



City of Columbia, Missouri

Meeting Minutes

Community Land Trust Organization Board

Tuesday, December 11, 2018

6:30 PM

Regular

Room 1C

City Hall

701 E. Broadway

I. CALL TO ORDER

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

II. INTRODUCTIONS

Present at the start of the meeting were board members Richard Mendenhall, Alex LaBrunerie, Mike Trapp, Susan Maze, Anthony Stanton, homeowners Sara Ferrill and Linda Head, and member of the public Donna Kessell. City staff Randy Cole and Darcie Clark were also present. All in attendance in the meeting introduced themselves and gave an overview of their backgrounds as they relate to the CCLT. Kessell asked if the CCLT was going to pursue Rental in the future, Maze answered sharing that it was not something that the CCLT was actively pursuing but not something that would be considered in the future in regards to affordable rental.

Present: 6 - Anthony Stanton, Alexander LaBrunerie, Paul Prevo, Michael Trapp, Susan Maze and Richard Mendenhall

Excused: 1 - Shirley Rhoades

III. APPROVAL OF AGENDA

Attachments: [CCLT Staff Memo 12-10-18](#)

Discussed throughout the course of the meeting.

Motion to Approve the Agenda: Maze

Motion to 2nd: Prevo

Not Voting: Rhoades

Motion Passes: 5:0

IV. APPROVAL OF MINUTES

Approval of the Draft November 13, 2018 Minutes

Attachments: [Draft 11.13.18 CCLT Minutes](#)

Motion to Approve the Minutes: Prevo

Motion to 2nd: Maze

Not Voting: Rhoades

Motion Passes: 5:0

V. SPECIAL ITEMS

Acceptance of City Council Appointments

Trapp remains the council liaison to the CCLT and Richard Mendenhall was appointed as a board member.

Review of Article II: Section 12

The board decides to keep the articles as they are.

Election of Officers

The board discusses the officers as follows.

Motion to Approve Stanton as President: Maze

Motion to 2nd: Mendenhall

Not Voting: Rhoades

Motion Passes: 5:0

Vice President, Richard Mendenhall

Motion to Approve the Mendenhall as Vice President: Stanton

Motion to 2nd: Prevo

Not Voting: Rhoades

Motion Passes: 5:0

Secretary, Susan Maze

Motion to Approve Maze as Secretary: Stanton

Motion to 2nd: LaBrunerie

Not Voting: Rhoades

Motion Passes: 5:0

Treasurer, Alex LaBrunerie

Motion to Approve LaBrunerie as Treasurer: Stanton

Motion to 2nd: Prevo

Not Voting: Rhoades

Motion Passes: 5:0

FY 2018 Financials

The board reviews the financials for the year 2018. They acknowledge that many of the donations were accepted for the planning charrette for land trusts. The land trust spend roughly \$7,000 left because insurance and travel was less.

Real Estate Inventory

Cole shares that in 2019 the CCLT will be gaining 103 Lynn Street, 804 King Street, 7 and 9 3rd Avenue, and lots on N. 8th Street.

FY 2018 Major Accomplishments

Cole shares that the first CCLT homes were sold in 2018, two CHDO homes were sold and put into the CCLT, marketing through website, Facebook and brochures. Bylaws were amended and some policies were updated for such as the board president has the ability to approve purchases less than \$100 and web donations through PayPal were reviewed. Final payment for construction contracts now include a review that must be done by the accountant and full board prior to final payment. The Ground Lease account was established, Consultant Mike Brown visited. Many potential community partners

approached the board, such as Columbia College, the Business Loop CID and CMCA, Cole interprets that as the CCLT is gaining some respect in the community and seeing themselves a potential partner within the community. Stanton speaks about ADU's (accessory dwelling units) and the spirit of ADU's in the Planning and Zoning meetings. Stanton shares that he thinks that ADU's would present a "sticky" situation for the land trust and he doesn't believe that they should get involved with ADU's on CLT property at this time.

FY 2019 Proposed Operating Budget

Attachments: [FY 2019 Draft Budget](#)

Cole reviews the budget line by line. A donation of \$2,280.18 was received and was subtracted from the carry over as well as the accounting fee. The carryover of \$17,450.44. The board goes line by line and agree to allow the Ground Lease Fees account to build over 2019.

Motion to Approve FY 2019 Operating Budget: Stanton
Motion to 2nd: LaBrunerie
Not Voting: Rhoades
Motion Passes: 5:0

VI. REPORTS

Treasurer's Report

Attachments: [November Financials](#)

LaBrunerie shares that as discussed they want a deeper look at the December Financials. LaBrunerie plans to reach out to the accountant Jack Beard to review the ground lease payments as they tie to each property.

Motion to Approve FY 2019 Operating Budget: Stanton
Motion to 2nd: LaBrunerie
Not Voting: Rhoades
Motion Passes: 5:0

Approval Form for Purchases

Attachments: [CCLT Purchase Order Request](#)

Cole shares that he and Clark talked to the accountant Jack Beard about looking deeper at the records and preparing for an audit. Beard recommended that a form be created to look at every single payment with the information and that the form meets purchasing guidelines. Cole shows the Approval Form that allows for staff, and two officers to review every purchase and the budget.

Staff Report on Accrual Based Accounting

Jack Beard recommended that staff switch to accrual based accounting as that looks better in preparation for an audit. Clark shares the Ground Lease Invoices will go through QuickBooks from now on. Stanton asks that staff track their costs. Staff has been tracking their time, it is difficult due to some of the overlap. 25-50 percent of time is dedicated to CCLT each time. Maze shared that it could potentially be one full time job to operate the CCLT, but there is a broad range of skill sets that it takes to operate the

CCLT. Stanton would like plan what the CCLT staff costs to plan to be self-sustaining in the future.

Smart Pay for Ground Leases

Attachments: [SmartPay Express Payment](#)

Clark shares that there is a cost involved and can be seen in the attachment. It was discussed that due to cost the board would revisit the smart pay option in a year or potentially use the PayPal account for Ground Lease payments and tracking. The board decides to revisit the discussion in a year due to cost.

VII. OLD BUSINESS

Fundraising Outline-Susan Maze

Attachments: [Fundraising Overview](#) [Capital campaign](#)

Discusses a gift pyramid for a \$200,000 capital campaign to fund four additional homes on N. 8th Street as because it costs about \$50,000 in development financing for each home. Maze goes over the pyramid including how many people would need to give a certain amount and shares that roughly twice the number of prospects would be needed because some people will say "no". Maze shares that the board needs to discuss who, what, and how the "asks" will occur for donations.

Homeowner Ferrill asks if HUD funds, or tax credits could be applied for. The board discusses tax credits and other ways to fundraise and if the board would like to start a capital campaign. Maze asks that board members bring a list of names together for large asks. She asks for 8-10 names from board members to start a list of potential donors.

North 8th Predevelopment Update

Cole shares that Council approved zoning on November 19th and the HOA ND guidelines making the land trust the primary recipient of available HOME funds for affordable housing that are not CHDO funds. The RFP for CHDO's will be released by the end of the week, Cole shares that three of the homes will be built by CHDO's, Job Point, CMCA and or Habitat for Humanity. Stanton shares that he would like to see more unique homes in the neighborhood. Cole shares that they can express this to the CHDO's. Maze shares that the neighborhood will be sending a letter regarding traffic on North Blvd., North 8th street, Business Loop and Rangeline. Cole shares that he met with Crockett regarding planning better for mowing. The lots will now extend to each other so that mowing would be clearer and the bio retention would be under city maintenance.

VIII. NEW BUSINESS

105 Lynn Fence

Sara Ferrill, homeowner on Lynn Street shared that she would like to build a fence on her property. She shared that her daughter's service animal, a dog, escaped the home and was hit by a car. It was discussed that per her ground lease she can build a fence on the property. Ferrill requests that fences be built on future CCLT homes because Ferrill feels that fences would make the homes equal to other developments and increase safety. Linda Head a homeowner shared that she would not want a fence around her home because of how her home sits lower to the back of the lots. It is discussed that the cost of building a fence on each CCLT property could potential cause the properties to no

longer be affordable to buyers, but the buyers do have the option to have a fence on their properties with the exception of 107, 109, 111, and 113 Lynn Street, homeowners would have to request to be able to put a fence on their lots. Safety on Cullimore is discussed as well. Prevo shares that the spirit of the Lynn Street was to create a community and recognized that the homeowners present at the meeting know each other and work together. Head speaks to her preference of working together

Raised Bed Garden Proposal

Homeowner Megan Gore shared that she would prefer a garden in the ground rather than a raised bed. Megan shares that she would want the garden between 107 and 113 Lynn street and be about 8 feet by 20 feet starting seven feet from her home. The board recommends contacting "Dig Rite" but is not sure about the garden being on the property. The board has extensive discussion about whether or not they are okay to have a garden on the property. Ferrill shares that she is ok with gardening and offers some of her yard. Stanton shares that he would like to hear from all of the homeowners before voting. Head said that "the garden thing doesn't bother me, but the fence does". Prevo shares that he is concerned that the garden may be a problem in the future if the homeowners quit maintaining it. Stanton requests that the discussion of a garden be tabled until the next meeting and the neighbors to ask each other if it is okay with a garden on the property.

Motion to table: Stanton

Drainage at 107 Lynn

Cole shares the developer Rob Wolverton put in Walls between 107 and 109 and there is water collecting in the front yard of 107. Cole shared with the board that Wolverton will be looking at a solution for the standing water at his cost.

IX. 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 12.11.18](#)

9:00 pm

Motion to go into closed session pursuant to RSMO 610.021 (2) Leasing, purchase or sale of real estate (9:00pm): Prevo

Motion to 2nd: Stanton

Yes: 6 - Stanton, LaBrunerie, Prevo, Trapp, Maze and Mendenhall

Excused: 1 - Rhoades

9:09 pm

Motion to go out of closed session pursuant to RSMO 610.021 (2) Leasing, purchase or sale of real estate (9:09pm): Stanton

Yes: 6 - Stanton, LaBrunerie, Prevo, Trapp, Maze and Mendenhall

Excused: 1 - Rhoades

Motion to go into closed session pursuant to RSMO 610.021 (8) Welfare cases of identifiable individuals.

Attachments: [CCLT Closed Meeting Notice 12.11.18 2](#)

9:09 pm

Motion to go into closed session pursuant to RSMO 610.021 (8) Welfare cases of identifiable individuals (9:09pm): Prevo
Motion to 2nd: Maze

Yes: 6 - Stanton, LaBrunerie, Prevo, Trapp, Maze and Mendenhall

Excused: 1 - Rhoades

9:33 pm

Motion to go out of closed session pursuant to RSMO 610.021 (8) Welfare cases of identifiable individuals (9:33pm): Prevo
Motion to 2nd: Stanton

Yes: 6 - Stanton, LaBrunerie, Prevo, Trapp, Maze and Mendenhall

Excused: 1 - Rhoades

X. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Donation letters thanking donors are signed by present board members.

Cole shares that January 9th will be the Neighborhood Congress Public Engagement Meeting for how to expend federal CDBG and HOME funds.

Trapp shares that he has city owned properties all over town that could potentially be future homes of CCLT homes as well as other properties that could be rental or commercial properties for the CCLT.

Mendenhall discusses that buildings on Providence help fund the cemetery that he is on the board for. He is interested in commercial property for the land trust in the future.

XI. NEXT MEETING DATE

January 8, 2018

XI. ADJOURNMENT

The meeting adjourned at 9:45 pm.

Motion to adjourn: Stanton
Motion to 2nd: Maze
Not Voting: Rhoades
Motion Passes: 5:0