

Land Bank Commission Minutes

MEETING DATE: June 19, 2013 (Regular Meeting)

In the absence of the Chair and Co-Chair, the meeting was called to order at 11:45 a.m. at the Willie Hinton Neighborhood Resource Center by Commissioner Corey Thomas, who was duly appointed by accepted motion.

COMMISSIONERS ABSENT:

Commissioner Kenyon Lowe
Commissioner Frances Frazier
Commissioner Willis Smith
Commissioner Hillis Schild
Commissioner Andrew Francis

COMMISSIONERS PRESENT:

Commissioner Jarrod Woodley
Commissioner Hollie Hutchison
Commissioner Corey Thomas
Commissioner Susan Chan
Commissioner Grace Blagdon
Commissioner Odessa Darrough

BOARD MEMBERS AND STAFF

Brittany Jefferson, Redevelopment Administrator

DECLARATION OF QUORUM

Quorum

APPROVAL OF MINUTES-

Motion made to approve the May 2013 Meeting Minutes and it was seconded. Motion carried.

STAFF REPORTS –

Financial Report- General Fund: is \$204,194.47; CDBG: \$6,770.90; New CDBG Allocation: \$133,170.00. Staff presented an accounting of itemized projects, with an estimated \$46,266.00 for Realtor Services, Marketing, and Special Projects.

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 have title insurance and are available for transfer and development.

Quiet Title – Of the five (5) pending cases in the City Attorney's Office, a hearing is set for June 20, 2013 for one property and a hearing is set on three (3) properties for July 15, 2013. Attorney Shawn Overton filed the Quiet Title Complaint for the property located at 3115 W. 11th Street.

City lien foreclosure report- The Commissioner's Deed for 1709 S. Cedar Street was filed on June 6, 2013. A hearing has been set for 3415 W. 14th and 3419 W. 14th on July 16, 2013 at 1:30 p.m. The two files submitted to the City Attorney's Office on May 8, 2013 were returned on May 28, 2013.

Purchase Property- On June 6, 2013, the Land Bank purchased the property located at 1524 South Martin, an 11,250 square foot lot within the focus area.

Donation Property- The Board will consider the donation of 3515 West 11th on July 9, 2013. Staff is awaiting environmental clearance for the donation at 3019 West 16th. Both donations are unsafe vacant

structures in need of demolition located within the focus area.

Dispositions- Arkansas Baptist College has submitted an offer to purchase the property located at 1718 W. 18th Street. Staff will update the Commission on the development collaboration with MHA at 1513 South Valmar and BCD at 905 South Maple.

JOINT COMMITTEE REPORT-

Staff and Commissioner Chan did a site visit of the property located at 1021 South Van Buren. Commissioner Chan made suggestions regarding the Community Garden questionnaire flyers. Staff will use the Summer Intern to complete the questionnaire mailings.

OLD BUSINESS-

Rolling Pines Survey/ Plat Project and Subdivision Plan – The County GIS department has reconciled the physical street addresses and parcel nos. for Plat I and II.

The Public Works Department has completed work orders to install streetlights and street signs. Staff will access if any lots are obstructed once barricades are completed.

Parks Acquisition of 1021 South Van Buren – Staff met two structural moving contractors at the properties. Staff received one written bid for \$26,000.00 and is awaiting a written bid from the second company.

Choice Neighborhood Planning Grant – Staff reported that the deadline for MHA’s grant application and leverage is January 10, 2013.

NEW 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 a combination of in-house and outsourcing legal services. The Commission asked Staff to revisit this matter with City Officials.

Land Bank Marketing Plan

- **Realtor Services for Land Bank Properties-** Staff updated the Commission on the real estate services being provided by Century 21 United. Commissioner Darrough suggested creating our own “For Sale” signs at the conclusion of the realtor contract.
- **–NEW “Properties Available for Development” Chart with Picture Hyperlinks** – Staff has completed the new inventory chart and picture hyperlinks to displayed on the website.

Staff announced that the next phase of the marketing plan is to place an ad in the Democrat Gazette and produce flyers for the Alert Centers. There was discussion about using the flyers as an outreach to builders.

Land Bank Progress Project – A new link has been placed on the Land Bank website displaying the tow (2) “Before and After” Land Bank development collaborations with Habitat for Humanity.

DISCUSSION

The Commission requested that Kevin Howard come to next meeting to give an overview of NSP2 Home Sales, Federal Subsidies, and Hired Developers.

Adjourn