



# City of Columbia, Missouri

## Meeting Minutes

### Community Land Trust Organization Board

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Wednesday, July 15, 2020

6:00 PM

Regular

Council Chambers, City  
Hall

701 E. Broadway  
Columbia

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#### I. CALL TO ORDER

The meeting was called to order by Stanton at 6:02 pm.

#### II. INTRODUCTIONS

Present at the start of the meeting were board members Rhoades, Mendenhall, LaBrunerie, Cristal, Stanton, Head, and Ross, city staff Clark and Cole and member of the public Brandi Nickels, a CCLT homeowner. Ferlazzo attended but did not participate via Zoom.

**Present:** 7 - Shirley Rhoades, Anthony Stanton, Alexander LaBrunerie, Richard Mendenhall, Linda Head, Scott Cristal and Christopher Ross

**Excused:** 2 - Susan Maze and Damon Ferlazzo

**Non-Voting:** 1 - Pat Fowler

#### III. APPROVAL OF AGENDA

Staff Memo

**Attachments:** [CCLT Staff Memo 7-15-20.pdf](#)

Discussed throughout the course of the meeting.

**Motion to approve the Agenda:** Stanton

**Motion to 2nd:** Head

**Not Voting:** Ferlazzo and Maze

**Motion Passes:** 7:0

#### IV. APPROVAL OF MINUTES

Approval of July 1, 2020 Minutes

**Attachments:** [Draft CCLT July 1, 2020 Minutes.pdf](#)

**Motion to approve the Minutes:** Stanton

**Motion to 2nd:** Cristal

**Not Voting:** Ferlazzo and Maze

**Motion Passes:** 7:0

#### V. REPORTS

Treasurer's Report

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

The previously discussed \$30,000 donation had not occurred yet but is anticipated.

**Motion to approve the Treasurer's Report: Stanton**

**Motion to 2nd: Cristal**

**Not Voting: Ferlazzo and Maze**

**Motion Passes: 7:0**

Donations received

Discussed during the treasurers report.

### Ground Lease Payment System Considerations

Cole shares that during the pandemic staff utilized the PayPal account to accept Ground Lease Payments, however, it became a bit confusing when transferring recurring donations and Ground Lease Payments into the proper bank account. Cole shared options with using QuickBooks, SmartPay with Providence Bank and PayPal. Quickbooks seemed to have competitive fees and would allow for one less system to track saving time for staff. The board votes to implement QuickBooks payments for Ground Lease payments.

Stanton requests that staff look into the fees being paid for by the person paying rather than the CCLT absorbing that cost.

**Motion to approve the accepting QuickBooks for Ground Lease Payments:**

**Stanton**

**Motion to 2nd: Head**

**Not Voting: Ferlazzo and Maze**

**Motion Passes: 7:0**

Insurance Audit Results

Cole shares that the insurance had previously been set up to pay for the cost on the "back end" meaning that following an audit the insurance cost would be determined after the insurance year. Coles shares that he spoke to the insurance company and requested that the insurance costs be paid up front prior to building homes so that the CCLT can better budget and prepare for the costs. Stanton requests that a step by step guide be created for insurance.

### Hauk Kruse Review of Financial Statements

Cole shared that the Hauk Kruse financial review is currently occurring and he and Clark turned in the information request on Monday and are awaiting additional instructions.

## VI. OLD BUSINESS

### John Hansman Builder Agreement

**Attachments:** [Custom Built Construction Contract - CC revisions - 6.24.pdf](#)  
[Cullimore extras.pdf](#)

The CCLT attorney Caleb Colbert and builder John Hansman reviewed and approved the agreements for the CCLT. Cole shares that staff request the board approved the proposed agreements.

**Motion to approve the Builder Agreements: Mendenhall**

**Motion to 2nd: Stanton**

**Not Voting: Ferlazzo and Maze**

**Motion passes: 7:0**

Heritage Trail Sign for Miles Manor

Cole shares that he spoke with REDI and the estimated cost for the plaque is \$2,800. REDI offered to pay \$1,400. The board discusses fundraising for the remaining portion of the sign.

**Motion to approve the Heritage Sale Sign for Miles Manor and also look for additional funds to support the cost: Mendenhall**

**Motion to 2nd: Cristal**

**Not Voting: Ferlazzo and Maze**

**Motion passes: 7:0**

## VII. NEW BUSINESS

Potential Dates for Cullimore Cottages Groundbreaking and Meeting  
Social Distancing Requirements

Cole shares that the CCLT plans to host a Ground Breaking for the Cullimore Cottages. Cole shares that the event will be outside at the site with no food and a smaller group with approximately 25 attendees and offering Facebook Live as a virtual option.

## 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 7.15.2020.pdf](#)

The board entered closed session at 6:48 pm

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

**Motion the 2nd: Cristal**

**Not voting: Ferlazzo and Maze**

**Roll Call Vote:**

**Roades: Yes**

**Mendenhall: Yes**

**LaBrunerie: Yes**

**Cristal: Yes**

**Stanton: Yes**

**Head: Yes**

**Ross: Yes**

**Yes:** 7 - Rhoades, Stanton, LaBrunerie, Mendenhall, Head, Cristal and Ross

**Excused:** 2 - Maze and Ferlazzo

**Non-Voting:** 1 - Fowler

The board went out of closed session at 7:02 pm.

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

**Motion the 2nd: LaBrunerie**

**Not voting: Ferlazzo and Maze**

**Roll Call Vote:**

**Roades: Yes**

**Mendenhall: Yes**

**LaBrunerie: Yes**

**Cristal: Yes**

**Stanton: Yes**

**Head: Yes**

**Ross: Yes**

**Yes:** 7 - Rhoades, Stanton, LaBrunerie, Mendenhall, Head, Cristal and Ross

**Excused:** 2 - Maze and Ferlazzo

**Non-Voting:** 1 - Fowler

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

Cole shares that CCLT attorney Caleb Colbert may have some changes to “beef up” the CCLT Ground Lease so that it is more specific to Missouri.

**X. NEXT MEETING DATE**

**XI. ADJOURNMENT**

The meeting adjourned at 7:04 pm.

**Motion to adjourn: Stanton**

**Motion to 2nd: Head**

**Not Voting: Ferlazzo and Maze**

**Motion passes: 7:0**