

## Land Bank Commission Minutes

### MEETING DATE: July 17, 2013 (Regular Meeting)

The meeting was called to order at 12:00 p.m. at the Willie Hinton Neighborhood Resource Center by Chair Andy Francis.

### COMMISSIONERS ABSENT:

Commissioner Kenyon Lowe  
Commissioner Frances Frazier  
Commissioner Hillis Schild  
Commissioner Jarrod Woodley  
Commissioner Hollie Hutchison  
Commissioner Corey Thomas  
Commissioner Susan Chan

### COMMISSIONERS PRESENT:

Commissioner Andrew Francis  
Commissioner Grace Blagdon  
Commissioner Odessa Darrough  
Commissioner Willis Smith

### BOARD MEMBERS AND STAFF

Brittany Jefferson, Redevelopment Administrator  
Kevin Howard, Community Programs Manager

### DECLARATION OF QUORUM

No Quorum

### APPROVAL OF MINUTES-

Approval of June 2013 Meeting Minutes deferred to August Meeting for Quorum.

### STAFF REPORTS –

**Financial Report-** General Fund: is \$196,970.92; CDBG: \$6,336.93; New CDBG Allocation: \$133,170.00.

**Property Inventory-** The Land bank program has seventy-five (75) properties in inventory, plus the eighty-one (81) lots of the Rolling Pines Subdivision. A total of thirty-seven (37) properties in the general inventory have title insurance and are available for transfer and development. An additional sixteen (16) lots are available for transfer in the Rolling Pines Subdivision.

**Donation Property-** The Board approved the donation of 3515 West 11<sup>th</sup> on July 9, 2013. The Board will consider the donation of 3019 West 16<sup>th</sup> at the August 6<sup>th</sup> Meeting.

**Purchase Property-** N/A

**Dispositions-** Arkansas Baptist College has submitted an application and offer to purchase the property located at 1718 W. 18<sup>th</sup> Street for use as a park area.

**Quiet Title –** Quiet Title Decrees were granted on three (3) properties on July 15, 2013. One quiet title action is still pending in the City Attorney's Office. Attorney Shawn Overton filed the Quiet Title Complaint for the property located at 3115 W. 11<sup>th</sup> Street and a hearing has been set for October 2013.

**City lien foreclosure report-** Defense Counsel withdrew at the hearing for 3415 W. 14<sup>th</sup> and 3419 W. 14<sup>th</sup> on July 16, 2013. Once the Defendant retains new counsel, a new hearing date will be set.

## **JOINT COMMITTEE REPORT-**

No Report

### **OLD BUSINESS-**

**Quiet Title and City Lien Foreclosure Actions** – The City Attorney’s Office at the direction of the Mayor withdrew from handling any of the quiet title and city lien foreclosure actions of the Land Bank Program. Staff will proceed with the use of in-house counsel for quiet title actions until the new RFQ for title services is issued to include outsourced quiet title actions.

**Rolling Pines Subdivision Plan** – Staff performed a site visit and notified the Public Works Department to install stop signs at two intersection and give a status update on the installation of streetlights. Staff to request Codes to perform a site cleaning in the subdivision.

### **NEW BUSINESS-**

**Historic Structure Remediation** -- City Staff performed site visits at the two (2) historic structures held by the Land Bank: 1701 Dennison and 2423 W. 17<sup>th</sup> Street. At the direction of the City Manager, the Land Bank will stabilize 1701 Dennison by installing a new roof and front porch. The Planning Department has given a recommendation of demolition for 2423 W. 17<sup>th</sup> Street.

**Land Transfer Application: 1716 W. 18<sup>th</sup> Street** – Deferred to August Meeting for Quorum

### **PROJECTS**

**Parks/Land Bank/HOME Collaboration: 1021 South Van Buren** – Staff has received one written bid for \$26,000.00 for the structural moving costs and is awaiting a written bid from the second company. The Commission inquired whether CDBG funds can be used for the structural moving costs.

#### **Land Bank Marketing Plan**

- **NEW “Properties Available for Development” Chart with Picture Hyperlinks**
- **NEW “Rolling Pines Subdivision” Chart with Plat Hyperlink**
- **Housing and Neighborhood Program’s Newsletter**

**PRESENTATION – NSP2 OVERVIEW by Kevin Howard, Community Programs Manager** is deferred to August Meeting.

**Adjourn**