

Pittsburg Land Bank  
Board of Trustees Meeting Minutes  
February 8, 2019 | 8:00 am | Spigarelli Law Office

Meeting Facilitator: Quentin Holmes, Director of Housing & Community Development  
Members Present: Marty Beezley, Troy Graham, Brad Hanson, Matt Hess, Brian Jones, Kala Spigarelli, Tom Spurgeon  
Others Present: Brittan Brenner, DeAnna Goering

- I. Call to Order
  - a. Meeting called to order at 8:03 AM
- II. Property Disposition Process and Procedure
  - a. Discussion of disposition process and procedure
    - i. Board feels there should be a better understanding of both policy and process by members of the board and City staff.
    - ii. Property purchase process should be improved and streamlined, especially regarding multiple interested parties for any one property, which should be specifically outlined.
    - iii. Emphasis should be made to ensure the purchase process is clearly explained to the public.
    - iv. Emphasis should be made to ensure the purchase process is fair and transparent.
  - b. Discussion of Property Purchase Application process
    - i. Current process can be done in one or two steps, but the Land Bank Property Purchase Process Guide does not make this clear.
    - ii. Discussion regarding timelines for submitting documents.
      1. Neither the Policy and Procedures nor the Property Purchase Process Guide clearly explain the timeline of application process or state specifically when documents are due.
    - iii. Discussion regarding the origin of the two-step process. Discussion regarding the necessity of the Board seeing any Property Purchase Applications without accompanying Development Agreements.
    - iv. Discussion regarding returning to a one-step application process.
      1. Application process should be reduced to one step.
        - a. A one-step process should resolve many of the problems encountered when multiple parties are interested in a particular property.
        - b. A one-step process is the only way for the Board to fairly consider all applications.
      2. Any application completed packet submitted by the set deadline (the Monday before that month's board meeting by 5:00 pm) will be considered by the Board without regard to which applicant submitted their completed application first.
      3. Applicants will be placed on the agenda in order of their submission.

4. No notification of multiple applications will be provided to applicants as the one-step process eliminates the need.
  5. Applicants are required to submit both a Property Purchase Application and Development Agreement, including any required supporting documentation (such as financial information), before the purchase offer will be brought to the Board.
  6. Staff should ensure that the Land Bank web page, Property Purchase Process Guide, and Policies and Procedures all communicate the application process and timelines clearly and in a similar way.
    - a. Staff will revise the Property Purchase Process Guide and present revisions for review at the 2/20/2019 Board of Trustees meeting.
      - i. Timeline for submission of application and Board consideration process must be very clearly defined.
      - b. Emphasis on consistency across all documents and applicants.
  - c. Discussion of Land Bank Policies and Procedures and Code of Ethics/Conflict of Interest
    - i. Discussion of information provided by Kansas City Land Bank regarding Board members and the purchase of property.
    - ii. Discussion of City Attorney's advice that board members could not ethically purchase property from the Land Bank, according to the Code of Ethics.
      1. The appearance of impropriety, especially to the public, is impossible to avoid in such situations, even if all matters were conducted with good intentions.
    - iii. Discussion of removal of applicant parties during Board's deliberations regarding purchase offers.
      1. Discussion on advice of City Attorney that any board member with any possible conflict of interest should be physically absent from any discussion regarding disposition of property.
    - iv. Discussion of board composition
      1. Matt Hess stated that he would resign from the Land Bank Board of Trustees effective immediately, and would also send a Letter of Resignation to the Director of Community Development and Housing.
      2. Discussion regarding the input of construction expertise during Board meetings.
        - a. Decision to rely on City of Pittsburg Building Official for input and expertise in that area. The Building Official will act in the capacity of City support staff and not a voting member of the board.
      3. Discussion of filling board vacancy. Suggested to consider candidates who are not directly involved in real estate development or the construction of spec homes, but who do have general construction knowledge.
  - d. Discussion of Land Bank goals and purpose
    - i. The highest and best use of a property should be considered first and foremost before profit, as noted in the Policies and Procedures.
    - ii. Discussion of Board's efforts to improve Land Bank processes over time and the need for continual improvement and streamlining.
    - iii. Discussion of City staff efforts to improve Land Bank processes over time and the need for continual improvement and streamlining.
- III. Adjournment
- a. The meeting adjourned at 9:47 am.