



City of Columbia, Missouri

Meeting Minutes

Community Land Trust Organization Board

Tuesday, April 10, 2018
6:30 PM

Regular

Room 1C, City Hall, 701
E.
Broadway, Columbia

I. CALL TO ORDER

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

Present: 5 - Shirley Rhoades, Jerry Dowell, Anthony Stanton, Paul Prevo and Susan Maze

Excused: 1 - Alexander LaBrunerie

Non-Voting: 1 - Michael Trapp

II. INTRODUCTIONS

III. APPROVAL OF AGENDA

Motion to approve the Agenda: Prevo

Motion to 2nd by: Dowell

Not voting: Stanton and LaBrunerie

Motion passed: 4-0

Staff Memo

Attachments: [CCLT Staff Memo 4-10-18](#)

Discussed throughout the course of the meeting.

IV. APPROVAL OF MINUTES

March 13, 2018 Draft Minutes

Attachments: [Draft CCLT Minutes 3.13](#)

Motion to approve the Minutes: Prevo

Motion to 2nd by: Maze

Not voting: Stanton and LaBrunerie

Motion passed: 4-0

V. SPECIAL ITEMS

None.

VI. OLD BUSINESS

Website, Marketing and Fundraising

Randy shares that he had a conversation with Richard Watson with the Federal Home loan bank. Mr. Watson provided a few tweaks and changes the pre-application. Watson recommended adding agreements and the

Ground Lease information
Lynn Cottages Ribbon Cutting

Attachments: [Proposed Guests to the 4.26.18 CCLT Ribbon Cutting](#)
[Ribbon Cutting Invitation](#)

Cole discusses that the Ribbon Cutting invitation will be in the form of an email and digital invite. The proposed guests are included in the agenda, without emails to protect their information during the meeting. Cole proposes that Trapp, Dowell and potentially our first buyer or a homeowner if they are comfortable should speak at the Ribbon Cutting. Cole wanted to invite the councilman from the first ward, Clyde Ruffin as the CCLT is in his ward. Dowell shares that he would like to acknowledge Ruffin, but keep the main focus on the Lynn Cottages themselves. Prevo proposes the board of directors from the board of realtors be invited. Dowell proposed county commissioners as well and adding Clark as an RSVP person for the Ribbon Cutting to the invitation.

Mowing of Lynn Street Cottages

Cole proposes that the Lynn St. Cottages should be mowed by the CCLT at the CCLT expense. He shares that his hope is a portion of the Ground Lease fees to go to that cost. Cole shares that he would like the buyers to be in on the discussion in the future. He requests that the board approve mowing and snow removal for the seven Lynn Street cottages until March 31, 2019, at which time homeowners will be involved in the decision and if ground lease fees change, they will be involved in that discussion also. Cole shares that he has talked to three of the homebuyers that are under contract and they currently like the idea of having the land maintained by the CCLT and presents estimated costs to the board for their information, prior to a more formal bidding for the board to approve. Cole makes the point that the cottages are built at this time with shared lots, and he would like to eliminate the potential issues of having homeowners mow the community area. Extensive discussion from the board is had. Cole hopes that with maintaining the properties they will stay “well maintained” and “high quality for homebuyers”. The board continues to have concerns that with the maintenance costs will keep the CCLT from producing more homes or assisting homebuyers should they need help with their roof or other costly repairs. Cole shares that there are other programs already in place to assist homeowners with repairs and maintenance through the Housing and CDBG Programs office.

**Motion to table the mowing discussion to the next meeting: Dowell
No 2nd**

Cole shares that the mowing needs to be decided prior to the closing of the houses so that the decision will be included in the ground lease. Stanton proposes that the board send out bids and keep the lease as is with hopes to get a better price than what the City has as recommendations.

**Motion to not approve the mowing: Prevo
No 2nd**

The board expresses that they are not against the maintaining of the properties, but they think that there could be better use of the funds or a better price for the mowing of the properties. Stanton makes the point that the Land Trust owns the land and must maintain the land as the responsibility of the land trust. The current bid is \$3,900 for one year. Snow removal is only for the driveways because they are shared spaces.

Stanton makes the point that the CCLT is young and there will be continued changes and learning experiences. The board discusses making a motion to approve snow removal and mowing of the seven lots. Stanton proposes possibly allowing those who want to or are able could mow their own and potentially get a rebate. The board and staff felt that, that would be too difficult to track for staff and maintenance services from the private sector. Discussion is had to only mow the four cottages with shared lots, rather than all seven, or the board only maintain common area lots. Dowell decides to propose a motion to maintain the seven lots.

Motion to approve the mowing and snow removal of the seven Lynn St. properties until March 31, 2019 with the need of further bids: Dowell

Motion to 2nd: Stanton

Motion Passes: 4 to 1

Closing on 111 Lynn and 113 Lynn

Attachments: [ColumbiaCLT_GroundLease_v-Minor](#)
[ColumbiaCLT_GroundLease_v-113Lynn-Head](#)

Cole shares that there are buyers for the lots. Due to weather there was delay with getting the yards in and repairs needed to be made as two of the homes had been broken into and sustained minor damage. The developer Rob recommended that the closings be on or before April 30. The buyers ok with closing moving to next week. Cole then discusses the appraisals and they came in higher than planned. Staff is still waiting to hear back from the insurance group regarding the insurance for the properties. The discussion about the ground lease and the mowing decision is had. The board plans to have a line on page 10, section 7.5, after "homeowner shall maintain the land" insert "CCLT shall maintain the leased land as required by 4.2 through March 31, 2019".

Motion to insert "CCLT shall maintain the leased land as required by 4.2 through March 31, 2019" to all seven ground leases: Dowell

Motion to 2nd: Stanton

Motion Passes: 5 to 0

Grant Opportunities and Deadlines

Federal Home Loan Bank is still being reviewed by Cole.

VII. NEW BUSINESS

National Partnership for CLT Planning Charrette

Cole has had conversation with Mike Brown, who consults for Community Land Trusts across the country. 2019 is the 50 year anniversary for Community Land Trust and they hope to have a huge event separate from the National Conference. There is a planning group and Cole has sat in on several meetings. Grounded Solutions asked that the CCLT allow the use of their paypal for registration and donation for the Planning Charrette. Nothing for approval, just information for the board at this time. Paul asks about Pay Pal and its function. Cole shares that it works just fine. Dowell requests that using the PayPal account is separate from the CCLT income. And wants to make sure that the accountant believes this ok to proceed.

D&O Insurance Renewal

Attachments: [Columbia Community Land Trust 2018 D&O Insurance D & O Policy 18-19](#)

Cole shares that the renewal is ready, the amount stays the same at \$750.00 with the same coverage

Motion to approve the Insurance renewal: Dowell
Motion to 2nd: Prevo
Motion Passes: 5 to 0

VIII. REPORTS

Treasurer's Report

Attachments: [March Financials](#)

Cole reviews the March financials. With the appraisals of the homes that changes the March financials a bit. There are outstanding bills that will be paid after closing. Development financing is now being paid out of the loans.

Shirley Rhoades leaves meeting

Motion to approve the March Financials: Dowell
Motion to 2nd: Prevo
Motion Passes: 5 to 0

IX. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

None.

X. MOTION TO GO INTO CLOSED SESSION

As required by 610.022.2. The Columbia Community Land Trust posted notice that it would enter in to a closed session to discuss the sales contracts under 610.021 (2) Leasing, purchase or sale of real estate, but during the open session the Trust chose to exercise its authority under 610.022.4 and remained in open session to discuss the contracts. The Trust then reviewed the contracts between the CCLT and the purchasers of the two of the Lynn St. homes for 107 and 109 Lynn St. There were no differences from previous contracts that the board reviewed previously and a motion was made.

Dowell signs the contracts. The board then reviews the Amendments to the sales contracts. The Board amends to move closing dates for 111 and 113 Lynn St. as the home are not completed to on or before April 30, 2018.

Motion to approve the residential sales contracts on 107 Lynn St and 109 Lynn St:

Dowell

Motion to 2nd: Prevo

Motion Passes: 5 to 0

Move to approve the Amendments to the sales contracts on 111 and 113 Lynn St. to extend closing dates from 3/1/18 to 4/30/18: Dowell

Motion to 2nd: Stanton

Motion Passes: 4 to 0

XI. NEXT MEETING DATE

May 8th, 2018

XII. ADJOURNMENT

Dowell motions to adjourn the meeting 7:55 p.m.