



# City of Columbia, Missouri

## Meeting Minutes

### Community Land Trust Organization Board

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Tuesday, August 8, 2017

6:30 PM

Regular Meeting

Room 1C, City Hall, 701

E. Broadway, Columbia

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#### I. CALL TO ORDER

Board President called the meeting to order at 7:00pm.

**Present:** 7 - Shirley Rhoades, Jerry Dowell, Anthony Stanton, Alexander LaBrunerie, Paul Prevo, Michael Trapp and Susan Maze

#### II. INTRODUCTIONS

The Board moved through the introductions and directly to the next agenda item.

#### III. APPROVAL OF AGENDA

**Motion to Approve the Agenda:** Stanton

**Motion 2nd by:** Dowell

**Consideration of the motion:** Passed 6-0

#### IV. APPROVAL OF MINUTES

Correction of June 13, 2017 Community Land Trust Meeting Minutes

**Attachments:** [CCLT Board Minutes 6-13-17](#)

**Motion to Approve the Correction of the June 13 Minutes:** Stanton

**Motion 2nd by:** Dowell

**Consideration of the motion:** Passed 6-0

Minutes of the July 11, 2017 Community Land Trust meeting

**Attachments:** [CCLT Board Minutes 7-11-17](#)

**Motion to Approve the July 11 Minutes:** Stanton

**Motion 2nd by:** Dowell

**Consideration of the motion:** Passed 6-0

#### V. SPECIAL ITEMS

Election of Secretary

**Motion to Approve Jerry Dowell as Board Secretary:** Stanton

**Motion 2nd by:** Prevo

**Consideration of the motion: Passed 6-0**

**MO-Secretary of State Annual Registration Report**

**Attachments:** [Mo Sec State Reg 8-8-2017](#)

Staff provided an overview of the Mo-Secretary of State Annual Registration Report due by August 31, 2017.

**Grounded Solutions National Conference-Scholarship Approval**

Staff also provided background information on the Grounded Solutions National Conference and stated that the CCLT had been awarded a \$500 scholarship for board member conference costs. The CCLT Board agreed that Jerry Dowell and Paul Prevo will attend the conference.

**Schedule of Events for August 8-11**

Staff then summarized a schedule of events for August 8-11th

**VI. SPECIAL ITEMS**

**Stewardship Policies and Procedures Review**

**Attachments:** [CCLT Stewardship Procedures 8-8-2017](#)

Mike Brown provided a brief overview of Stewardship Policies and Procedures and staff provided an overview of the draft for the CCLT. Staff and the board agreed that the table of contents needed to be cleaned up, however the content of the document was ready to be approved.

**Motion to Approve Stewardship Policies and Procedures: Dowell**

**Motion 2nd by: Stanton**

**Consideration of the motion: Passed 6-0**

**VII. NEW BUSINESS**

**Treasurer's Report**

**Attachments:** [CCLT Treasurers Report 8-8-2017](#)

The CCLT Treasurer, Alex Labrunerie, provided an overview of the year to date Treasures Report including CCLT expenditures and balance sheet.

**Motion to Approve Treasurers Report: Dowell**

**Motion 2nd by: Stanton**

**Consideration of the motion: Passed 6-0**

**Financial Procedures-Credit/Debit Card**

**Attachments:** [CCLT Financial Procedures-Proposed Amendment 8-8-2017](#)

Staff provided an overview of the benefits to obtaining a debit card for the CCLT and presented a proposed revision to the Financial Procedures to include a debit card.

**Motion to Approve Amended Financial Procedures to include a debit card:**

**Dowell**

**Motion 2nd by: Stanton**

**Consideration of the motion: Passed 6-0**

## **VIII. OLD BUSINESS**

Draft CCLT Strategic Plan

**Attachments:** [Strategic Plan Draft 8-8-2017](#)

Staff provided an overview of the draft CCLT 3-year Strategic Plan. The CCLT Board asked for additional data and projections based upon the financial goals contained within the plan. The CCLT Board asked for additional time to review the draft plan and revisit at the next CCLT Board meeting.

### **R. Anthony Agreement-Lynn Cottages**

Staff provided an overview of proposed changes to the R. Anthony Agreement for the development of the Lynn Street Cottages. The start date was approximately 90 days later than anticipated within the RFP, so the contractor requested additional costs be covered associated with inflation. The developer and the engineering firm designing the site plan also recommended raising the northeast home by 16" for better drainage. Staff agreed with this recommendation. The proposed amendment included an increase of \$740 per each 4 homes to cover inflation of material costs and costs associated with raising the northeast home by 16". Staff and the board also agreed that the Treasurer, Alex Labrunerie, would communicate the need to keep additional costs and change orders to a minimum.

**Motion to Approve Amended R. Anthony Agreement: Prevo**

**Motion 2nd by: Stanton**

**Consideration of the motion: Passed 6-0**

## **IX. REPORTS**

Reminder and overview of procedures for closed session

Staff provided a reminder and overview of procedures for closed session

## **X. MOTION TO GO INTO CLOSED SESSION PURSUANT TO RSMO 610.021 (2) Leasing, purchase or sale of real estate**

**Yes:** 7 - Rhoades, Dowell, Stanton, LaBrunerie, Prevo, Trapp and Maze

## **XI. MOTION TO GO OUT OF CLOSED SESSION PURSUANT TO RSMO 610.021 (2) Leasing, purchase or sale of real estate**

**Motion to go out of closed session: Stanton**

**Motion 2nd by: Prevo**

**Consideration of the motion by roll call vote: Passed 6-0**

**Stanton: Yes**

**Dowell: Yes**

Prevo: Yes  
Maze: Yes  
Rhoades: Yes  
LaBrunerie: Yes

Yes: 7 - Rhoades, Dowell, Stanton, LaBrunerie, Prevo, Trapp and Maze

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

None

## **XIII. NEXT MEETING DATE: SEPTEMBER 12, 2017**

## **XIV. ADJOURNMENT**

Board President adjourned the meeting at approximately 8:30pm.