



City of Columbia, Missouri

Meeting Minutes - Draft

Community Land Trust Organization Board

Tuesday, April 16, 2024
6:30 PM

Regular Meeting

City Hall, 1st Floor
Conference Room 1C

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 Stanton, LaBrunerie, Head, Trotter, Bush-Cook, and Hunt. City staff Rebecca Thompson, Jennifer Deaver, Jacob Amelunke, Molly Fair, and Tracy Graham were also in attendance.

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

Excused: 2 - Barbie Banks and Betsy Peters

III. APPROVAL OF AGENDA

Motion to approve the agenda: Stanton
Motion to 2nd: Head
Not voting: Rhoades and Banks
Motion passes: 6:0

IV. APPROVAL OF MINUTES

Approval of February 7, 2024 Meeting Minutes

Attachments: [Draft 2.7.24 CCLT Minutes](#)

[CCLT Meeting Recording 2.7.24](#)

[Distributed by Stanton in 2.7.24 CCLT Meeting - Alpha Real Estate](#)

[Summit Docs](#)

Motion to approve the February 7, 2024 Meeting Minutes: Stanton
Motion to 2nd: Bush-Cook
Not voting: Rhoades and Banks
Motion passes: 6:0

V. REPORTS

Treasurer's Report

Attachments: [CCLT Financial Statements December 2023](#)

[CCLT Financial Statements January 2024](#)

LaBrunerie reviewed the December 2023 and January 2024 financials. LaBrunerie indicated that currently things are fine and mentioned they should start fundraising again in the near future.

Motion accept the Treasurer's report: Stanton
Motion to 2nd: Hunt
Not voting: Rhoades and Banks
Motion passes: 6:0

Report from the March 20th Meeting with Jordan Bales of ARPA and Matthew Lue, Director of Finance

Stanton and LaBrunerie met with City Finance Director, Matthew Lue. They discussed the accessibility of ARPA funds and processes for funding projects with those funds. Stanton stated that using ARPA funds will make it less necessary to work with a bank. This could potentially speed up the process. Deaver stated that she will clarify the ARPA funding process and confirm the information as things progress.

VI. OLD BUSINESS

CCLT Banking Services RFP

LaBrunerie indicated he has a draft and has been working on the RFP. Deaver said that she received the draft RFP for review.

Motion to table "CCLT Banking Services RFP" and review at the June meeting:
Stanton
Motion to 2nd: Bush-Cook
Not voting: Rhoades and Banks
Motion passes: 6:0

VII. NEW BUSINESS

General Considerations for CCLT Expenditures of ARPA Funds

Attachments: [City CCLT ARPA Agreement](#)
[FIRST AMENDMENT Land Trust Allocation Agreement](#)
[Income Limits CCLT ARPA](#)

Motion to approve the amendment to the Land Trust Allocation Agreement and move it to City Council: Stanton
Motion to 2nd: Head
Not voting: Rhoades and Banks
Motion passes: 6:0

Hunt proposed the use of ARPA funds to develop some or all of the lots of the Cullimore Cottages development. The Trust discussed that they have two lots available to build on and the other two lots are owned by the Columbia Housing Authority (CHA). Stanton stated they should not worry about all four lots and should focus on the two already available.

Discussion of RFPs, bio retention inspection, timelines for completion, funding, Davis-Bacon law by Amelunke, Fair, and Deaver.

(Stanton left the meeting at 7:04 p.m.)

LaBrunerie discussed the need to raise funds through fundraising. He suggested the group spend time outside of the meeting gathering information. The CHA's deal on their two lots is unclear and will possibly become more clear in the next 2 to 4 weeks. Labrunerie suggested moving toward getting the two already available lots started on so construction to possibly begin by July 1st.

(Stanton returned to the meeting at 7:05 p.m.)

Amelunke asked the Board to consider if an RFP from CHA includes building 4 houses on all four lots. The City has two lots ready to go and CHA has their two lots. A proposal could come through where the CHA offers to build houses with their funds on all four lots and then donate them to the Land Trust. Amelunke reminded the Board that they need to be in a position such that all of the ARPA funds are spent fully by the end of 2024. Amelunke said that the Board can only put out an RFP for 2 lots for Cullimore Cottages.

Stanton suggested that the Board not limit themselves working with CHA and that they also consider other places where they could spend ARPA funds. Stanton recommended considering all of their options. Deaver recommended having CHA staff come to the next meeting to see what they have to say.

(Rhodes arrived at the meeting 7:20 p.m.)

Motion made stating that in using the allocated ARPA funds, the Board, with the help of City staff, should concentrate first on building houses on the empty lots in the Cullimore Cottage Development: Hunt.

Motion to 2nd: Stanton

Not voting: Banks

Motion passes: 7:0

Amelunke stated that the houses will need to be subsidized considerably to get down to the 80% needed because costs are up. LaBrunerie said that working on a budget and estimating the costs involved to develop the two Cullimore Cottages properties would be a reasonable thing to do. He mentioned that pre-COVID building was very different. Fair discussed the costs and the sale of the last Cullimore Cottage property and that it was considerably subsidized in order to sell. Stanton suggested that they could consider building smaller size homes going forward due to rising costs. Deaver recommended considering the timeline they have to spend the funds.

Motion made that in estimating the total cost of producing and selling these houses, the Board should take into account possible subsidies needed to make them affordable, as affordability is defined by CCLT and ARPA guidelines: Hunt

Motion to 2nd: LaBrunerie

Not voting: Banks

Motion passes: 7:0

Motion made that a working group of Board members, in consultation with City staff, should bring an estimate of the cost involved in developing these houses to the June meeting of the CCLT Board: Hunt

Motion to 2nd: Stanton

Not voting: Banks

Motion passes: 7:0

Discussion included reporting to City staff to gather information on properties that are available in the community.

Motion to allow City staff to bring proposals to CCLT for expenditures of ARPA funds: Stanton

Motion to 2nd: Hunt

Not voting: Banks

Motion passes: 7:0

Project Selection Process

Stanton recommended the following process: Individually, board members that look for potential real estate that meets our agreed upon parameters. This must be done as an individual and not as a representative of CCLT to keep prices honest. CCLT Board findings will be sent to City staff and distributed to the board members, via staff, as soon as possible. Questions and comments can be made in this space. Please collect as much information as you can to speed up the selection process and allow for good property analysis. President, treasurer, and vice president will vet all potential leads along with City staff and produce a list of prioritized projects. Those projects with unanimous consent and blessing from City staff. Site control will be pursued via contract with the CCLT staff real estate agent. ARPA allocation agreement project will begin and funding agreement will be created.

Stanton suggested everyone to be looking out for potential real estate.

Amelunke said that ARPA funds could be funneled a different way.

Deaver said that anyone who sees a property can send the information to housingprograms@como.gov and a list will be compiled to share with the Board.

Amelunke thinks the process already in place for reviewing, considering, and pursuing properties is working.

Head suggested that the working group funnel property list before sending recommendations to City staff.

Change of Address For All Business Documents: 501c3, Articles of Incorporation, etc.

Deaver reported that the mailing address changes have been completed. The Secretary of States office was a big change and is now done.

Motion to allow the treasurer to follow up with the SAM (System for Award Management) code process to obtain the Board's unique identity ID after vital documents are updated: Stanton

Motion to 2nd: LaBrunerie

Not voting: Banks

Motion passes: 7:0

External Marketing Materials

Stanton made a request for Bush-Cook to connect with Banks and start working on a good external profile and marketing ideas. The marketing will let people to know who the Board is and gaining visibility will also impact fundraising and customers. The group currently has no external image or marketing other than the website. Deaver added that any marketing or external advertising of any kind needs to go through City first for approval.

Options for fundraising were discussed including screening the "Arc of Justice" and "The Pruitt-Igoe Myth." Bush-Cook agreed to research options and bring them back to the group as a report. LaBrunerie suggested that the entire Board should try to get an event by winter for fundraising. Hunt suggested that private contributors could help with subsidies. Amelunke stated that they can subsidize with ARPA funds. LaBrunerie added that at the current rate the Board will spend the money they currently have down in the next few years if they do not hold fundraisers. Amelunke asked that if the board meets with the City Finance Director in the future, to include him in those meetings.

Event Planning for Late Spring

Stanton shared that May 17th and 18th are official World Community Land Trust days.

Deaver reminded the group that the City does not allow boards to have Facebook pages

due to Sunshine Law issues; however, they can add announcements on the website.

VIII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

No public comment.

Stanton emphasized to the group that attending future meetings is important and they all need to do their best to make it.

Deaver said that she, Amelunke, and Fair will not be attending the May 1, 2024 meeting as they will be in a training; however, Thompson and Graham will be at the meeting.

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 4.16.2024 RSMO 2](#)

There was no closed session.

X. NEXT MEETING DATE: May 1, 2024

XI. ADJOURNMENT

The meeting was adjourned at 8:02 p.m.

Motion to adjourn: Stanton

Motion to 2nd: Trotter

Not voting: Banks

Motion passes: 7:0