



# 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 Treasurer 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 Lesley Shook for 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. 8<sup>th</sup> St., 1411 N 4<sup>th</sup> St., 727 N. 6<sup>th</sup> St., 1424 S. G St., 906 S. F St., 924 S. 6<sup>th</sup> St. and 511 N. 6<sup>th</sup> 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 Land 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 Land 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