

To: Columbia Community Land Trust (CCLT) Board
From: Randy Cole
Date: 12/31/2017
Subject: 1/9/2018 CCLT Agenda Item Summary Memo

This memo provides a summary of the 1/9/2018 Columbia Community Land Trust (CCLT) meeting agenda.

Special Items

Veterans United Lighthouse Program Partnership Agreement

This agenda item represents an exciting new partnership between the Columbia Community Land Trust and the Veterans United Home Loans Lighthouse Program. The Lighthouse Program has historically provided credit counseling services to Veterans in need of such assistance in order to qualify for a mortgage. Eric Morrison of Providence Bank connected Veterans United Lighthouse Program staff with City staff in order to identify a partnership to expand the VU's assistance to all CCLT participants and City Down payment Assistance Program applicants in need of credit counseling services. This partnership represents an opportunity for the City, the CCLT and local partners to expand access to the benefits of homeownership for households otherwise not eligible, while also ensuring that program participants achieve proper financial education and stability prior to entering into homeownership.

Under the proposed MOU included with the agenda packet, the Lighthouse Program would provide up to 20 additional CCLT or City Down payment Assistance Program applicants the opportunity to attend the credit education class. Lighthouse will also provide 30 minutes of one-on-one credit consultation as needed for each participant and conduct follow-up communication within three months of attending the class. Staff recommends the CCLT Board review and approve the attached MOU.

Beacon of Hope Partnership

City staff has been in communication with the Beacon of Hope Foundation regarding increasing access to healthy eating for CCLT homeowners. The Beacon of Hope Foundation has committed to providing up to \$1,000 in vouchers for Lynn Street CCLT homeowners (7 in total) to purchase fruits and vegetables. City staff and Beacon of Hope Foundation will provide additional information on this exciting new partnership at the January 9, 2018 meeting, which will include utilizing existing program infrastructure through the City/County Health Department, as well as background information on the Beacon of Hope Foundation.

Approval of Solar Contract with Dogwood Solar

At the December Board meeting, the CCLT Board approved moving forward with Dogwood Solar for solar installation services, provided that Dogwood Solar would agree to \$40,000 for the final contract price. Dogwood Solar has agreed to the \$40,000 contract price and would like to begin work in January of 2018. City staff recommends the CCLT Board proceed with awarding the bid to Dogwood Solar and executing a service agreement for the installation.

Lynn Cottages Update & Minor Amendment to Agreement with R. Anthony

City staff will provide the CCLT Board with an update of progress on the Lynn Street Cottages including progress to date, funds expended and anticipated completion date. Staff is also recommending proceeding with a minor amendment to the agreement with R. Anthony which includes costs for the 2nd wall previously

approved by the CCLT Board and an amendment to ensure R. Anthony can meet tax obligations to state tax exempt status ruling issued November 17, 2017.

Old Business

Website, Marketing and Fundraising

The CCLT Board President made the necessary purchases to begin the process of formulating a CCLT website. Board Member Susan Maze has begun the process of formulating a website. Staff recommends an update and decisions for next steps to continue the process of formulating a CCLT website.

Alex Labrunerie has also assisted in formulating a brochure(s) for the CCLT. The board needs to review work completed thus far. Staff recommends having 2 separate brochure(s) for different audiences (Partners/funders and Program Participants). The initial draft combines these 2 groups into one brochure. Staff recommends separating the two to ensure the appropriate message(s) is communicated to the appropriate corresponding group(s). The CCLT board needs to provide further feedback in order to make additional progress on completing the final draft(s).

New Business

Approval of 804 King Avenue-CMCA Agreement

City staff partnered with Central Missouri Community Action (CMCA) in April of 2016 to plan for the development of an affordable home for the future Columbia Community Land Trust. The City Council approved \$40,000 in FY 2017 HOME funds as part of the FY 2017 annual budget to develop an affordable home at 804 King Avenue. CMCA currently owns 804 King and will maintain ownership during development.

The attached agreement models CHDO agreements executed on the Lynn Street properties with Habitat, CMCA and Job Point. Staff amended the agreement and received a review by the City legal department for additional minor revisions. The agreement spells out the roles and responsibilities of CMCA and the CCLT, while also including the donation of the land and \$1,000 to the CCLT at closing. Upon approval and execution of the attached agreement, City staff will put forth a CMCA funding agreement before Council referencing the attached agreement. Staff recommends the CCLT Board approve the attached agreement at the January 9, 2018 meeting.

Reports

Staff will provide a report to the CCLT Board at the January 9, 2018 meeting regarding the March 5, 2018 Council Work Session. Staff has requested assistance from 3 separate board members to assist in presenting to the City Council. Initial topics to be covered include:

- Introduction and of Board, Staff and Council Liaison
- Mission, Vision and Values
- Progress to date
- Ground lease
- Financial stewardship
- Neighborhood Engagement
- Current Challenges
- 3-Year Strategic Plan Goals
- Questions