



City of Columbia, Missouri

Meeting Minutes - Draft

Community Land Trust Organization Board

Wednesday, October 2, 2024
6:30 PM

Regular Meeting

Room 1A/B
City Hall
701 E Broadway

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: Rhoades, Head, Hunt, Bush-Cook, LaBrunerie, Trotter, and Stanton. City Council liaison, Valerie Carroll, was in attendance. City staff: Rebecca Thompson, Jennifer Deaver, Jacob Amelunke, Molly Fair, and Tracy Graham were also present.

Present: 7 - Shirley Rhoades, Anthony Stanton, Alexander LaBrunerie, Linda Head, Jeremy Trotter, Tracey Bush-Cook and Douglas Hunt

Excused: 1 - Rikki Ascani

Non-Voting: 1 - Valerie Carroll

III. APPROVAL OF AGENDA

Rebecca Thompson recommended moving the agenda item "Development of 6 Fourth Avenue" under Closed Session.

Motion to approve the agenda as amended to move "Development of 6 Fourth Avenue" under Closed Session: Stanton

Motion to 2nd: Trotter

Motion passed unanimously: 7:0

IV. APPROVAL OF MINUTES

Approval of August 7, 2024 Meeting Minutes

Attachments: [08.07.2024 CCLT Meeting Minutes - DRAFT](#)

[08.07.24 CCLT Meeting Audio](#)

Approval of August 20, 2024 Special Meeting Minutes

Attachments: [08.20.2024 CCLT Special Meeting Minutes - DRAFT](#)

[08.20.24 CCLT Meeting Audio Part 1 Open Session](#)

[08.20.24 CCLT Meeting Audio Part 2 Open Session](#)

Motion to approve the August 7, 2024 and the August 20, 2024 meeting minutes: Stanton

Motion to 2nd: Head

Motion passed unanimously: 7:0

V. REPORTS

Treasurer's Report

Attachments: [CCLT Financial Statement July 2024](#)
[CCLT Financial Statement August 2024](#)

LaBrunerie discussed the Treasurer's Report from July 2024 and August 2024.

They received a donation of \$5,000 and that should be reflected on the September 2024 report.

Currently, they have approximately \$100,000 total in all bank accounts.

Motion to accept the Treasurer's Report: Stanton
Motion to 2nd: Bush-Cook
Motion passed unanimously: 7:0

VI. OLD BUSINESS

CCLT Banking Services

LaBrunerie has been gathering proposals from a variety of banks. Nobody has matched their current rate so far. The plan is to have all of the information gathered to present at the November 2024 meeting.

External Marketing Materials

Ascani was not present at the meeting, but Stanton said that she has been working on the marketing materials. Bush-Cook will reach out to Ascani for an update. Stanton mentioned that they need marketing materials generated for the 2024 Housing Summit on October 24th. Stanton recommends \$100 to be allocated for printing marketing materials for this event.

Motion to authorize Bush-Cook and Ascani to develop marketing materials and print them for use at the October 24 Affordable Housing Summit with a \$100 budget: Stanton
Motion to 2nd: LaBrunerie
Motion passed unanimously: 7:0

CCLT Expenditures of ARPA Funds - Development on 6 Fourth Avenue

(Discussed in closed session.)

903 N. Garth

Attachments: [CCLT/CHDO Agreement](#)
[THIRD AMENDMENT to Allocation Agreement](#)

Amelunke and Thompson discussed the agreement and amendment documents with the Board and answered questions.

Motion to approve the Columbia Community Land Trust Agreement with the CHDO: LaBrunerie
Motion to 2nd: Stanton
Motion passed unanimously: 7:0

**Motion to approve the Third Amendment to the 2024 Allocation Agreement:
LaBrunerie**

Motion to 2nd: Stanton

Motion passed unanimously: 7:0

Amendments to Bylaws

Attachments: [CCLT Bylaws](#)

Motion to table Amendments to Bylaws to the November meeting: Stanton

Motion to 2nd: Trotter

Motion passed unanimously: 7:0

Fundraising Operations

LaBrunerie and Bush-Cook provided an update. They are looking to do a fundraiser with the movie "The Pruitt-Igoe Myth" in the Spring of 2025. They will provide additional updates at the November meeting.

VII. NEW BUSINESS

RFP Amendments

Trotter discussed future RFPs and the need to ensure they include diversity and minority owned businesses. Stanton said that a policy needs to be put in place so that the legacy will live on regarding diversity. This item will be discussed in more detail at the December 2024 meeting.

Establishing a Rental Property Policy

The Board discussed the need for a rental policy as they currently do not have one in place. LaBrunerie has been in conversations with the Board's attorney and they are starting to draft a policy. Once received, LaBrunerie will share the draft rental policy with the Board. Thompson added that the Board needs to look at hiring a property manager as part of adding rental units to their portfolio.

Administrative Services

Fair said that the administrative services provided by the City's staff are still being drawn from the 2023 funds. The 2024 funds need to be moved from their money market account to their checking account for use with 2024 services.

Motion to move \$15,000 from money market account to checking account to cover administrative fees for the administrative services fees for the City of Columbia:

LaBrunerie

Motion to 2nd: Stanton

Motion passed unanimously: 7:0

Deaver said that the November 2024 meeting will have the administrative agreement with City staff brought forward for review and discussion.

Stanton requested the CCLT members receive an itemized list of services that the City is being paid for going forward.

Motion to require an itemized bill from City staff for administrative services fees starting January 1, 2025: Stanton

Motion to 2nd: Trotter

Motion passed unanimously: 7:0
Ground Lease Payment Policy

Attachments: [CCLT Ground Lease](#)

Deaver provided an update on an individual that is very behind in paying their ground lease fees.

Motion to allow Columbia Community Land Trust attorney write up a collection letter to the homeowner that has overdue ground lease fees: Stanton
Motion to 2nd: Trotter
Motion passed unanimously: 7:0

VIII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Head spoke about an issue she is having with solar panels on her house. The company is working with her to fix the panels and she will provide an update at the November meeting.

IX. MOTION TO GO INTO CLOSED SESSION

Motion to go into closed session pursuant to RSMo 610.021(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys and 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 10.02.24](#)

Motion to go into closed session pursuant to RSMo 610.021(1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys and 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:

LaBrunerie

Motion to 2nd: Stanton

Motion passed unanimously: 7:0 by Roll Call Vote

Yes: 7 - Rhoades, Stanton, LaBrunerie, Head, Trotter, Bush-Cook and Hunt

Excused: 1 - Ascani

Non-Voting: 1 - Carroll

The meeting entered closed session at 7:31 p.m.

The meeting returned to open session at 8:59 p.m.

Meeting returned to open session with the following Board members present: Rhoades, Head, Hunt, Bush-Cook, LaBrunerie, Trotter, and Stanton. City Council liaison, Valerie Carroll, was in attendance. City staff: Jennifer Deaver, Jacob Amelunke, Molly Fair, and Tracy Graham were present.

CCLT Expenditures of ARPA Funds
- Development on 6 Fourth Avenue

Motion to authorize City staff to do a request for proposal for construction of the Plan A design from Cullimore Cottages on the lot on 6 Fourth Avenue to request bids from the private sector: LaBrunerie

Motion to 2nd: Stanton

Motion passed unanimously: 7:0

Motion to move forward with the RFP for any real estate services for the CCLT for a period of 2 years: Stanton

Motion to 2nd: Trotter

Motion passed unanimously: 7:0

X. NEXT MEETING DATE: NOVEMBER 6, 2024

XI. ADJOURNMENT

Motion to adjourn: Stanton

Motion to 2nd: LaBrunerie

Motion passed unanimously: 7:0

Meeting adjourned at 9:05 p.m.

DRAFT