



City of Columbia, Missouri

Meeting Minutes

Community Land Trust Organization Board

Wednesday, June 7, 2023
6:30 PM

Regular Meeting

Council Chambers, City
Hall 701 E Broadway

I. CALL TO ORDER

The meeting was called to order at 6:30pm by Stanton.

II. INTRODUCTIONS

Present at the start of the meeting were board members Rhoades, Bush-Cook, Stanton, Cristal, Maze, and Trotter. City staff Timothy Teddy, Jennifer Deaver, Jacob Amelunke, and Molly Fair were also in attendance.

Present: 6 - Shirley Rhoades, Anthony Stanton, Susan Maze, Scott Cristal, Jeremy Trotter and Tracey Bush-Cook

Excused: 4 - Alexander LaBrunerie, Linda Head, Jennifer Rigdon and Nick Knoth

III. APPROVAL OF AGENDA

Motion to approve the agenda: Stanton

Motion to 2nd: Cristal

Not voting: LaBrunerie, Head, and Rigdon

Motion passes: 6:0

IV. APPROVAL OF MINUTES

Attachments: [Draft 2.16.2023 CCLT Minutes](#)
[CCLT 2.16.23 Meeting Recording](#)

Motion to approve the February 16, 2023 and May 3, 2023 Meeting Minutes:

Stanton

Motion to 2nd: Bush-Cook

Not voting: LaBrunerie, Head, and Rigdon

Motion passes: 6:0

Attachments: [Draft 5.3.2023 CCLT Minutes](#)
[CCLT Meeting Recording 5.3.23](#)

Discussed under agenda item Approval of February 16, 2023 Meeting Minutes.

V. REPORTS

Attachments: [CCLT Financial Statements December 2022 Revised](#)
[CCLT Financial Statements March 2023](#)
[CCLT Financial Statements April 2023](#)

Treasurer's Report - Revised December 2022 Financials; March and April 2023 Financials: Fair reviewed the financials and shared that the December 2022 Financials

were revised to show the correct expenditure amount for administrative services.

Motion to accept the Treasurer's report: Stanton

Motion to 2nd: Trotter:

Not voting: LaBrunerie, Head, and Rigdon

Motion passes: 6:0

VI. OLD BUSINESS

Attachments: [CCLT Financial Procedures-Amended 3-18-2018](#)

[CCLT Professional Services Procurement Procedure](#)

CCLT Bank Account Review: Fair shared that documentation is still needed from one person to be able to move \$90,000 into the money market account at First Mid Bank as was approved at the last meeting. Staff reviewed the CCLT procurement policy and determined an informal RFP would be needed to switch to a different bank. Stanton shared that there should be a form letter that was used for a past banking RFP that could be modified.

Motion to allow staff to find existing documentation concerning advertising for banking services: Stanton

Motion retracted by Stanton.

The Board discussed whether to limit the RFP to local and regional banks or to all banks.

Motion to reach out to 3 – 5 banks (not limited to local and regional banks) and look for better services: Stanton

Motion to 2nd: Cristal

Not voting: LaBrunerie, Head, and Rigdon

Motion passes: 6:0

Attachments: [A Civil Group Proposal](#)

[A Civil Group Proposal Emails](#)

[Allstate Consultants Proposal Emails](#)

[Crockett Engineering Consultants Proposal](#)

[Crockett Engineering Consultants Proposal Emails](#)

Discussion of Lot lines: Amelunke reviewed the proposals from the Lot Lines RFP. He shared that the storm water easement in the middle of Cullimore Cottages will need to continue to be maintained by the CCLT and that he will discuss that with the company the CCLT uses for mowing.

Motion to accept Crockett Engineering's proposal: Maze

Motion to 2nd: Stanton

Abstain: Cristal

Not voting: LaBrunerie, Head, and Rigdon

Motion passes: 5:0

ARPA and Apricot Application: Stanton shared that the CCLT was approved to proceed to the second round of the application process for City ARPA funding, which is due in the Apricot system this Friday. He already submitted the application for the County ARPA funding.

VII. NEW BUSINESS

Lynn Street Tree Removal: Amelunke shared that a neighbor next door to one of the

CCLT Lynn Street homes has had limbs fall on his house and shed from a tree on CCLT property. Amelunke presented City Arborist Steve Fritz's recommendations to remove the overhanging tree(s). Amelunke shared that since Arthur Ratliff Tree & Stump Removal is on the City procurement list, an RFP is not necessary.

Motion to remove the trees per City Arborist recommendation: Cristal

Motion to 2nd: Maze

Not voting: LaBrunerie, Head, and Rigdon

Motion passes: 6:0

Attachments: [2023 Beard and Associates Engagement Letter](#)

Accounting Services Renewal: Fair shared that the accounting firm the CCLT uses is increasing their monthly rate from \$155 to \$165. The Board can either accept the rate increase or do an RFP for accounting services.

Motion to accept the rate increase by the current accounting firm: Stanton

Motion to 2nd: Trotter

Not voting: LaBrunerie, Head, and Rigdon

Motion passes: 6:0

Attachments: [CCLT Financial Procedures-Amended 3-18-2018](#)

[CCLT Professional Services Procurement Procedure](#)

CCLT Marketing and Media Packet: The Board discussed options for marketing materials, as well as potentially doing an RFP at a later date for a designer. Stanton suggested updating old marketing materials with new information, as well as using a handout he received at a conference as a starting point for a one-page handout. Stanton and Maze will work on marketing material for the next meeting. Staff will reach out to the City Manager's Office to see if there are any branding standards the CCLT needs to meet.

Attachments: [Cincinnati Insurance Company PO and Documentation Signed](#)

[Proposed FY2023 Budget Amendment](#)

Budget Amendment: Staff presented the proposed amended budget including increases for insurance, accounting services, and repairs and maintenance.

Motion to approve the budget as amended by staff: Stanton

Motion to 2nd: Cristal

Not voting: LaBrunerie, Head, and Rigdon

Motion passes: 6:0

VIII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Trotter inquired if there were any updates on the issue with Cullimore Cottages' solar production that came up a couple of weeks ago. Amelunke shared that he was informed by Greenleaf/City Water & Light that the solar panels were producing, but not sure where the issue stands at this point. Trotter requested an update at the next board meeting.

IX. NEXT MEETING DATE

August 2, 2023

X. ADJOURNMENT

The meeting was adjourned at 7:14pm.

Motion to adjourn: Maze
Motion to 2nd: Stanton
Not voting: LaBrunerie, Head, and Rigdon
Motion passes: 6:0