

## Land Bank Commission Minutes

### MEETING DATE: September 18, 2013 (Regular Meeting)

The meeting was called to order at 11:45 p.m. at the Willie Hinton Neighborhood Resource Center by Chair Andy Francis.

### COMMISSIONERS ABSENT:

Commissioner Frances Frazier  
Commissioner Jarrod Woodley  
Commissioner Hollie Hutchison  
Commissioner Hillis Schild

### COMMISSIONERS PRESENT:

Commissioner Andrew Francis  
Commissioner Grace Blagdon  
Commissioner Odessa Darrough  
Commissioner Willis Smith  
Commissioner Corey Thomas  
Commissioner Susan Chan  
Commissioner Kenyon Lowe

### BOARD MEMBERS AND STAFF

Brittany Jefferson, Redevelopment Administrator

### DECLARATION OF QUORUM

Quorum

### APPROVAL OF MINUTES-

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

### STAFF REPORTS –

**Financial Report-** General Fund: is \$178,172.16 and CDBG: \$130,957.85. There is an estimated \$47,000.00 remaining in the General Fund for Special Projects and Development.

**Property Inventory-** The Land bank program has seventy-seven (77) properties in inventory, plus the eighty-one (81) lots of the Rolling Pines Subdivision. A total of forty-one (41) 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-** N/A

**Purchase Property-** Staff is processing the purchase of 2818 West 11<sup>th</sup> Street for \$2,010.00. The appraisal for the property was \$2,900.00. This property is contiguous with two Land Bank lots. Staff provided a parcel map of the properties.

**Quiet Title –** One quiet title action is still pending in the City Attorney's Office for 1816 Schiller Street. 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. Future Quiet Title actions will be outsourced.

**City lien foreclosure report-** Attorney Cliff Sward to reschedule the hearing for 3415 W. 14<sup>th</sup> and 3419 W. 14<sup>th</sup> Street.

## **JOINT COMMITTEE REPORT-**

Staff provided a progress picture for the Land Bank's NSP2 Collaboration with BCD, Inc. at 905 South Maple Street.

Staff provided details of the Metro Jump Start Grant, a revitalization planning grant, that the City and the Wright Ave. Neighborhood Association will be submitting a proposal for on September 9, 2013. The Commission submitted inventory data and a Letter of Support on September 6, 2013.

## **OLD BUSINESS-**

**Historic Structure Remediation** – Staff meet with Chris Ford, Ford Properties, Inc., for a site visit of 1701 Dennison. The Contractor is to provide pictures of the interior and a detailed rehab assessment.

**Rolling Pines Subdivision** –The City Manager's Office gave authorization to Public Works Department to install streetlights without a petition process. Staff attempted to follow-up with Roma Isom of In Affordable Housing about the development of the sixteen (16) available lots. Staff also contacted Kevin Haney (CHAB) and provided information about Rolling Pines development opportunities.

**Land Transfer: 1716 W. 18<sup>th</sup> Street** – The Board approved the transfer to Arkansas Baptist for a park area on September 3, 2013. The purchase amount has been paid and the deed has been delivered to the Mayor for signing.

## **NEW BUSINESS-**

**2012 Real Estate Taxes** – Staff has submitted tax invoices for the general inventory in the amount of \$9,170.81. Rolling Pines is awaiting payment authorization in the amount of \$2,793.90. Commissioner Francis requested that Staff seek advice from Kim Chavis, Deputy City Attorney regarding exempt properties.

**RFQ for Real Estate Title Services** – Two (2) proposals were submitted. Staff to organize a Selection Committee. Commissioner Thomas emphasized the need for the City's procurement process to actively pursue small, black, and women businesses.

### **Land Bank Marketing Plan**

- **Housing and Neighborhood Program's Newsletter** – Release Date September 2013
- **Land Bank Program Brochure** – Staff to create a program brochure

Commission suggested outreach to ADFA to discuss funding availability and developer outreach.

## **Adjourn**