



City of Columbia, Missouri

Meeting Minutes

Community Land Trust Organization Board

Tuesday, March 13, 2018
6:30 PM

Regular

City Hall
Conference Room 1C
701 East Broadway

I. CALL TO ORDER

Dowell called the meeting to order at 6:30 p.m.

II. INTRODUCTIONS

Present: 6 - Shirley Rhoades, Jerry Dowell, Anthony Stanton, Alexander LaBrunerie, Paul Prevo and Susan Maze

Excused: 1 - Michael Trapp

III. APPROVAL OF AGENDA

Motion to approve the Agenda: LaBrunerie

Motion to 2nd by: Maze

Not voting: Stanton and Prevo

Motion passed: 4-0

IV. APPROVAL OF MINUTES

Approval of the Minutes

Attachments: [CCLT February 13, 2018 Meeting Minutes Draft](#)

[1.9.18 Draft meeting minutes](#)

Motion to approve the February 13th Minutes: LaBrunerie

Motion to 2nd by: Maze

Not voting: Stanton and Prevo

Motion passed: 4-0

Motion to approve the January 9th Minutes: LaBrunerie

Motion to 2nd by: Maze

Not voting: Stanton and Prevo

Motion passed: 4-0

V. SPECIAL ITEMS

None

VII. OLD BUSINESS

City CCLT Administrative Services Agreement

Attachments: [Administrative Services Agreement](#)

City CCLT Administrative Services Agreement: Cole reviewed a

PowerPoint with the administrative policies. He discusses that the first five years the CCLT is under the City's administration and is free of charge for the first three years. Cole review the agreements policies and the duties of the board and staff. He requests that duties that are not policy related be done under his review.

Paul Prevo arrives 6:34p

March 5, 2018 Council Work Session Recap

March 5, 2018 Council Work Session Recap: Cole shared that in his opinion the work session went well and the board presented their positions well.

Anthony Stanton arrives 6:42p

Website, Marketing and Fundraising

Attachments: [Website Donation Deposit Procedures](#)

Website, Marketing and Fundraising: Cole notes that access has now been given to city staff and editing and updating will transition into an administrative function. Paypal will be collected and transferred once monthly to allow for simple and easy to manage deposits.

Motion to approve Web base donation account procedures: LaBrunerie

Motion to 2nd by: Stanton

Motion passed: 6-0

Beacon of Hope Foundation Partnership-Draft MOU Update

Beacon of Hope Foundation Partnership-Draft MOU Update: the Health Department is the main entity tracking the food vouchers and funds for Land Trust buyers and the CCLT will be mentioned as a partner.

Lynn Cottages Ribbon Cutting

Lynn Cottages Ribbon Cutting: Cole proposed that the Ribbon cutting be pushed to April 23rd and shares that the properties will likely look nicer as they will hopefully growing grass and totally completed, and there would be more time to invite the primary funder from the HUD field office. Prevo wants to make sure that there is news coverage of the Ribbon cutting. The board has a discussion about this option. The board determined that Thursday April 26th at 4 in the afternoon would be a better time for the board. The process of inviting.

VIII. NEW BUSINESS

Board Member Communication

Cole shares that he prefers that any tasks or projects that the board requests be completed go through him so that he may distribute them to his staff. Quick questions about a meeting can be directly to Clark. Otherwise

he would like to have tasks for his staff go through him.

Contract Approval Procedure

Attachments: [Contract Approval Procedure](#)

First the board engages the purchase and it is discussed. The City drafts the agreements and has it reviewed. The City staff conducts the negotiation for the purchase. After an agreement is made, staff will bring it in front of the board for review. The president authorizes the signature. If the board has any adjustments City Staff will go back and renegotiate and complete the same process.

Motion to approve Contract Approval Procedure: Prevo

Motion to 2nd by: Stanton

Motion passed: 6-0

Fair Housing Task Force

Dowell has communicated with City Clerk that he would like to be the representative from the Columbia Community Land Trust. There are still some spots that must be filled for the Task Force. Stanton was voted at the Planning and Zoning Representative. Stanton asked if a representative from the school board is represented. There was not seat on the Task Force available, but Cole notes that people from the school board may be asked to speak during meetings as presenters or community partners.

IX. REPORTS

Treasurer's Report

Attachments: [February Financials](#)

LaBrunerie reviewed the financials, and shared that the Land Trust will want to make sure that the houses get sold this year, because the liabilities side will need to be paid off in 2018. Some discussion was had about marketing the homes as well as selling the homes being the priority for 2018. There are potentially two people under contract with David Ballanger the Land Trust Relator. Per Cole, it would potentially be likely to have at least two homes sold by the end of May.

Motion to the Treasurer's Report: Prevo

Motion to 2nd by: Stanton

Motion passed: 6-0

Grant Opportunities and Deadlines

The board discussed grants that they planned to review and potentially apply for. They hope that the grant through Ameren or the Boone County Foundation may fund the fencing. The board clarified that they should still

pursue finances and grant opportunities for the land trust and the City staff will continue to work as operations. Federal Home Loan Bank application will be done by Cole as well as the portions of the grants that he is able to. Cole hopes to work as a team in regards to raising funds and grant writing. Stanton asked if there was potential for reimbursement for software that has already purchased. Maze clarified that funders are often looking to fund things that have not already happened. So if there is something necessary to purchase software wise or not they could look into funding from that and that will be managed on a case by case basis.

X. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

None.

XI. MOTION TO GO INTO CLOSED SESSION

pursuant to RSMO 610.021 (2) Leasing, purchase or sale of real estate.

Motion to go into closed session: Prevo

Motion to 2nd by: LaBrunerie

Yes: 6 - Rhoades, Dowell, Stanton, LaBrunerie, Prevo and Maze

Excused: 1 - Trapp

XII. NEXT MEETING DATE

March 13th, 2018

XIII. ADJOURNMENT

The board had a few last minutes comments. Prevo clarified with Cole that the board can and should be on the lookout for properties that may be beneficial for the city to purchase in the future. The meeting was adjourned by Dowell at 7:23 p.m.