

**LAND BANK ADVISORY COMMITTEE'S
RESPONSIBILITIES SUBCOMMITTEE
MEETING MINUTES**

Monday, January 6, 2020, 10:30am
City Hall, Fourth Floor Conference Room

2020 MAR -3 AM 9:36

CITY CLERK

	<u>Name</u>	<u>Attendance</u> (mtgs attended-mtgs absent)	<u>Term of Office</u>
MEMBERS PRESENT:	Ali Kamali	(1-0)	10/07/22
	Isobel McGowan	(1-0)	10/07/22
	Kim Schutte	(1-0)	10/07/22
MEMBERS ABSENT:	David Bezona	(0-1)	10/07/20
	Mike Korte	(0-1)	10/07/21
OTHERS PRESENT:	Carol Flury, Recording Secretary		

Call to Order - Schutte called the meeting to order.

ROLL CALL – Three (3) members were in attendance; quorum present. Bezona - absent, Kamali - present, Korte - absent, McGowan – present, Schutte – present.

Analyze Policy and Procedures for Responsibilities and Tasks of Advisory Committee

Schutte came up with six responsibilities/tasks for the advisory Committee taken from the Policy and Procedures Document:

1. Identify Properties for Acquisition by the Land Bank
2. Prioritize Properties and Develop Recommendations for Disposition
3. Market Properties to Appropriate Buyers
4. Evaluate Request Packages of Potential Buyers and Submit Recommendation to the Land Bank Board
5. Make Recommendations to the Land Bank for Changes to the Policies and Procedures Document

It was suggested that the Land Bank work on funding and composing contractual language for the request application.

McGowan recommends a modification that on Page 6, G. the Land Bank can convey property for a \$1.00.

It was proposed that when they were putting together the job description, they take each line item of the description and reference where it is at in the policy and procedures.

McGowan also asked for a recommendation to the Land Bank Board for acquisition of historic properties that the contract included architectural elements need to be given to the purchaser.

No further meetings were needed at this point.

Schutte called the meeting adjourned at 2:00pm.

Respectfully submitted by Carol Flury, Recording Secretary