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LAND BANK BOARD MEETING
January 16, 2024 3:00 p.m.
Conference Room 128
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 October 16, 2023 Land Bank Meeting Minutes
4. 1st Quarter Financial Statements
5. Annual Conflict of Interest Policy
6. Visitors

Posted Thursday, January 11, 2024 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.

Cara Elbert
Board Secretary

CITY OF BLUE SPRINGS, MISSOURI
MINUTES OF LAND BANK MEETING
October 16, 2023

A meeting of the Land Bank of Blue Springs, Missouri was held on Monday, October 16, 2023 at 3:00 p.m. with Chairman White-Baldridge presiding.

COMMISSIONERS IN ATTENDANCE

Tracy White-Baldridge, Chair
James May
Jennifer Irey - ABSENT
Kirk Sampson
Rodney Hill

Also present were Staff Liaisons Christine Cates, Sarah Carnes, and Mike Mallon

CALL TO ORDER AND CONFIRMATION OF A QUORUM

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

APPROVE BOARD MINUTES

Commissioner May moved to approve the minutes of the August 21, 2023 Meeting of the Land Bank of Blue Springs. Motion seconded by Commissioner Hill and carried with the following votes:

Sampson – Aye
Irey - ABSENT
Hill – Aye
May – Aye
White-Baldridge – Aye

QUARTERLY FINANCIAL STATEMENTS

Chrstine Cates presented the 4th Quarter Financial Statements.

LAND BANK ANNUAL REPORT FY 2022-23

Sarah Carnes presented the Land Bank Annual Report for FY 2022-23.

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 - Aye
Irey – ABSENT
Hill – Aye
May – Aye
White-Baldridge – Aye

Chairman Baldridge declared the meeting adjourned at 3:12 p.m.

_____
Tracy White-Baldridge, Chair

_____
Mike Mallon, Senior Director of
City Development

CITY OF BLUE SPRINGS
BALANCE SHEET - LAND BANK
FISCAL YEAR 2022-23

FOR THE PERIOD ENDED - DECEMBER 31, 2023

CATEGORY		LAND BANK
ASSETS		
Cash and investments	$	207,153
Receivables (net of allowances		
Taxes		-
Accounts		
Accrued interest		-
Interfund receivables		-
Land		243,071
Prepaid items		-
TOTAL ASSETS	**$**	**450,224**
LIABILITIES		
Accounts payable	$	10,100
Accrued liabilities		-
Interfund payable		-
Long term debt		-
TOTAL LIABILITIES	**$**	**10,100**
FUND BALANCES		
Reserved for:		
Encumbrances		-
Unassigned		440,124
TOTAL FUND BALANCES	**$**	**440,124**
TOTAL LIABILITIES AND FUND BALANCE	**$**	**450,224**

CITY OF BLUE SPRINGS

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - LAND BANK

FISCAL YEAR 2022-23

FOR THE PERIOD ENDED - DECEMBER 31, 2023

CATEGORY	LAND BANK
REVENUES:	
Farm Lease	$ -
Sale of Land	59
Property Taxes	156,351
Interest	1,062
Contributed Capital - Land	-
Other	-
TOTAL REVENUES	**$ 157,472**
EXPENDITURES:	
Current:	
Personal Services	-
Materials & Supplies	-
Contractual Services	25,112
Capital Outlay	-
Capital Improvements	-
Debt service:	-
Transfer for Debt Payments	-
TOTAL EXPENDITURES	**$ 25,112**
Excess of revenues over (under) expenditures	$ 132,360
OTHER FINANCING SOURCES (USES):	
Issuance of bonds	-
Discount on bond issuance	
Loss on sale of asset	(255)
Transfers in	
Transfers (out)	-
TOTAL OTHER FINANCING SOURCES (USES)	**$ (255)**
NET CHANGE IN FUND BALANCES	132,105
FUND BALANCES - OCTOBER 1, 2023	**$ 308,019**
FUND BALANCES - DECEMBER 31, 2023	**$ 440,124**

LAND BANK OF BLUE SPRINGS, MISSOURI

Conflict of Interest Policy

Article I
Purpose

The purpose of the conflict of interest policy is to protect the Land Bank of Blue Springs' (the "Land Bank") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a commissioner, officer or director, employee, or person performing services for of the Land Bank or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to governmental entities.

All covered persons shall exercise the utmost good faith in all matters relating to and conducting their duties and responsibilities with the Land Bank, and shall at all times act in the best interest of the Land Bank. Covered persons shall not use their positions, or confidential information gained from such positions, to their personal advantage. Furthermore, the judgment and independence of covered persons may not be impaired or appear to be impaired in the discharge of their duties and responsibilities on behalf of the Land Bank because of any activity in which they may engage or any personal or financial interest or relationship they may have. For purposes of this policy, a "conflict of interest" is defined to be any activity that violates, or could potentially violate, the foregoing standard.

Article II
Definitions

1. Covered Person

Any commissioner, director, officer, or member of a committee with board-delegated powers, senior executive staff, and personnel who are in a position to influence any substantive business decision by the Land Bank, who has a direct or indirect interest, as defined below, is an interested person.

Article III
Activities

It is not possible to describe every instance in which a conflict of interest might arise. Without limiting the general standard set forth above, the following are specific instances of activities that may create a conflict of interest, or are so inherently inconsistent with the norms of proper and ethical behavior that they almost invariably will be prohibited.

1. Financial Interest

A person has a financial interest if the person has, directly or indirectly through business, investment, or family (including spouse, domestic partner, siblings, children, in-laws of any of them, parents or parents-in-law):

a. An interest in any entity with which the Land Bank has a transaction or arrangement. (A person is deemed to have an interest in an entity when he or she is employed by, has a contractual relationship with, is a member, owner, director, or officer of, or has a financial interest in the entity.);

b. A compensation arrangement, which includes gifts or favors that are not insubstantial, with the Land Bank or with any entity or individual with which the Land Bank or with any entity or individual with which the Land Bank has a transaction or arrangement; or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Land Bank is negotiating a transaction or arrangement.

2. Service in Other Entities

A person serves in another entity if he/she serves as a director, trustee, officer, partner, employee, manager or consultant, or other activity taken on behalf of a business or entity which has a business or financial relationship with, or is a competitor of, the Land Bank.

3. Business Courtesies

Covered persons may accept invitations to social events in order to further business and other relationships for the Land Bank. The cost associated with such an event must be reasonable and appropriate and such events must be infrequent. Covered persons shall not directly or indirectly solicit any personal gifts. Cash or other financial instruments (e.g., personal checks, money orders, and gift cards) cannot be accepted.

4. Use of Confidential Information

Disclosure or other use of confidential or privileged information gained because of such person's relationship to the Land Bank for direct or indirect personal advantage.

These activities are not necessarily a conflict of interest. Under Article IV, a person who has such an interest may have a conflict of interest only if the Board of Commissioners decides that a conflict of interest exists.

Notwithstanding the above, no member of the Board or employee of the Land Bank or City of Blue Springs employee shall acquire any interest, direct or indirect, in

real property of the Land Bank, in any real property to be acquired by the Land Bank, or in any real property to be acquired from the Land Bank. No member of the Board or employee of the Land Bank shall have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used by the Land Bank. This shall not preclude the Land Bank entering into an intergovernmental agreement with the City of Blue Springs ("City") in order to receive financial and personnel support. These provisions shall also not preclude City employees serving on the Board of Commissioners of the Land Bank or performing services for the Land Bank pursuant to an intergovernmental agreement.

Article IV
Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, a covered person must disclose the existence of the interest and be given the opportunity to disclose all material facts to the Board of Commissioners.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the covered person, he/she shall leave the Board of Commissioners while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. A covered person may make a presentation at the Board of Commissioners, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the Board of Commissioners shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the Board of Commissioners shall determine whether the Land Bank can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Commissioners shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Land Bank's best interest, for its own benefit, and whether it is fair and reasonable.

In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy

a. If the Board of Commissioners has reasonable cause to believe a person has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

b. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Board of Commissioners determines the person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, up and including removal and/or dismissal.

Article V
Recording of Proceedings

The minutes of the Board of Commissioners shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial or other interest in connection with an actual or possible conflict of interest, the nature of the interest, any action taken to determine whether a conflict of interest was present, and the Board of Commissioners' decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceeding.

Article VI
Compensation

A covered person who receives compensation, directly or indirectly, from the Land Bank for services is precluded from voting on matters pertaining to that person's compensation.

No covered person who receives compensation directly or indirectly is prohibited from providing information to the Board regarding compensation.

Article VII
Annual Disclosure Statement

Each commissioner, director, officer, member of a committee with board-delegated powers, senior executive staff, and personnel who are in a position to influence any substantive business activity by the Land Bank, shall annually sign a statement (See Attachment A) which affirms such person:

a. Has received a copy of the conflict of interest policy;

b. Has read and understands the policy; and

c. Has agreed to comply with the policy.

Approved by the Board on: October 7, 2013

Eric Johnson, **Chairman**

Attachment A
Conflict of Interest Certification and Disclosure Form

NAME: _____

DATE: _____

Certification

By signing this form below, I certify that:

1. I have received a copy of the Land Bank of Blue Springs' Conflict of Interest Policy;
2. I have read and understand the policy; and
3. I agree to comply with the policy.

Conflict of Interest Disclosure

Please certify below that you either have no actual or possible conflict of interest to report, or describe below any relationships, transactions, positions held (volunteer or otherwise), or circumstances that you believe could contribute to an actual or possible conflict of interest between the Land Bank of Blue Springs and your personal interests, financial and otherwise:

- ❑ I have no conflict of interest to report.
- ❑ I have the following actual or possible conflict(s) of interest to report:

Specify below any actual transactions you are aware of between the Land Bank of Blue Springs and any entity or person in which you have a business, investment, or family relationship.

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____ Date: _____