



# City of Columbia, Missouri

## Meeting Minutes - Draft

### Community Land Trust Organization Board

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Wednesday, August 7, 2024  
6:30 PM

Regular Meeting

Room 1A/B, City Hall  
701 E Broadway

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#### I. CALL TO ORDER

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

#### II. INTRODUCTIONS

Present at the start of the meeting were Board members Ascani, Hunt, Stanton, LaBrunerie, Trotter, and Bush-Cook. City staff Rebecca Thompson, Jennifer Deaver, Molly Fair, and Tracy Graham were also in attendance.

**Present:** 6 - Anthony Stanton, Alexander LaBrunerie, Jeremy Trotter, Tracey Bush-Cook, Douglas Hunt and Rikki Ascani

**Excused:** 2 - Shirley Rhoades and Linda Head

**Non-Voting:** 1 - Betsy Peters

#### III. APPROVAL OF AGENDA

**Motion to amend the agenda to move "General Comments by Public, Members and Staff" before the Closed session:** Hunt

**Motion to 2nd:** Stanton

**Not voting:** Head and Rhoades

**Motion passed:** 6:0

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

**Motion to 2nd:** LaBrunerie

**Not voting:** Head and Rhoades

**Motion passed:** 6:0

#### IV. APPROVAL OF MINUTES

Approval of July 10, 2024 Meeting Minutes

**Attachments:** [07.10.2024 CCLT Meeting Minutes - DRAFT](#)

[07.10.2024 CCLT Meeting Audio](#)

**Motion to approve the July 10, 2024 meeting minutes:** LaBrunerie

**Motion to 2nd:** Trotter

**Not voting:** Head and Rhoades

**Motion passed:** 6:0

## V. REPORTS

### Treasurer's Report

**Attachments:** [CCLT Financial Statement April 2024](#)  
[CCLT Financial Statement May 2024](#)  
[CCLT Financial Statement June 2024](#)

LaBrunerie brought to the attention of the Board that one year ago their balance was \$130,629.11 and now it is \$101,919.71. He stressed the need to fundraise.

*(City Council Liaison, Betsy Peters, arrived at 6:35 p.m.)*

**Motion to accept the Treasurer's Report: LaBrunerie**  
**Motion to 2nd: Hunt**  
**Not voting: Head and Rhoades**  
**Motion passed: 6:0**

### Administrative Report: MO Secretary of State

Jennifer Deaver said that the annual fee to the Missouri Secretary of State's office was paid. She added that current Board member names and addresses were updated as well.

## VI. OLD BUSINESS

### CCLT Banking Services

LaBrunerie is continuing to reach out and gather information regarding banking services. He will bring more information to the Board at the next meeting.

### External Marketing Materials

**Attachments:** [CCLT Community Partners Brochure - Out of Date](#)  
[CCLT Donation Policy-Revised](#)  
[CCLT Homebuyers Brochure - Out of Date](#)  
[CCLT Summary Sheet for Partners-Funders - Out of Date](#)  
[CCLT Summary Sheet for Potential Participants - Out of Date](#)  
[CCLT Logo and Branding Guide](#)

Ascani received the marketing materials and information previously used and said that it was helpful. Stanton said that updating data and tracking down current information would be the best place to start. City staff said that a lot of the updated information is available on the website. Bush-Cook and Ascani will work on marketing materials.

**Motion to have some type of external marketing material by the next CCLT Board meeting to be approved and ready for distribution by October 24th, the day of the Affordable Housing Summit: Stanton**  
**Motion to 2nd: Trotter**  
**Not voting: Head and Rhoades**  
**Motion passed: 6:0**

### General Considerations for CCLT Expenditures of ARPA Funds

Rebecca Thompson said that the Cullimore Cottages RFP closes on August 16th. The Board needs to find a date for a closed session to discuss bids. City Staff will send an email regarding dates for a meeting.

## Discussion of 903 N. Garth

**Attachments:** [903 N Garth - Budget Proposal and Floor Plan \(DRAFT ESTIMATE\)](#)

Rebecca Thompson stated that the City currently has an agreement with Job Point and shared the initial building cost estimate with the CCLT. With that agreement with the City, there are \$94,000 in HOME funds going to the project already.

The Board discussed options to partner with Job Point on this project in a variety of ways.

**Motion to propose negotiations with Job Point to fill the \$50,000 gap, or something like it, on the condition the property at 903 N. Garth is turned over to the Land Trust to add to their portfolio: Hunt**

**Motion to 2nd: Stanton**

**Not voting: Head and Rhoades**

**Motion passed: 6:0**

The group discussed looking into potential lots already owned by the City. Rebecca Thompson will look into City owned lots and report back to the Board.

## Amendments to Bylaws and Home Buyer Selection Policy

**Attachments:** [CCLT Current Bylaws](#)  
[CCLT Conflict of Interest Signature](#)  
[Home Buyer Selection Policy](#)

Hunt highlighted three items in the bylaws that he wanted to discuss:

1. How to define a neighborhood representative due to the difficulty in locating what areas of the city fall in the CDBG eligible area. Some ideas to assist with this issue were to make the area visible and available to potential applicants and the possible need to amend the ordinance to change the member criteria to be on the Board.
2. Sunshine law in regard to 13(b) of the bylaws. It was clarified that individuals or small groups of Board members could take action on behalf of the Board when it is at the direction of the Board.
3. Conflict of interest and what does that mean in relation to a member of the CCLT.

It is unclear if any future amendments to the bylaws would need to be approved by City Council once approved by the Board. Rebecca Thompson will look into this. The Board will discuss this topic further at their September 2024 meeting.

## Fundraising Operations

LaBrunerie said that the Board has approval to use the Pruitt-Igoe movie for fundraising purposes. LaBrunerie and Bush-Cook will work together to plan a screening event as a fundraiser between now and Spring of 2025.

## VII. NEW BUSINESS

### QuickBooks Annual Renewal

Molly Fair provided the Board with an update on the annual renewal for QuickBooks.

**Motion to approve the renewal of the annual QuickBooks subscription:**

**LaBrunerie**

**Motion to 2nd: Trotter**

**Not voting: Head and Rhoades**

**Motion passed: 6:0**

## VIII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Hunt discussed a possible housing acquisition opportunity and options. Both homes are currently rentals and the owner is looking to sell them with the understanding that they would be kept as affordable housing. This item to be discussed in greater detail during closed session.

Stanton said that he would like to attend the "2024 Reclaiming Vacant properties Conference" in St. Louis October 9 - 11. Molly Fair said that the travel budget is currently \$2000 to \$3000. Stanton and Peters would like to attend.

**Motion to send up to 2 people to the "2024 Reclaiming Vacant Properties Conference" in October: Stanton**

**Motion to 2nd: Ascani**

**Not voting: Head and Rhoades**

**Motion passed: 6:0**

Ascani said that grad school will be starting soon and has a class on Wednesday evenings. Because of this class, Ascani will be late to meetings through December, but still plans on attending.

## 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 by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.

**Attachments:** [CCLT Closed Meeting Notice 08.07.2024](#)

**Motion to go into closed session pursuant to RSMo 610.021 (2) Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor.**

**Yes:** 6 - Stanton, LaBrunerie, Trotter, Bush-Cook, Hunt and Ascani

**Excused:** 2 - Rhoades and Head

**Non-Voting:** 1 - Peters

The meeting entered closed session at 8:12 p.m.

(Betsy Peters left the meeting during closed session at 8:28 p.m.)

The meeting returned to open session at 8:43 p.m.

X. NEXT MEETING DATE: September 11, 2024

XI. ADJOURNMENT

Motion to adjourn: Stanton  
Motion to 2nd: Trotter  
Not voting: Head and Rhoades.  
Motion passed: 6:0

The meeting adjourned at 8:44 p.m.

DRAFT