

Staff Report

To: Land Bank Board
From: Matt Stiles, City Administrator
Date: January 23, 2024
Re: 2023 Annual Report

The attached is the proposed 2024 budget for the Land Bank which details all the revenue and expenses of the land bank for 2022-23. According to Ordinance 1317, the City Council must approve the Land Bank budget before it can be adopted by the Land Bank board, even though they are the same board.

Revenue and expense detailed reports are attached. On the revenue side, the Land Bank received revenue in the form of rental payments for the farm ground and buildings owned by the Land Bank. Rental payments totaled \$20,224 in 2023. The Land Bank also sold property to Chuck Maltbie for future expansion of his spa business, Larry Smith to construct additional storage units, Hillsboro Ford for the lot at 128 S Main, ELCON Properties LLC for future development, and the Funks for a home build at 211 Willow Glenn. The total revenue from sales was \$35,250.

For expenditures, the Land Bank spent \$36,181.70 on contractual expenditures which includes mowing expenses, repair of the welding school heaters, and roof repair at the AMPI building. Utilities for Land Bank buildings were \$4,114.91. Commodities for the Land Bank included "For Sale" signage, Platting Services from EBH, Deed filling fees, and \$13,010.45 in property taxes. The property tax bill is in dispute as Land Bank properties are to be tax exempt.

In the 2024 budget, the starting unencumbered balance is \$64.09. Rental income is projected to be \$19,000. Property sales for 2024 are projected at \$20,000 based historical trend and efforts to develop property. Expenditures are similar to 2023 less \$18,181.70 that was for repair of roofs and heaters that should not be reoccurring. Property taxes are being reviewed by Marion County now for a determination.

The Land Bank also holds the property proposed to be used by Mennonite Housing for a 24-unit development called Orchard Ridge. The initial tax credit application for Orchard Ridge has been submitted to the Kansas Housing Resource Corporation. If selected for tax credits, then the project would move forward in mid-2024 and open in 2025.

The attached spreadsheet details the listing of property that the Land Bank holds. The list will also be published on the city website as per state law.

Recommendation: There are two actions that need to happen. First to formally approve the 2024 budget (assuming it was approved by the City Council). Second, formally accept the 2023 Annual Report.

Proposed 2024 Land Bank Budget

	2024 Budget	2023 Actual	2022 Actual
REVENUE			
Starting Fund Balance	\$ 64.09	\$ 1,627.19	\$ 1,627.19
Rental Income	\$ 19,000.00	\$ 20,224.00	\$ -
Property Sale	\$ 20,000.00	\$ 35,250.00	\$ -
Other Misc.	\$ 100.00	\$ 20.00	
Transfers In		\$ -	\$ -
TOTAL	\$ 39,164.09	\$ 57,121.19	\$ 1,627.19
EXPENDITURES			
Contractuals	\$ 18,000.00	\$ 36,181.70	
Utilities	\$ 4,500.00	\$ 4,114.91	
Commodities	\$ 16,000.00	\$ 16,760.49	\$ 774.99
Property Purchase	\$ -	\$ -	\$ -
Transfers Out	\$ -	\$ -	\$ -
TOTAL	\$ 38,500.00	\$ 57,057.10	\$ 774.99
Ending Fund Balance	\$ 664.09	\$ 64.09	\$ 852.20

**G/L REVENUE REPORT
FROM 01/2023 TO 12/2023**

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 1/2023 TO 12/2023)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
225-440-3436	LAND BANK RENT INCOME		
1/31/23	GL2564 RENT - GEORGES DAIRY	LAND BANK JANUARY ACTIVIT	400.00
5/04/23	RM6357 HOME RESORT	403099 LAND BANK RENT	500.00
5/11/23	RM6401 DUSTIN JOST	403946 LAND BANK RENT	882.00
		2023 FARMLAND LEASE	
5/11/23	RM6401 LARRY FUNK	403947 LAND BANK RENT	120.00
5/15/23	RM6443 GORGES DAIRY	404109 LAND BANK RENT	400.00
5/22/23	RM6485 GREG WIENS	404405 LAND BANK RENT	1,680.00
		2023 FARMLAND LEASE	
6/06/23	RM6574 HOME RESORT	404783 LAND BANK RENT	500.00
		LAND RENT	
6/20/23	RM6710 GORGES DAIRY	406044 LAND BANK RENT	400.00
		LAND RENT	
7/07/23	RM6834 GORGES DAIRY	407006 LAND BANK RENT	400.00
7/11/23	RM6860 HOME RESORT	407217 LAND BANK RENT	500.00
		LAND RENT	
7/12/23	RM6875 KIM KOOP	407289 LAND BANK RENT	3,660.00
		FARMLAND LEASE 2 PAYMENTS	
8/14/23	RM7119 GORGES DAIRY	409094 LAND BANK RENT	400.00
		LAND RENT	
8/15/23	RM7141 CHUCK MALTBIIE	409173 LAND BANK RENT	500.00
		LAND RENT	
9/01/23	RM7272 HOME RESORT	409659 LAND BANK RENT	500.00
		LAND RENT	
9/07/23	RM7305 GORGES DAIRY INC	409870 LAND BANK RENT	400.00
		AMPI RENTAL	
10/04/23	RM7517 HOME RESORT	411481 LAND BANK RENT	500.00
		LAND RENT	
10/10/23	RM7561 GORGES DAIRY, INC	412322 LAND BANK RENT	400.00
		AMPI RENTAL	
11/06/23	RM7737 CIRCLE D	413223 LAND BANK RENT	2,400.00
11/07/23	RM7746 GORGES DAIRY	413336 LAND BANK RENT	400.00
11/08/23	RM7753 LARRY FUNK	413890 LAND BANK RENT	120.00
		SECOND HALF FARMLAND RENT 2023	
11/09/23	RM7768 HOME RESORT	413984 LAND BANK RENT	500.00
		LAND RENT	
11/20/23	RM7841 DUSTIN JOST	414513 LAND BANK RENT	882.00
11/29/23	RM7896 GREG WIENS	414648 LAND BANK RENT	1,680.00
		SECOND HALF FARMLAND RENT 2023	
12/04/23	RM7930 HOME RESORT	414765 LAND BANK RENT	500.00
		LAND RENT	
12/06/23	RM7948 GORGES DAIRY	414910 LAND BANK RENT	400.00
		DEC 2023 RENT	
12/27/23	RM8097 CITY OF HILLSBORO	416334 LAND BANK RENT	1,200.00
		TABOR LAND RENT	
	ACCOUNT TOTAL		20,224.00
225-440-3437	LAND BANK PROPERTY SALE		
4/17/23	RM6363 CHUCK MALTBIIE	403130 LAND BANK SALE	4,000.00
		EARNEST MONEY PM 2 PROP 4 SALE	
5/04/23	RM6357 CHUCK MALTBIIE	403110 LAND BANK SALE	6,000.00
7/07/23	RM6834 LARRY SMITH	407007 LAND BANK SALE	4,350.00
		LAND BANK PURCHASE LOT	

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DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
225-440-3437	LAND BANK PROPERTY SALE		
7/13/23	RM6884 HILLSBORO FORD	407355 LAND BANK SALE 128 S MAIN	5,000.00
7/14/23	RM6905 ELCON PROPERTIES LLC	407500 LAND BANK SALE HILLSBORO HGTS 2ND BLK 8,9,10	15,000.00
8/30/23	RM7247 PATRICIA FUNK	409566 LAND BANK SALE LOT 211 WILLOW GLEN	900.00
	ACCOUNT TOTAL		----- 35,250.00
225-440-3693	LAND BANK REIMBURSED EXPENSE		
4/30/23	GL2593 REFUND BANK FEES	LB REFUND BANK FEES	20.00
	ACCOUNT TOTAL		----- 20.00
225-910-3911	TRANSFER FROM OTHER FUNDS		
1/31/23	GL2564 OPENING BALANCE DEPOSIT	LAND BANK JANUARY ACTIVIT	1,627.19
	ACCOUNT TOTAL		----- 1,627.19
		REPORT TOTAL	=====
			57,121.19

G/L EXPENSE HISTORY REPORT
FROM 01/2023 TO 12/2023

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 1/2023 TO 12/2023)		AMOUNT	
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION	AMOUNT
225-440-5201		LAND BANK CONTRACTUAL SVCS			
7/31/23	AP5326	CITY OF HILLSBORO	073123	1004 RECLASS CIP EXP TO LANK BNK	3960.00
9/12/23	GL2643	RECLASS CIP TO LAND BANK		RECLASSIFY CIP EXP TO LAND BNK	3960.00
9/12/23	GL2644	RECLASS CIP TO		RECLASSIFY CIP EXP TO LAND BNK	3960.00-
8/31/23	AP5329	CITY OF HILLSBORO	083123	1005 RECLASS INDUST EXP TO LAND BNK	8950.00
8/31/23	AP5329	CITY OF HILLSBORO	083123	1005 RECLASS CIP MOWING EXP TO LB	1320.00
9/19/23	AP5336	PLENERT MOWING	062	1006 AREA 4 - W. GLEN & OLD HOSP	420.00
10/31/23	AP5389	HEFLEY MOWING	250	1007 AREA 1 MOWING-HILLS HEIGHTS	650.00
10/31/23	AP5389	HEFLEY MOWING	250	1007 AREA 2 MOWING-AMPI/POLICE	250.00
10/31/23	AP5389	PLENERT MOWING	077	1008 MOW WILLOW GLEN/OLD HOSPITAL	420.00
11/21/23	AP5397	HEFLEY MOWING	260LB	1009 AREA 1 MOWING-HILLS HEIGHTS	650.00
11/21/23	AP5397	HEFLEY MOWING	260LB	1009 AREA 2 MOWING-AMPI/POLICE	250.00
11/21/23	AP5397	PLENERT MOWING	093	1010 MOW WILLOW GLEN/OLD HOSPITAL	420.00
12/19/23	AP5424	FLAMING'S, INC.	27780	1011 WELDING SCHOOL HEATER	1491.70
12/31/23	GL2696	2023 ENCUMBRANCES		2023 ENCUMB PO 28729	17400.00
ACCOUNT TOTAL					36,181.70
225-440-5280		LAND BANK UTILITIES			
7/31/23	AP5326	CITY OF HILLSBORO	073123	1004 RECLASS CIP EXP TO LANK BNK	3945.11
9/12/23	GL2643	RECLASS CIP TO LAND BANK		RECLASSIFY CIP EXP TO LAND BNK	3945.11
9/12/23	GL2644	RECLASS CIP TO		RECLASSIFY CIP EXP TO LAND BNK	3945.11-
8/31/23	AP5329	CITY OF HILLSBORO	083123	1005 RECLASS CIP UTILITY EXP TO LB	169.80
ACCOUNT TOTAL					4,114.91
225-440-5301		LAND BANK COMMODITIES			
1/31/23	AP5010	BAKER BROTHERS PRINTING	00066023	PROPERTY FOR SALE SIGNS	636.00
1/31/23	AP5011	BAKER BROTHERS PRINTING	00066023	PROPERTY FOR SALE SIGNS	636.00-
1/31/23	AP5011	BAKER BROTHERS PRINTING	00066023	PROPERTY FOR SALE SIGNS	636.00
1/31/23	AP5014	BAKER BROTHERS PRINTING	00066023	PROPERTY FOR SALE SIGNS	636.00-
1/31/23	AP5014	BAKER BROTHERS PRINTING	00066023	PROPERTY FOR SALE SIGNS	636.00
1/31/23	AP5016	BAKER BROTHERS PRINTING	00066023	PROPERTY FOR SALE SIGNS	636.00-
1/31/23	GL2565	JANUARY LB ACTIVITY		PROPERTY FOR SALE SIGNS	636.00
2/28/23	GL2573	LAND BANK COMMOD		LAND BANK CHECKS	30.04
2/28/23	GL2573	LAND BANK COMMOD		BANK FEE	10.00
3/31/23	GL2581	MARCH LAND BANK ACTIVITY		\$10 FEE TO BE REFUNDED	10.00
5/01/23	AP5177	EBH & ASSOCIATES	14444LB	1001 AMPI PLAT	3000.00
5/01/23	AP5179	EBH & ASSOCIATES	14444LB	1001 AMPI PLAT	3000.00-
5/01/23	AP5179	EBH & ASSOCIATES	14444LB	1001 AMPI PLAT	3000.00
5/01/23	AP5195	EBH & ASSOCIATES	14444LB	1001 AMPI PLAT	3000.00
6/09/23	AP5193	EBH & ASSOCIATES	14444LB	1001 AP CHECK VOIDED	3000.00-
7/21/23	AP5242	MARION CO TREASURER	120722	AMPI PLAT	
8/02/23	AP5250	STILES MATT	072823	MARION CO TAXES FIRST HALF	66.00-
8/24/23	AP5332	HOCH PUBLISHING CO	H-46-2641	4125 MILEAGE & DEED FILING LANDBANK	61.00
12/19/23	AP5425	MARION CO TREASURER	121923	1003 LAND BANK NOTICE OF SALE	69.00
				1012 1ST HALF PROPERTY TAX	13010.45
ACCOUNT TOTAL					16,760.49
225-910-5810		TRANSFER OF FUNDS			
1/18/23	AP4984	CITY OF HILLSBORO LAND BK	1123	33884	1627.19

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DATE JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE CHECK NO REF/DESCRIPTION	
225-910-5810	TRANSFER OF FUNDS		
	ACCOUNT TOTAL		----- 1,627.19
225-999-9999	PROFIT HANDLER		
12/31/23 GL2695		YEAR END ADJ.	15836.90
12/31/23 GL2696	2023 ENCUMBRANCES	2023 ENCUMB PO 28729	17400.00-
	ACCOUNT TOTAL		----- 1,563.10-
		REPORT TOTAL	===== 57,121.19