



# City of Columbia, Missouri

## Meeting Minutes

### Community Land Trust Organization Board

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Tuesday, February 13, 2018

6:30 PM

Regular

City Hall, 701 E.  
Broadway, Room 1C

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#### I. CALL TO ORDER

The meeting was called to order by Dowell at 6:39p.

**Present:** 5 - Jerry Dowell, Anthony Stanton, Alexander LaBrunerie, Paul Prevo and Susan Maze

**Excused:** 1 - Shirley Rhoades

**Non-Voting:** 1 - Michael Trapp

#### II. INTRODUCTIONS

Elena Horvit from Senator Claire McCaskill's office was present for the meeting as well as City intern Christine Luckasen

The board discussed the new CCLT Handbook that includes the work and important documents thus far for the project. City intern, Christine plans to help with the Fair Housing Task Force, she will also be assisting with CCLT tasks when beneficial.

#### III. APPROVAL OF AGENDA

**Motion to approve the Agenda:** Dowell

**Motion to 2nd by:** Prevo

**Not voting:** Stanton and Rhoades

Staff Memo

**Attachments:** [CCLT Staff Memo 2-13-18](#)

Staff Memo to be discussed throughout the course of the meeting.

#### IV. APPROVAL OF MINUTES

The minutes amended to be reviewed at the next meeting as they are not currently posted on the City website.

#### VII. OLD BUSINESS

Website, Marketing and Fundraising

The newly designed brochures were shown and discussed with board members. Cole shared that there were to be two different brochures, one for homebuyers and one for Community Partners. Prevo recommended

that the board members be left off of the brochures as there will be turnover of members. LaBrunerie noted that the board will have the ability to edit the brochures as needed. Dowell shares that he is ready to have the brochures completed and printed. Susan discussed the website and it was displayed for the members to review. She plans to pull from the brochure for design of the website. Fundraising has begun with Paypal as the way to accept donations. "Thank you" note to donors and receipts for the IRS will be further discussed but at this time Paypal allows for a receipt for tax purposes for donors.

Beacon of Hope Foundation Partnership-Draft MOU

**Attachments:** [MOU-Health Dept-Beacon of Hope-CCLT 01.31](#)

The Health Department will be the main administrator for this project and will receive 10 percent of the funds from Beacon of Hope for administration purposes. Families that live in CCLT homes will get a voucher for \$900 for healthy foods yearly. Cole recommends that a press release be done similar to ones in the past.

**Motion to approve a MOU press release: Dowell**

**Motion to 2nd: LaBrunerie**

**Not voting: Stanton and Rhoades**

## VIII. NEW BUSINESS

Consideration of 700 Oak Job Point-COMO CHDO & CCLT Agreement

**Attachments:** [700 Oak Agreement](#)

A new home is to be built on 700 Oak and is ready for development. Job Point was allocated funds from the City. Job Point must have an agreement first with the Land Trust. The agreement must be approved first prior presenting to council.

**Motion to approve 700 Oak agreement: Prevo**

**Motion to 2nd: Maze**

**Not voting: Stanton and Rhoades**

Consideration of By-law Amendment

Currently require that two officers approve all payments and expenditures. Propose to amend the bylaws to allow for the President to sign off on purchased \$0-\$99.

**Motion to Approve Bylaw Amendment: Dowell**

**Motion to 2nd by: Prevo**

**Not voting: Stanton and Rhoades**

Consideration of Financial Procedures Amendment

The change in the bylaws causes a change in financial procedures.

**Motion to Approve Amendment to Financial Procedures: Prevo**

**Motion to 2nd by: LaBrunerie**

**Not voting: Stanton and Rhoades**

Consideration of DocuSign Purchase

*Anthony Stanton arrived to the meeting 7:01pm*

Propose that a form be used that outlines the Bylaws and allows for the item and signature. Cole proposed the Standard DocuSign as it allows the most features with the affordable price. Plan to purchase annually.

Plan to purchase DocuSign in April when there are more available funds.

**Motion to approve purchase of DocuSign Standard software: Prevo**

**Motion to 2nd by: Stanton**

**Not voting: Rhoades**

## IX. REPORTS

Treasurer's Report

**Attachments:** [January Financials](#)

LaBrunerie discusses the influx of money and end of year reconciling. He plans to get receipts for Paypal donations. Randy shares that interest payments are now being paid on existing loans.

**Motion to approve January Financials: Dowell**

**Motion to 2nd by: Prevo**

**Not voting: Rhoades**

March 5, 2018 Council Work Session

Randy shows draft PowerPoint for the work session that highlights the direction that work session plans to go. Dowell, Cole, Maze and LaBrunerie plan to be the presenters during the work session. The Loan and Grant Committee may be something for the CLLT to absorb and take over in the future, the CCLT Board is knowledgeable about Sunshine Law and the community. Cole plans to propose that this may be something for the council to look at as it allows projects to potentially move more quickly. Stanton wants to make it clear the CCLT Board maintains that it wants to keep the programs as they are, just under management and review of the CCLT. Randy plans to reach out to City attorney at the request of the board for what can and can't be discussed in closed session.

Discussion about potential future competition in the market of Land Trusts. Expansion beyond city limits in the future is a possibility, however at this time the main focus of CCLT is to remain and be successful in the city first, keeping in mind that there may be competition in the future and to keep the support of the City of Columbia.

Fair Housing Task Force

15 members including groups listed in the memo. The task force will guide through HUD requirements, to look at patterns of segregation, opportunity, access to affordable and quality housing, economic integration and how CDBG and HOME funds are spent and how mobility is promoted in different groups as well. Maze is curious if the school board will be involved in Fair housing because of the current district lines.

#### Lynn Cottages Site Visit and Ribbon Cutting

Randy proposes March 8th. The Board further discusses not during the week of Spring Break or True False Film Festival. Plan to propose a Doodle Poll for the board to decide the best three days for the community and board to see and tour the cottages. A few City Council Members will tour on Thursday February 15th at 3:00p.

#### 3rd Avenue CHDO Development

3rd Avenue CHDO Development: Plan to discuss with the neighborhoods what they would like for the neighborhood and the CHDO plans.

#### Grant Opportunities and Deadlines

Maze has been doing research about what each grant funds and what they are looking for. Plan to discuss these further in the future.

#### Council Resolution-Stanton

Stanton wants to discuss with City Council at the work session to protect the CCLT with the City. Stanton is concerned about the CCLT being very open to competition and wants to know if the City of Columbia is able to commit to the CCLT. Board discusses that this may be better to discuss at a later date; after successes are proven and the relationship with the CCLT and the City develop more.

### **X. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF**

Elena Horvit from Senator Claire McCaskill's office wanted to extend the office's support with Grants and other opportunities as a resource.  
elena\_horvit@mccaskill.senate.gov if members would like to contact her.

### **XI. MOTION TO GO INTO CLOSED SESSION**

**Motion to go into Closed Session pursuant to RSMO 610.021 (2) Leasing, Purchase or sale of real estate: Dowell**

**Motion to 2nd by: Prevo**

**Paul Prevo: yes**

**Susan Maze: yes**

**Anthony Stanton: yes**

**Motion to go adjourn from Closed Session pursuant to RSMO 610.021 (2) Leasing, Purchase or sale of real estate: Dowell**

**Motion to 2nd by: Prevo**

**Not voting: Rhoades**

**Paul Prevo: yes**

**Susan Maze: yes**

**Anthony Stanton: yes**

**Jerry Dowell: yes**

**Alex LaBrunerie: yes**

**Jerry Dowell: yes**

**Alex LaBrunerie: yes**

**Yes:** 5 - Dowell, Stanton, LaBrunerie, Prevo and Maze

**Excused:** 1 - Rhoades

**Non-Voting:** 1 - Trapp

## **XII. NEXT MEETING DATE**

March 13, 2018

## **XIII. ADJOURNMENT**

Motion to Adjourn by Dowell 8:14p.