

CITY OF VALLEY CENTER LAND BANK

AGENDA

OCTOBER 27, 2016

THE CITY OF VALLEY CENTER LAND BANK BOARD OF TRUSTEES SHALL HOLD ITS REGULAR MEETINGS IN THE COUNCIL CHAMBER IN THE CITY HALL, LOCATED AT 121 S. MERIDIAN, FOLLOWING THE REGULAR SCHEDULED 7:00P.M. CITY COUNCIL MEETING.

NOVEMBER 1, 2016

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. PUBLIC FORUM** (*Citizen input and requests*)
- 5. NEW BUSINESS**
 - A. By-Laws
 - B. Discussion of Proposed Properties
- 6. ADJOURN**

All items listed on this agenda are potential action items unless otherwise noted. The agenda may be modified or changed at the meeting without prior notice.

At any time during the regular City Council meeting, the City Council may meet in executive session for consultation concerning several matters (real estate, litigation, non-elected personnel and security).

This is an open meeting, open to the public, subject to the Kansas Open Meetings Act (KOMA). The City of Valley Center is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation to attend the meeting should contact the City Clerk in a timely manner, at cityclerk@valleycenter-ks.gov or by phone at (316)755-7310.

For additional information on any item on the agenda, please visit www.valleycenter-ks.gov or call (316) 755-7310.

BYLAWS
LAND BANK BOARD OF TRUSTEES
CITY OF VALLEY CENTER, KANSAS

ARTICLE I

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Land Bank shall be to efficiently acquire, manage and transform vacant, abandoned, and tax-foreclosed property into productive use and operate as required under Chapter 19, Article 1 of the Valley Center City Code (Exhibit 1, attached). The Land Bank shall be governed by a Land Bank Board of Trustees.

SECTION 2. The Land Bank Board of Trustees shall consist of the entire Valley Center City Council, ex officio, who shall be voting members, and one additional member appointed by the Mayor who shall be a non-voting member and who shall be a City staff member.

ARTICLE II

POWERS, DUTIES, AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

The Land Bank Board of Trustees shall have the powers and duties described in Sec. 19.01.040 of the Valley Center City Code (Exhibit 1, attached.)

ARTICLE III

MEETINGS OF THE LAND BANK BOARD OF TRUSTEES

SECTION 1. The Board shall hold at least 6 regular meetings during the year. Special meetings may be called by the chairman or by a majority of the Board members. Meetings are subject to the requirements of the Kansas Open Meeting Act, K.S.A. 75-4317 et seq., and amendments thereto.

SECTION 2. Regular meetings of the Board shall be held on the first or third Tuesday of each month following the 7:00 p.m. Council Meeting in the Valley Center City Hall, unless otherwise specified.

SECTION 3. The City Administrator shall cause to be prepared a notice of the meeting and an agenda of all matters to come before the meeting and email the same to Board members no later than three (3) days preceding the next regular meeting. A hard copy shall also be placed in each Board member's mailbox at City Hall. Any member of the Board may cause matters to be placed on the agenda by advising the City Administrator or his / her designee no later than noon (12:00 p.m.) five (5) days preceding the next regular meeting.

SECTION 4. Special meetings may be called by the Board Chair or a majority of the Board members by giving written notice at least three (3) days in advance of said special meeting to all Board members. Every notice of any special meeting shall state the purpose or purposes for which the meeting has been called; the business transacted at all special meetings shall be confined to the purpose stated on the meeting notice.

SECTION 5. The Chairperson may from time to time call for work session meetings in addition to regular meetings of the Board for the purpose of receiving information, hearing presentations, and discussing information, provided that no formal or informal action is taken. All such sessions are open to the public, shall be announced to the media, and no binding action will be taken.

SECTION 6. A quorum shall consist of a majority of the members of the Board. Business of the Board shall be conducted by majority vote of the members present once a quorum has been established. There must be quorum present before the Board may take any formal action, but the Board may discuss items of business at a regular or special meeting in the absence of a quorum. No action of the Board shall be binding unless taken at a meeting at which at least a quorum is present.

SECTION 7. Members of the Board shall be subject to the provisions of the laws of the State of Kansas which relate to conflicts of interest of county officers and employees, including but not limited to, K.S.A. 75-4301 et seq., and amendments thereto. If an agenda item is being considered which represents the appearance a conflict of interest for any member of the Board, that member shall declare a conflict of interest and not participate in the discussion or vote on that item. Such member will be considered present for quorum purposes, but absent from voting on that specific item.

SECTION 8. All meetings of the Board shall be conducted in accordance with the rules and procedures adopted by the Board.

ARTICLE IV

OFFICERS AND THEIR DUTIES

SECTION 1. The officers of the Board shall be as follows:

Chairperson, the Mayor shall preside at all meetings of the Board and shall sign, execute, act, and deliver for the Board all documents of any kind required or authorized to be signed by the Board of Trustees.

Vice-Chairperson, the Council President, in the absence or disqualification or disability of the Chairperson, shall perform the duties of the Chairperson and act in place of the Chairperson, with the full power and authority which the Chairperson would have were the Chairperson present.

Treasurer, the City Finance and Administration Director shall represent the financial activities of the Board, and with approval shall be authorized to sign all financial and legal documents as approved by the Board. The Treasurer shall be bonded in such amounts as the City Council requires.

Secretary, for the Board shall serve as requested by the City Administrator of the City of Valley Center, and shall keep a complete record of all proceedings of the Board and shall perform such other duties as may be required by law or ordinance. The Secretary shall not have the right to vote or to perform any other function than provide administrative services.

ARTICLE V

RULES AND PROCEDURES

The Board shall adopt appropriate rules and procedures for the conduct of meetings and for the transaction of the Board's business.