses of a property. Another recommendation is that future members include a realtor.

## **8) OTHER BUSINESS**

- a. Thompson spoke on tiny houses. Some say it is a good idea but no one is looking to buy one here. Tiny houses could help with the homeless population. The homes could fit on small infill lots in the south part of town. Groups like the schools

or Interfaith Housing Services could be involved in building them and they could cost about \$10,000 to build. Tiny homes could also serve a need for senior living. Garber said a competition could be held for the most creative house plan to fit a specific infill lot. Pocket parks also serve a neighborhood need. Some small parks include amenities such as concrete corn hole games and ping pong tables. There is a vacant lot in the Faris neighborhood that may benefit from this type of use.

Seitnater said the vacant lot next to Hutch Rec will be developed this spring as an Urban Park for outdoor meeting space and an open walkway to the Fox Theater. Seitnater said stormwater will also impact properties. Garber said some properties in the floodplain would only need a little fill dirt to remove them from the floodplain. New homes near Carey Park could be desirable to the younger generation.

Staff will try to make contact with the owner of the vacant property on East Avenue A that recently had a large home demolished. Garber said there is a vacant lot in the 400 block of West 1<sup>st</sup> Ave and he asked about the status of that lot. Poltera said we should get a copy of future demo lists to see if we can acquire some of the lots.

- b. The next Land Bank Board of Trustees meeting is scheduled for Tuesday, May 7, 2019.
- c. The meeting was adjourned at 3:53 p.m.

Respectfully Submitted,

Charlene Mosier, Planning Technician

Approved this 7<sup>th</sup> day of June, 2019

Attest: 