



## **LAND BANK BOARD MEETING**

**August 21, 2023 3:00 p.m.**

**Training Room 210**

**City Hall, 903 W Main Street**

**Blue Springs, Missouri 64015**

Anyone wishing to address the Land Bank in the Visitors Section of the Agenda, must fill out a Speaker's Appearance Form. Forms are available [online](#) or located at the entrance of the conference room. After completion, the form is to be given to the Board Secretary prior to the start of the meeting.

1. Call to Order
2. Confirmation of a Quorum
3. Approval of the July 17, 2023 Land Bank Meeting Minutes
4. Approval of 2023-2024 Annual Budget
5. 2023 Tax Sale Staff Update
6. Visitors
7. Adjourn

Posted Thursday, August 17, 2023 at City Hall, 903 W Main Street, Blue Springs, MO and on the City's website. A quorum of the City Council may be in attendance, however no City Council votes will be taken.

Sarah Carnes  
Board Secretary

**CITY OF BLUE SPRINGS, MISSOURI  
MINUTES OF LAND BANK MEETING  
JULY 17, 2023**

A meeting of the Land Bank of Blue Springs, Missouri was held on Monday, July 17, 2023 at 3:00 p.m. with Chairman White-Baldrige presiding.

**COMMISSIONERS IN ATTENDANCE**

Tracy White-Baldrige, Chair	Kirk Sampson - ABSENT
James May	Rodney Hill
Jennifer Irej - ABSENT	

Also present were Staff Liaisons Christine Cates, Sarah Carnes, Tom Degenhardt, and Adam Hilgedick

**CALL TO ORDER AND CONFIRMATION OF A QUORUM**

Chair White-Baldrige called the Land Bank meeting to order at 3:00 p.m. The Board Secretary confirmed a quorum of the Land Bank was present.

**APPROVE BOARD MINUTES**

Commissioner May moved to approve the minutes of the May 15, 2023 Meeting of the Land Bank of Blue Springs. Motion seconded by Commissioner Hill and carried with the following votes:

Sampson – ABSENT	Hill – Aye
Irej – ABSENT	May – Aye
	White-Baldrige – Aye

**QUARTERLY FINANCIAL STATEMENTS**

Interim City Administrator Christine Cates presented the Quarterly Financial Statements for the Third Quarter of Fiscal Year 2022-2023.

Chair White-Baldrige asked Ms. Cates for a brief explanation on how the Neighborhood Improvement District gets paid for the assessments on the Land Bank properties.

**ADJOURNMENT**

There being no further business, Commissioner May moved to adjourn the meeting. Motion seconded by Commissioner Hill and carried with the following votes:

Sampson – ABSENT	Hill – Aye
Irej – ABSENT	May – Aye
	White-Baldrige – Aye

Chairman May declared the meeting adjourned at 3:07 p.m.

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Sarah E. Carnes, Board Secretary

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Tracy White-Baldrige, Chair



The Land Bank Board is being asked to approve an increase in expenditures and revenues for fiscal year 2023. Transfers for Neighborhood Improvement District debt will include all revenues associated with NID properties until all past due assessments are fully reimbursed.

Fiscal Year 2023 Land Bank Budget Amendment		
Account	Description	Amount
<b>Revenue</b>		
Lease Revenue	Chapman Farm Lease for 2023	\$ 8,820
Property Tax	Increase in taxes – Edgewater & Cambridge Park	\$ 217,015
Interest Income	Interest on taxes and funds held from sales	\$ 15,550
	<b>Total Revenue</b>	<b>\$ 241,385</b>
<b>Expenditures</b>		
Professional Services	Fees associated with Tree Services	\$ 12,840
Tax Collection Services	Tax collection fees of 1% and 4% for Land Bank	\$ 12,390
Tax Assessment Services	Tax assessment fee of 0.6%	\$ 1,315
Transfer to City for DS – NID	2022 Property Tax for NID Properties	\$ 219,685
	<b>TOTAL</b>	<b>\$ 246,230</b>

The FY2024 budget is being submitted for your review and approval. Included in this budget is a transfer to the City’s general fund for property tax and NID special assessment for those Land Bank post-sale parcels that are in the NID. Although there are a few pending contracts for the sale of Land Bank property that may finalize in FY 2024, those funds are not included in the budget. Once the sale is completed, a request for an amended FY 2024 budget will be submitted.

Fiscal Year 2024 Land Bank Budget		
Account	Description	Amount
<b>Revenue</b>		
Property Tax	Three years of property taxes – post sale	\$ 351,099
Interest Income	Interest earned on cash in bank	\$ 10,000
	<b>Total Revenue</b>	<b>\$ 361,099</b>
<b>Expenditures</b>		
Tax Collection Services	Jackson County 1% collection fee	\$ 3,475
Tax Collection Services - LB	Jackson County 4% fee for costs related to LB	\$ 13,900

Tax Assessment Services	Jackson County 0.06% fee for assessing value	\$ 1,115
Insurance Premiums & Bond	Truss	\$ 500
Transfer to City for NID Debt	Net revenues associated with any NID property	\$ 328,905
	<b>Total Expenditures</b>	<b>\$ 347,895</b>

The 2024 budget does not include non-cash items such as Contributed Capital or Loss on the Sale of Assets. These items will be recorded when properties are either transferred to the Land Bank by the County or when the Land Bank sells a property.

Other Land Bank expenditures that are not included in the budget and that are paid by the City include office supplies, postage, and audit costs.

The proposed budget may be amended throughout the year if additional property sales occur or additional expenditures become necessary.

City of Blue Springs  
Land Bank Fund Budget Summary  
FY 2023-24 Annual Budget

LAND BANK FUND	2021-22 Actual	2022-23 Adopted Budget	2022-23 Year End Projection	\$ Change from 2023	% Change from 2023	2023-24 Budget Request	\$ Change from 2023	% Change from 2023
<b><u>REVENUES</u></b>								
Taxes	111,848	225,784	442,799	217,015	96%	351,099	125,315	56%
Charges for Service	-	25	25	-	0%	-	(25)	-100%
Interest	6,541	1,500	17,050	15,550	1037%	10,000	8,500	567%
Sales & Rental	985,803	-	8,820	8,820	0%	-	-	0%
Other Income	-	-	-	-	0%	-	-	0%
<b>TOTAL REVENUES</b>	<b>1,104,192</b>	<b>227,309</b>	<b>468,694</b>	<b>241,385</b>	<b>106%</b>	<b>361,099</b>	<b>133,790</b>	<b>59%</b>
<b><u>EXPENDITURES</u></b>								
Supplies and Materials	-	-	-	-	0%	-	-	0%
Contractual Services	67,876	11,900	38,445	26,545	223%	18,990	7,090	60%
Capital Outlay	52,901	-	-	-	0%	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>120,777</b>	<b>11,900</b>	<b>38,445</b>	<b>26,545</b>	<b>223%</b>	<b>18,990</b>	<b>7,090</b>	<b>60%</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>983,415</b>	<b>215,409</b>	<b>430,249</b>	<b>214,840</b>	<b>100%</b>	<b>342,109</b>	<b>126,700</b>	<b>-1%</b>
<b>OTHER FINANCING SOURCES (USES):</b>								
<b><u>OPERATING TRANSFERS IN</u></b>								
From General Fund	-	-	-	-	0%	-	-	0%
<b>TOTAL OPERATING TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b><u>OPERATING TRANSFERS OUT</u></b>								
	1,017,661	213,500	433,185	219,685	103%	328,905	115,405	54%
<b>TOTAL OPERATING TRANSFERS OUT</b>	<b>1,017,661</b>	<b>213,500</b>	<b>433,185</b>	<b>219,685</b>	<b>103%</b>	<b>328,905</b>	<b>115,405</b>	<b>54%</b>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(1,017,661)</b>	<b>(213,500)</b>	<b>(433,185)</b>	<b>(219,685)</b>	<b>103%</b>	<b>(328,905)</b>	<b>(115,405)</b>	<b>54%</b>
<b>NET CHANGES IN FUND BALANCES</b>	<b>(34,246)</b>	<b>1,909</b>	<b>(2,936)</b>	<b>(4,845)</b>		<b>13,204</b>		
<b>FUND BALANCES - BEGINNING OF YEAR</b>	<b>354,712</b>	<b>320,466</b>	<b>320,466</b>			<b>317,530</b>		
<b>FUND BALANCES - END OF YEAR</b>	<b>320,466</b>	<b>322,375</b>	<b>317,530</b>			<b>330,734</b>		
	2021-22 Actual	2022-23 Adopted Budget	2022-23 Year End Projection	\$ Change from 2023	% Change from 2023	2023-24 Budget Request	\$ Change from 2023	% Change from 2023

Revenue Budget Summary  
Land Bank

Account	Account Description	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Year-End Projection	2022-23 Budget Adjustment	2023-24 Budget Request	\$ Change from 2022	% Change from 2022
770-00000-401100	PROPERTY TAX - CURRENT	48,835	111,848	237,083	225,784	442,534	216,750	343,947	118,163	52%
770-00000-401190	PROPERTY TAX - INTEREST			50	-	265	265	7,152	7,152	0%
<b>Total Taxes</b>		<b>48,835</b>	<b>111,848</b>	<b>237,133</b>	<b>225,784</b>	<b>442,799</b>	<b>217,015</b>	<b>351,099</b>	<b>125,315</b>	<b>56%</b>
						-	-	-	-	0%
<b>Total Licenses and Permits</b>						-	-	-	-	0%
						-	-	-	-	0%
<b>Total Intergovernmental</b>						-	-	-	-	0%
770-00000-430140	PURCHASE APPLICATION FEE	25	-	-	25	25	-	-	(25)	-100%
<b>Total Charges for Service</b>		<b>25</b>	<b>-</b>	<b>-</b>	<b>25</b>	<b>25</b>	<b>-</b>	<b>-</b>	<b>(25)</b>	<b>-100%</b>
						-	-	-	-	0%
<b>Total Fines and Penalties</b>						-	-	-	-	0%
770-00000-450100	INTEREST INCOME	1,444	6,541	2,385	1,500	17,050	15,550	10,000	8,500	567%
<b>Total Interest Earnings</b>		<b>1,444</b>	<b>6,541</b>	<b>2,385</b>	<b>1,500</b>	<b>17,050</b>	<b>15,550</b>	<b>10,000</b>	<b>8,500</b>	<b>567%</b>
770-00000-460300	SALE OF CITY PROPERTY	232,024	980,203	100	-	-	-	-	-	0%
770-00000-460610	LEASE REVENUE	12,839	5,600	-	-	8,820	8,820	-	-	0%
<b>Total Sales &amp; Rentals</b>		<b>244,863</b>	<b>985,803</b>	<b>100</b>	<b>-</b>	<b>8,820</b>	<b>8,820</b>	<b>-</b>	<b>-</b>	<b>0%</b>
770-00000-480999	CONTRIBUTED CAPITAL	51,739	-	-	-	-	-	-	-	0%
<b>Total Other Income</b>		<b>51,739</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
						-	-	-	-	0%
<b>Total Operating Transfers In</b>						-	-	-	-	0%
<b>TOTAL LAND BANK REVENUES</b>		<b>346,906</b>	<b>1,104,192</b>	<b>239,618</b>	<b>227,309</b>	<b>468,694</b>	<b>241,385</b>	<b>361,099</b>	<b>133,790</b>	<b>59%</b>

**Expenditure Budget Summary**  
**Land Bank**

Account	Account Description	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Adopted Budget	2022-23 Year End Projection	2022-23 Budget Adjustment	2023-24 Budget Request	\$ Change from 2023	% Change from 2023
	OFFICE SUPPLIES					-	-	-	-	0%
	POSTAGE					-	-	-	-	0%
<b>Total Supplies and Materials</b>						-	-	-	-	0%
770-00000-530100	PROFESSIONAL SERVICES	15,196	61,526	2,272	-	12,840	12,840	-	-	0%
	LEGAL SERVICES	-	-	-	-	-	-	-	-	0%
	AUDIT SERVICES	-	-	-	-	-	-	-	-	0%
770-00000-530200	TAX COLLECTION SERVICES	488	1,149	2,371	2,200	5,675	3,475	3,475	1,275	58%
770-00000-530200	TAX COLLECTION SERVICES - LAND BANK 4%	1,953	4,597	9,485	8,800	17,715	8,915	13,900	5,100	58%
770-00000-530210	TAX ASSESSMENT SERVICES	30	104	680	400	1,715	1,315	1,115	715	179%
	TRAINING AND EDUCATION	-	-	-	-	-	-	-	-	0%
	MEETING & BUSINESS EXPENSES	-	-	-	-	-	-	-	-	0%
	DUES & MEMBERSHIPS	-	-	-	-	-	-	-	-	0%
770-00000-530410	INSURANCE PREMIUMS & BONDS	500	500	500	500	500	-	500	-	0%
	INSURANCE DEDUCTIBLES	-	-	-	-	-	-	-	-	0%
	PRINTING & DUPLICATING	-	-	-	-	-	-	-	-	0%
	ADVERTISING & PROMOTION	-	-	-	-	-	-	-	-	0%
	LICENSES, FEES & PERMITS	-	-	-	-	-	-	-	-	0%
<b>Total Contractual Services</b>		<b>18,168</b>	<b>67,876</b>	<b>15,308</b>	<b>11,900</b>	<b>38,445</b>	<b>26,545</b>	<b>18,990</b>	<b>7,090</b>	<b>60%</b>
	LAND	-	-	-	-	-	-	-	-	0%
770-00000-549000	GAIN/LOSS ON SALE OF LAND	70,123	52,901	-	-	-	-	-	-	0%
<b>Total Capital Outlay</b>		<b>70,123</b>	<b>52,901</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
	TRANSFER TO CITY FOR NUISANCE VIOLATIONS	-	-	-	-	-	-	-	-	0%
770-00000-550400	TRANSFER TO CITY FOR DS PAYMENTS - NID	686,931	1,017,661	224,196	213,500	433,185	219,685	328,905	115,405	54%
		-	-	-	-	-	-	-	-	0%
<b>Total Operating Transfers Out</b>		<b>686,931</b>	<b>1,017,661</b>	<b>224,196</b>	<b>213,500</b>	<b>433,185</b>	<b>219,685</b>	<b>328,905</b>	<b>115,405</b>	<b>54%</b>
<b>TOTAL LAND BANK EXPENSES</b>		<b>775,222</b>	<b>1,138,438</b>	<b>239,504</b>	<b>225,400</b>	<b>471,630</b>	<b>246,230</b>	<b>347,895</b>	<b>122,495</b>	<b>54%</b>