

MINUTES OF THE PROPERTY OWNERS APPEAL BOARD

MONDAY ~ JULY 13, 2020 ~ 11:00 A.M.

FORT SMITH CONVENTION CENTER

The meeting was called to order by Chairperson Karen Lewis, presiding. On roll call, the following members of the Property Owners Appeal Board (POAB) were also present: Megan Raynor, and Joel Culberson; absent - Dennis Shaeffer and Bobbie Woodward-Andrews. Chairperson Lewis declared a quorum present.

Each member of the POAB present introduced themselves conveying how long they've been property owners in Fort Smith. The following City of Fort Smith staff were also in attendance and introduced themselves as noted below:

- ▶ Heather James, Assistant City Clerk
- ▶ Jimmie Deer, Building Official

The minutes of the November 4, 2019 meeting were presented for approval. Raynor, seconded by Culberson, moved approval of the minutes as written. The members present all voting aye, Chairperson Lewis declared the motion carried.

Item No. 1 was selection of the chairperson for July 2020 through July 2021.

Chairperson Lewis simply opened the floor for a nomination.

Culberson nominated Karen Lewis to serve as chairperson for the term of July 15, 2020 through July 14, 2021, and offered a motion indicating same. The motion was seconded by Raynor. The members present all voting aye, with the exception of Lewis who abstained, Chairperson Lewis declared the motion carried.

Item No. 2 was to consider and schedule dates for the 2020 appeal hearings regarding delinquent property cleanup liens.

Assistant City Clerk Heather James advised the annual appeal hearings are typically

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held at the Fort Smith Police Department in the Bartlett Community Room; however, due to the COVID-19 pandemic, said venue is not currently open to the public. In order to provide adequate space and ensure social distancing, the subject appeal hearings will be held at the Fort Smith Convention Center in Exhibit Hall A whereby a calendar identifying available dates was reviewed.

There was very brief discussion regarding POAB member and City staff availability for appeal hearing dates.

Raynor, seconded by Culberson, moved to set the appeal hearings regarding delinquent property cleanup liens for Tuesday, September 8 and Wednesday, September 9, 2020 or Monday, September 14 and Wednesday, September 23, 2020 if City staff had a unforeseen conflict with the 8th and 9th. The members present all voting aye, Chairperson Lewis declared the motion carried.

Item No. 3 was review of delinquent liens/properties to be included in the 2020 appeal process.

Mrs. James provided a preliminary list of property cleanup liens determined to be ninety (90) days delinquent as of June 30, 2020, which will be included in the 2020 appeal process. She reminded that said list is preliminary; however, at first glance, it appears that 407 delinquent liens totaling \$111,843.56 will be included in the 2020 appeal process. Such has decreased from the previous year whereby in 2019, there were 414 totaling \$139,969.67. Once confirmed, the City Clerk's Office will initiate the process of sending certified letters to property owners advising of the appeal hearing dates, which will include a request that property owners RSVP if they wish to attend the hearings. As required by

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law, appropriate notices will also be published in the Times Record. Upon completion of the appeal hearings before the POAB in September, liens remaining due and payable will be included on an ordinance for certification to the Sebastian County Tax Collector. Said ordinance will be presented to the City of Fort Smith Board of Directors for consideration at the November 17, 2020 regular meeting.

Item No. 4 was presentation of the inspections report from Neighborhood Services regarding cleanup (yards) and property maintenance code (structures).

Mr. Deer briefed the POAB on Neighborhood Services activities as provided on the monthly report through June 30, 2020. Additionally, each year when a property owner submits an RSVP to one of the subject appeal hearings, Neighborhood Services staff prepares a chronological report of abatement activities for said property. Due to such, he inquired if any POAB member would like any additional information included in said report for 2020 appeals. No member requested any additional information for inclusion.

There being no further business to come before the Property Owners Appeal Board, Raynor moved that the meeting adjourn. The motion was seconded by Culberson. The members present all voting aye, Chairperson Lewis declared the motion carried and the meeting stood adjourned at 11:13 a.m.

APPROVED:



CHAIRPERSON

ATTEST:



CITY CLERK