



# City of Columbia, Missouri

## Meeting Minutes

### Community Land Trust Organization Board

---

Tuesday, July 10, 2018

6:30 PM

Regular

Room 1C

City Hall

701 E. Broadway

---

#### I. CALL TO ORDER

The meeting was called to order at 6:58 pm.

#### II. INTRODUCTIONS

**Present:** 4 - Jerry Dowell, Anthony Stanton, Alexander LaBrunerie and Susan Maze

**Excused:** 2 - Shirley Rhoades and Paul Prevo

**Non-Voting:** 1 - Michael Trapp

#### III. APPROVAL OF AGENDA

Dowell proposes that the Motion to go into closed session and the Reports be moved to after the approval of the minutes because the board must discuss those topics, and members of the board may not have enough time to stay for the whole meeting.

**Motion to approve the agenda as amended: Dowell**

**Motion to 2nd: LaBrunerie**

**Not voting: Rhoades and Prevo**

**Motion Passes: 4:0**

Staff Memo

**Attachments:** [CCLT Staff Memo 7-9-18](#)

Discussed throughout the course of the meeting.

#### IV. APPROVAL OF MINUTES

Approval of June 28, 2018 Minutes

**Attachments:** [Draft 6.28.18 CCLT Minutes](#)

**Motion to approve the minutes: Stanton**

**Motion to 2nd: Maze**

**Not voting: Rhoades and Prevo**

**Motion Passes: 4:0**

#### VIII. MOTION TO GO INTO CLOSED SESSION

Motion to go into closed session pursuant to RSMO 610.021 (2) Leasing, purchase or sale of real estate.

**Attachments:** [CCLT Closed Meeting Notice 7.10.18](#)

**Yes:** 4 - Dowell, Stanton, LaBrunerie and Maze

**Excused:** 2 - Rhoades and Prevo

**Non-Voting:** 1 - Trapp

**Yes:** 4 - Dowell, Stanton, LaBrunerie and Maze

**Excused:** 2 - Rhoades and Prevo

**Non-Voting:** 1 - Trapp

## VI. REPORTS

### Treasurer's Report

**Attachments:** [June Financials](#)

LaBrunerie says that at this time the finances look good.

**Motion to approve the Treasurers Report: Dowell**

**Motion to 2nd: Stanton**

**Not Voting: Rhoades and Prevo**

**Motion Passes: 4:0**

## VII. OLD BUSINESS

### Lynn Cottages Final Payout

Cole proposes a new policy for the final payoff be reviewed and reconciled by an accountant, and then review and approval by the board. This would be in addition to a full invoice by the developer. The final payout for R. Anthony Development is \$6,468.62.

**Motion to approve the final payout: Dowell**

**Motion to second: Stanton**

**Not voting: Rhoades and Prevo**

**Motion Passes: 4:0**

**Motion to approve the new policy for final payout: Dowell**

**Motion to 2nd: Stanton**

**Not voting: Rhoades and Prevo**

**Motion Passes: 4:0**

## VIII. NEW BUSINESS

### QuickBooks Subscription

**Attachments:** [Quickbooks Subscription](#)

The renewal of the subscription is \$430 for another year.

**Motion to approve the QuickBooks Subscription: Dowell**

**Motion to second: LaBrunerie**

**Not voting: Rhoades and Prevo**

**Motion Passes: 4:0**

#### Grounded Solutions National Conference 2018

Cole shares the estimated cost of travel to Pittsburgh for three board members. The board discusses potentially amending the budget. Cole plans to apply for a scholarship to send a board member to the conference.

#### Burlington Associates Proposal

**Attachments:** [Burlington Associates Proposal](#)

Dowell has some changes the proposal. He proposed the CCLT utilizing Mike Brown for certain aspects and the City utilize him for others. Cole recommends contracting Mike Brown for the first section of the proposal and discussing later if the board needs Brown for additional consulting later

**Motion to approve the first section of the Burlington Associates Proposal: Dowell**

**Motion to second: Stanton**

**Not voting: Rhoades and Prevo**

**Motion Passes: 4:0**

### OLD BUSINESS CONTINUED

#### N. 8th Street Work Plan Overview

**Attachments:** [N 8th Street Work Plan](#)

Cole shares a work plan that shows all of the steps that Cole will be working on for the N. 8th project in an effort to be transparent. Cole says that he is working with Crockett to have the concept ready prior to the neighborhood meeting. Storm water, access for roads etc. will be included. Cole discusses he and the board both need to stay mindful that there are many great and innovative ways to do things, however cost is a concern. Cole would like the projects to be completed and successful. Dowell shares that he would like the other options or innovative ideas to run through Cole to see if there are resources. Maze shares that storm water management is a huge need and the neighborhood is very concerned about it. She shares that the neighborhood is happy to look at state funds as well to make sure that this need is addressed. Cole shares that with these projects his hope is to always go above and beyond requirements, but to also make sure that the projects will be completed.

### IX. NEW BUSINESS CONTINUED

#### Fundraising Discussion Continued

**Attachments:** [Sample Donation Thank You Letter](#)

[Sample 1 Guidelines for Acceptance of Gifts of Real Estate](#)

[Sample 2 Guidelines for Acceptance of Gifts of Real Estate](#)

[Dowell Fundraising Outline](#)

Dowell shared that he thought the donation thank you letter was perfect with a small to change to include that the date that the donation as received on.

**Motion to approve the letter: LaBrunerie**

**Motion to 2nd: Stanton**

**Not voting: Rhoades and Prevo**

**Motion Passes: 4:0**

The board decided to review the acceptance for gifts of real estate and discuss it again at the next meeting. Dowell hands out an overview of fundraising plans and handed out information regarding ways to do so. He discusses the idea of memberships for donations, and keeping in mind the capacity to handle the fundraising aspects such as hiring individuals. Dowell shares that he would like the board to participate in contributing to the CCLT.

**X. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF**

None.

**XI. NEXT MEETING DATE**

August 14th, 2018

**XII. ADJOURNMENT**

The meeting was adjourned by Dowell at 7:24 pm.