



# City of Columbia, Missouri

## Meeting Minutes - Draft

### Community Land Trust Organization Board

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Wednesday, November 6, 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 by Stanton at 6:30 p.m.

#### II. INTRODUCTIONS

Board members present at the start of the meeting: Head, Hunt, Stanton, Trotter, LaBrunerie, and Bush-Cook. City Council liaison, Valerie Carroll was in attendance. City staff: Jennifer Deaver, Jacob Amelunke, Cari Schlottach, and Tracy Graham were also present.

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

**Excused:** 2 - Shirley Rhoades and Rikki Ascani

**Non-Voting:** 1 - Valerie Carroll

#### III. APPROVAL OF AGENDA

**Motion to approve the agenda: Stanton**

**Motion to 2nd: LaBrunerie**

**Motion passed unanimously: 6:0**

#### IV. APPROVAL OF MINUTES

Approval of October 2, 2024 Meeting Minutes

**Attachments:** [CCLT DRAFT Meeting Minutes 10.02.2024](#)

**Motion to approve the October 2, 2024 meeting minutes: Stanton**

**Motion to 2nd: Trotter**

**Motion passed unanimously: 6:0**

#### V. REPORTS

Treasurer's Report

**Attachments:** [CCLT Financial Statement September 2024](#)

LaBrunerie discussed the Treasurer's Report from September 2024.

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

**Motion to 2nd: Trotter**

**Motion passed unanimously: 6:0**

Reclaiming Vacant Properties 2024 Conference

Stanton provided an update from his attendance at the 2024 Reclaiming Vacant Properties Conference in St. Louis. He stated that there was a lot of focus on land banks.

Stanton discussed land banks with Rebecca Thompson, as she was in attendance at the same conference. Stanton also met with other land trusts.

## VI. OLD BUSINESS

### CCLT Banking Services

LaBrunerie provided an update. He is waiting on a couple of other banks, but feels the current rates they have will not be beat by other institutions. Deaver reminded the Board about the time commitments involved if they do decide to change banks. LaBrunerie will do one more reach out and will give the final update at the December meeting.

### External Marketing Materials

#### i. Housing Summit Marketing Materials Invoice

Deaver said the motion that was authorized previously for purchases was for \$100 and the receipts for brochures and pens were above that amount. \$111.18 for flyers and \$211.97 for pens.

The current marketing budget is \$2000 and no money has been spent out of that budget line yet.

Stanton would like Bush-Cook and Ascani to work on a buyer based brochure. He would like to also look into QR code cards for Board members.

**Motion to approve the outstanding invoices for marketing materials totaling \$323.15: LaBrunerie**

**Motion to 2nd: Stanton**

**Motion passed unanimously: 7:0**

### CCLT Expenditures of ARPA Funds

#### i. Cullimore Cottages

**Attachments:** [PCE Construction](#)  
[Grove Construction](#)

Amelunke discussed bids and pricing options for Cullimore Cottages construction. Best and final offer was requested and responses were received from Grove Construction and PCE Construction. The bid pricing is per house and two houses are to be built. Stanton asked if Job Point could possibly do the builds. Amelunke stated that while it might be a viable option in the future, Job Point currently doesn't have the capacity.

**Motion to take the lowest, most qualified bid based on staff recommendations:**

**Stanton**

**Motion to 2nd: Trotter**

**Motion passed unanimously: 6:0**

#### ii. 6 Fourth Ave.

Amelunke stated that 6 Fourth Ave. is one lot right now and can start building with one of the responses from Grove Construction. Subdividing is possible, but a lengthy process that requires neighborhood engagement, going to the Board of Adjustment, going to Planning and Zoning, and then City Council. That process will be about 6 to 7 months worth of work. Then you would need a house and get the house approved. Once that is done, would need to get the house built.

Board discussed the option of splitting the lot and potentially building two houses and what the process would look like. The discussion included doing additional research

about the lot itself by City staff and Board members. Research is also needed on universal design and federal funds.

**Motion to employ City staff and Board to investigate the use of the lot on Fourth street as two lots before issuing an RFP for the site: Stanton**

**Motion to 2nd: LaBrunerie**

**Motion passed unanimously: 6:0**

Amendments to Bylaws

**Attachments:** [CCLT Bylaws](#)

Deaver said that at the next meeting the bylaws will be discussed.

i. Attendance Policy

Deaver brought up the attendance policy and asked the Board to take a look at it to decide if they would like to keep it as it is or make changes. Stanton commented that he would like the policy to reflect what Planning and Zoning currently has. City staff will locate and send both Planning and Zoning's policy along with the current Land Trust attendance policy to members for review.

Fundraising Operations

LaBrunerie and Bush-Cook need to pick a date; however, a fundraising event will be planned for the Spring of 2025. Stanton asked City staff to locate and email members the "Fundraisers Bill of Rights."

## VII. NEW BUSINESS

Approval of Administrative Agreement for 2025

**Attachments:** [CCLT DRAFT Administrative Agreement](#)

Deaver said that the attached agreement was the same one they used in the past with updated dates for 2025.

**Motion to approve the 2025 Agreement for Administrative Services: Stanton**

**Motion to 2nd: Head**

**Motion passed unanimously: 6:0**

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

No public comment.

LaBrunerie and Stanton reconfirmed that the RFP for realtor services will be on the December agenda.

Deaver said that the recent Housing Summit was great. LaBrunerie was representing the Land Trust. Builders, not for profits, housing authority and others were in attendance. It was a good networking opportunity. Stanton said that while it was good, he felt like the event was preaching to the choir and needed more people who don't get it such as banking institutions. Deaver stated that the summit was more about presenting findings with the housing report.

## IX. NEXT MEETING DATE: DECEMBER 4, 2025

**X. ADJOURNMENT**

**Motion to adjourn: Stanton**

**Motion to 2nd: Trotter**

**Motion passed unanimously: 6:0**

**The meeting adjourned at 8:06 p.m.**

DRAFT