

To: Columbia Community Land Trust (CCLT) Board
From: Randy Cole
Date: 6/26/2018
Subject: 6/28/2018 CCLT Agenda Item Summary Memo

This memo provides a summary of the 6/28/2018 Columbia Community Land Trust (CCLT) meeting agenda. Staff will provide further information regarding the ground lease language at the meeting.

Old Business

3rd Avenue Update

The City Council approved the allocation of \$65,315 in HOME CHDO funding to Job Point for the development of 2 homes at 7 and 9 Third Avenue. Construction of the homes will include a redevelopment of the alleyway and land being donated to the CCLT upon sale to qualified buyers.

Lynn Street Cottages Post Project Report

City staff hosted a Lynn Cottages Close-Out Meeting with our project partners from Providence Bank, R. Anthony Development, Monarch Title, House of Brokers and Crockett Engineering. The purpose of the meeting was to communicate what contributed to making this a successful project and to identify opportunities for improvement in implementing the next project. City staff and the project partners identified the following items to enhance the next project by category:

1. Pre-Development
 - a. Bid out pre-development as a package.
 - b. Bring on Builder sooner in pre-development stage, ideally prior to platting and grading plan.
 - c. All communication regarding contract to flow through staff between choosing a winning bidder and executing a formal contract.
2. Bid Process
 - a. Include all proposed additional site work within proposals submitted.
 - b. No communication between winning bidder and board members until contract is executed.
3. Contract and RFP
 - a. Change disbursement schedule from percentage of completion to actual construction draw disbursements.
 - b. Incorporate landscaping services for first 6 months to ensure proper initial maintenance.
4. Construction Draw Disbursements
 - a. City to match lien waiver process of Bank (review lien waivers of previous draws over \$1,000).
 - b. Remove City verification of permits being closed within draw process.
 - c. Appliances drawn after installation.
 - d. Separate interest only payments from construction loan draw sheets.
5. Identifying a Qualified Buyer
 - a. City staff to qualify buyer prior to contract being submitted, rather than relying on the contingency within the sales contract.
6. Closing

- a. Note the gift of equity correctly on the closing disclosures statement
- b. Information packet to buyers/Welcome Packet (CCLT, cable, phone, trash pick-up day).
- c. Additional review/approval on final payment to builder (CCLT Accountant Reconciliation, Formal Board Approval)

The CCLT Board President also requested a list of costs for the Lynn Street Cottages project. Approximately \$36,350 in land acquisition, predevelopment and site infrastructure costs were incurred by the City prior to donation of land and funding to the CCLT. Total development cost for 1 Lynn Street Cottage home is as follows:

Item	Amount
Land Cost	\$ 11,250.00
Predevelopment*	\$ 5,350.00
Real Estate Fees	\$ 7,020.00
Title and Recording Fees	\$ 500.00
Storm Water Management*	\$ 6,250.00
Construction Financing Closing Costs	\$ 375.00
Construction Financing Interest Costs	\$ 161.00
Insurance	\$ 1,026.75
Title Company Disbursement Costs	\$ -
Attorney Fees	\$ 199.50
Permit Fees	\$ -
Subtotal	\$ 32,132.25
Construction Hard Costs	
Site Grading	\$ 9,000.00
Public Sewer Extension	\$ 4,500.00
Home Construction	\$ 127,748.00
4kw Solar System	\$ 10,000.00
Subtotal	\$ 151,248.00
Total Development Cost	\$ 183,380.25
Affordable Sale Price	\$ 93,600.00
Subsidy Gap	\$ 89,780.25

The CCLT Board also requested additional information regarding the black aluminum fence quote for installation at the Lynn Street Cottages and the fence height. The height of the proposed fence is 48”.

N. 8th Street Update

City staff has formulated a request for quotation of predevelopment services that is going through City procurement. City staff is providing this to the board for questions, comments and requested revisions for services to be provided. Additional info will be provided at the board meeting.

Mowing Bid

The CCLT Board requested additional bids for mowing be procured for mowing all of the Lynn Street Cottages. City staff contacted additional companies for mowing services. Prices are as follows:

Grizzly Bear: \$91 per mow

McVey Mowing: \$140 per mow

Columbia Land Care: \$200 per mow

Staff recommends proceeding with Grizzly Bear and estimates a maximum of 17 mows in the remainder of the season, or \$1,546.

Attorney Bid

The CCLT has paid out \$798 in attorney fees thus far this year for services from Caleb Colbert. Purchasing limits are \$1,000, therefore staff recommends review bids for attorney services to ensure a competitive bid for costs over \$1,000. Staff received price quotes from the following attorneys.

<u>Attorney</u>	<u>Firm</u>	<u>Amount</u>
Caleb Colbert	Brown Willbrand	\$210/hour
David Shorr	Lathrop Gage	\$300/hour
David Walker	Ford Parshall & Baker	\$140/hour

Caleb Colbert and David Walker have previously provided sufficient services to the Columbia Community Land Trust. Staff will work with either attorney selected by the CCLT Board.

Grounded Solutions National Conference 2018 & Membership

The Grounded Solutions National Conference will be held in Pittsburg Pennsylvania from October 1-4, 2018. The CCLT Board should consider members to send this year. Staff also requests board approve to apply for a \$1,000 scholarship to pay for board member conference costs. The CCLT's membership dues are also due by July 1, 2018. Staff requests the board consider renewing its annual \$100 membership.

Burlington Associates Proposal

The CCLT Board has demonstrated a desire to build additional homes and organizational capacity beyond the initial plans of the CLT Steering Committee and feasibility report. The CCLT has also been gaining interest and support community wide with the completion of its first project. City staff contacted Mike Brown of Burlington Associates to provide a proposal for additional planning services. The attached proposal outlines additional services that could be provided by Mike Brown to the City and the CCLT. The purpose of Mike Brown's assistance would be to assist with setting a strategic direction on the future of the CCLT. Mr. Brown would also provide additional portfolio projections and feasibility assessments, if the results of the strategic planning results push the CCLT board to this specific direction. City staff is requesting initial feedback from CCLT Board Members.

Fundraising Discussion

Board Members Jerry Dowell and Susan Maze will be leading a discussion on fundraising. Board members should plan for 45min to 1 hour discussion for this topic, resulting in a 2 hour total meeting time limit.