

Minutes  
Columbia Community Land Trust Organization Board  
City Hall  
701 E. Broadway, Columbia MO  
December 18, 2019

BOARD MEMBERS PRESENT

Shirley Rhoades  
Scott Cristal  
Richard Mendenhall  
Damon Ferlazzo  
Linda Head  
Susan Maze  
Alex LaBrunerie  
Anthony Stanton

BOARD MEMBERS ABSENT

CITY STAFF

Randy Cole  
Darcie Clark

I. CALL TO ORDER

The meeting was called to order by Mendenhall at 5:05pm.

II. INTRODUCTIONS

Present at the start of the meeting were board members Rhoades, Cristal, Mendenhall, Ferlazzo, Head, Maze, and Labrunerie as well as CCLT homeowner Sara Ferrill and city staff Cole and Clark.

III. APPROVAL OF AGENDA

**Motion to Approve the Agenda with the amendment of moving Website Fees to after the Article II: Section 11 in Special Items: Mendenhall**

**Motion to 2<sup>nd</sup>: Rhoades**

**Not voting: Stanton**

**Motion passes: 7:0**

IV. APPROVAL OF MINUTES

**Motion to Approve the draft November 12, 2019 Minutes: Cristal**

**Motion to 2<sup>nd</sup>: Head**

**Not Voting: Stanton**

**Motion passes: 7:0**

V. SPECIAL ITEMS

Acceptance of City Council Appointments: The Council appointed Damon Ferlazzo, Lynn Street occupant and Scott Cristal member of the business community.

**Motion to accept council appointments: Maze**

**Motion to 2<sup>nd</sup>: Labrunerie**

**Not Voting: Stanton**

**Motion Passes: 7:0**

Election of Officers: Maze shares that Stanton had expressed wanting to continue as board president. LaBrunerie nominates Stanton to continue as board president.

Motion to appoint Stanton as president: Labrunerie

Motion to 2<sup>nd</sup>: Head

Roll Call Vote:

Head: Yes

Maze: Yes

Mendenhall: Yes

Ferlazzo: Yes

LaBrunerie: Yes

Cristal: Yes

Rhoades: Yes

Rhoades nominates Mendenhall for Vice President.

Motion to appoint Mendenhall for Vice President: Rhoades

Motion to 2<sup>nd</sup>: Cristal

Roll Call Vote:

Rhoades: Yes

Maze: Yes

Head: Yes

Mendenhall: abstain

Ferlazzo: Yes

LaBrunerie: Yes

Cristal: Yes

Rhoades nominates Maze as Secretary.

Motion to appoint Maze as Treasurer: Rhoades

Motion to 2<sup>nd</sup>: Cristal

Roll Call Vote:

Maze: Abstain

Head: Yes

Mendenhall: Yes

Ferlazzo: Yes

LaBrunerie: Yes

Cristal: Yes

Rhoades: Yes

Head nominates Labrunerie as Treasurer.

Motion to appoint LaBrunerie as Treasurer: Labrunerie

Motion to 2<sup>nd</sup>: Maze

Roll Call Vote:

Maze: Yes

Head: Yes

Mendenhall: Yes

Ferlazzo: Yes

LaBrunerie: abstain

Cristal: Yes

Rhoades: Yes

Review Article II: Section 11: Cole shares that the CCLT Bylaws share that this is to be reviewed annually. Cole shares that staff does not recommend changes. Some discussion is had about quorum and sunshine law and no changes are made by the board.

Website Hosting Fees: Clark shares that the website hosting had additional costs. These costs were supposed to auto renew but did not in December. Staff initiated the payment so that the site would not be taken down until the payment could be voted on at the board meeting. The website is up for another year. The board discusses potentially looking at less expensive options for the website. Maze shares that the cost is lower because staff maintains the website. Cristal asks how the company is with support, Clark shares the company was not helpful with the billing questions.

**Motion to approve the website payment: Head**

**Motion to 2<sup>nd</sup>: Cristal**

**Not Voting: Stanton**

**Motion Passes: 7:0**

Real Estate Inventory: Cole shares that the CCLT has nine properties in their portfolio and various other donations. Cole shares that he asks if there should be an appraisal for the current properties on a scheduled basis. Cole shares that in 2020 he anticipates 7 and 9 Third Avenue and five lots on North Eighth Street.

FY 2019 Major Accomplishments: Cole shares that 19 Third Avenue will likely be completed before the end of December and three homes were added to the CCLT portfolio in 2019. All of the Ground Lease fees are current and the account is growing. The CCLT made connections from the Investment Connections Event that included Hawthorn Bank pledging \$5,000 for Cullimore Cottages solar panels.

FY 2020 Proposed Budget: Cole explains that Cullimore will likely sell in 2021 and Cole explains how those assets are reflected on the balance sheets. Cole shares that staff recommends that the Ground Lease Account continue to build over 2020. Cole shares that staff does not recommend that the city charge the CCLT for staff costs, as that could potentially delay the CCLT from independence from the city.

Motion to accept 2020 Proposed Budget: Cristal

Motion to 2<sup>nd</sup>: Ferlazzo

Not voting: Stanton  
Motion passes 7:0

FY 2020-2021 Strategic Plan: Cole shares that the same format was used with the updated mission. Cole discusses in goal #2 he shares that a work session was added for sustainability for the CCLT as well as policy for communication guidelines for the board and staff so that there is a policy on speaking to the media, partner, and funders. A board member training is also potentially in the works as well as an executive director position for the future by the end of 2021.

Motion to approve the FY 2020-2021 Strategic Plan: Labrunerie  
Motion to 2<sup>nd</sup>: Head  
Not Voting: Stanton  
Motion Passes: 8:0

#### VI. REPORTS

Treasurer's Report: LaBrunerie shares that there are long term liabilities for the Third Avenue property. Cole shares that the loan for 19 Third was increased from \$85,000-\$92,609 and is reflected on the financial statements. The home will likely list for \$135,000-140,000 and will have the additional gift of equity attached to the property.

**Motion to accept the Treasurer's Report: Maze**  
**Motion to 2<sup>nd</sup>: Rhoades**  
**Not Voting: Stanton**  
**Motion passes: 7:0**

FY 2019 Financial Summary of Activity: Cole shares that the bylaws say that staff provides the summary at the annual meeting. The treasurer's report shows this and the annual report will be provided in January.

#### VII. OLD BUSINESS

Attendance Policy Update: Cole shares that the board had previously directed staff to work with the CCLT attorney, Caleb Colbert on a draft attendance policy. Cole gave Colbert the draft language that the board proposed and some language was added. The group recommends using "his or her" on the second line rather than "his" to keep consistent throughout the document.

**Motion to approve the Attendance Policy with amended language of "his or her": LaBrunerie**  
**Motion to 2<sup>nd</sup>: Ferlazzo**  
**Not Voting: Stanton**  
**Motion passes: 7:0**

Review of Financials and Audit Procurement: Cole shares that included in the Strategic Plan there is a plan to conduct a financial Review of 2019 and an audit of 2020. Staff reached out to many organizations and was turned down. Hauk and Kruse provided an in budget proposal that the board reviewed and was the only organization to make a proposal. Clark shares the challenges were that the organization was elected by Council and was associated with a government agency.

**Motion to approve Hauk and Kruse for the 2019 Financial Review and 2020 Audit: Cristal**

**Motion to 2<sup>nd</sup>: LaBrunerie**

**Not voting: Stanton**

**Motion passes: 7:0**

Real Estate Services: The board has extensive discussion about each proposal and concerns and positives for each of the proposals. Mendenhall as a realtor and with an agent proposal from his agency recused himself. Head recused herself as well because she is David Ballenger, one of the bidders, sister-in-law. Mendenhall answered only questions about traditional realtor protocol and the market.

*6:30 pm Anthony Stanton arrives.*

The group continues to discuss that they prefer realtors who have experience with low income buyers and properties as well as a diverse population. The group discussed having each realtor present at the meeting or be more specific with their proposals and time limits on when the realtor would have to sell the property by. The group ultimately decides to continue utilizing David Ballenger as the CCLT realtor.

**Motion to approve David Ballenger for the realtor for 19 Third Avenue and the Cullimore Cottages: Maze**

**Motion to 2<sup>nd</sup>: Stanton**

**Motion passes: 8:0**

VIII. NEW BUSINESS

Grounded Solutions Membership: Cole shares that Grounded Solution membership has come due and is ready for renewal and costs \$400. Grounded Solutions is a National Advocacy Organization. The national conference rate is reduced as a member and there is a possibility of a grant for a board member to go to the conference as well as other benefits. The board votes to renew the membership.

**Motion to approve renewal of the Grounded Solutions Membership: Maze**

**Motion to 2<sup>nd</sup>: Cristal**

**Motion passes: 8:0**

January 16<sup>th</sup> Event: Cole shares that staff as well as the Aldin Family Foundation and Eric Morrison of Providence Bank have been working to organize an event. The Event will be a Documentary Showing of the Documentary "Arc of Justice: The Rise, Fall and Rebirth of a Beloved Community", followed by a panel with staff Randy Cole, board member/homeowner Linda Head and Realtor Rev David Ballenger to discuss the land trust model and the impact and affordable housing needs of the community. The event will be hosted at the Atrium. The Atrium donated the event space as well as the Aldin Family Foundation and Providence Bank pledged funds to cover the cost of food at the event. The event will be a potential fundraiser for the CCLT as well as for overall marketing.

*7:28 pm Rhoades leaves.*

**Motion to approve moving forward with the event: LaBrunerie**

**Motion to 2<sup>nd</sup>: Stanton**

**Not Voting: Rhoades**

**Motion passes: 8:0**

Draft Cullimore Cottages Request for Proposals: Cole shares that Job Point and CMCA, the local CHDO's will likely build 3-5 homes for the CCLT, leaving the CCLT 5-7 homes of the 10 on N. 8<sup>th</sup> Street. The proposal includes the street front homes including plan A and C. The due date for the proposals will be January 31, 2020. The group has some discussion about the solar panel funding as well and looks of the homes. Cole shares that staff worked diligently to take into account the input of the neighborhood, CHDO's and architect into the designs. Some members of the board expressed concern for the homes not really looking different from one another. The board elects to move forward with the request for proposals.

**Motion to Approve: LaBrunerie**

**Motion to 2<sup>nd</sup>: Stanton**

**Not Voting: Rhoades**

**Motion passes: 7:0**

IX. GENERAL COMMENTS BY PUBLCI MEMBERS AND STAFF  
None.

X. NEXT MEETING DATE  
January 14, 2020

XI. ADJOURNMENT  
**Motion to adjourn: Cristal**  
**Motion to 2<sup>nd</sup>: Ferlazzo**  
**Not voting: Rhoades**  
**Motion Passes: 7:0**

The meeting adjourned at 8:01 pm.