



City of Columbia, Missouri

Meeting Minutes - Draft

Community Land Trust Organization Board

Wednesday, November 5, 2025
6:30 PM

Regular Meeting

City Hall
Conference Room
1A/1B
701 E. Broadway
Columbia, MO.

I. CALL TO ORDER

The meeting was called to order at 6:32pm by Head.

II. INTRODUCTIONS

Present at the start of the meeting were board members Shirley Rhoades, Tracey Bush-Cook, Linda Head, Jaye Trotter, Douglas Hunt, Sabra Mitchell and Valerie Carroll. City staff Kevin Gorsage, Molly Fair, Jacob Amelunke, Cari Schlottach and Tiffani Wiesehan were also in attendance.

Present: 8 - Shirley Rhoades, Anthony Stanton, Linda Head, Jeremy Trotter, Tracey Bush-Cook, Douglas Hunt, Rikki Ascani and Sabra Mitchell

Excused: 1 - Alexander LaBrunerie

Non-Voting: 1 - Valerie Carroll

III. APPROVAL OF AGENDA

Motion to approve the agenda: Hunt

Motion to 2nd: Bush-Cook

Not Voting: LaBrunerie, Stanton, Ascani

Motion passed: 6:0

IV. APPROVAL OF MINUTES

Approval of September 10, 2025 Meeting Minutes

Attachments: [CCLT 9.10.25 Meeting Minutes - Draft](#)

[CCLT Meeting Audio 9.10.25 Pt.1](#)

[CCLT Meeting Audio 9.10.25 Pt.2](#)

Rikki Ascani arrived at 6:33pm.

Anthony Stanton arrived at 6:35pm.

Motion to approve September 10, 2025 meeting minutes: Trotter

Motion to 2nd: Bush-Cook

Abstain: Hunt

Not Voting: LaBrunerie, Stanton, Ascani

Motion passed: 5:0

IX. REPORTS

Treasurer's Report

Attachments: [CCLT September '25 Financial Statements](#)
[CCLT September Financial Notes](#)
[CCLT October '25 Financial Statements](#)
[CCLT October Financial Notes](#)

September financials look pretty typical. Accounts receivable shows \$1,900 and the amount went down by \$160. The decrease was due to a bad debt expense that was wrote off. There were no questions about the October financial report. Staff gave a payment update on overdue ground lease payments and discussed the ARPA account appearing on the CCLT financial reports.

Motion to accept the treasurer's report for September and October: Trotter
Motion to 2nd: Head
Not Voting: LaBrunerie
Motion passed: 8:0

VIII. NEW BUSINESS

Visit to Burlington Land Trust

Doug Hunt and his wife took a trip to Burlington Vermont and visited the Burlington Land Trust. The Burlington Land Trust was founded in 1984 and is one of the oldest and most successful of the Land Trusts. Hunt was able to have great conversations with Brenda Torpy (the former CEO of the Champlain Housing Trust), Michael Monte (the current CEO of The Champlain Housing Trust), and Gus Seelig (the statewide director for housing in Vermont). Hunt was able to have a phone conversation with John Davis, who very knowledgeable about Land Trusts and have been with the Burlington Land Trust since the beginning. Hunt learned many little things from those conversations but wanted to pass on three main lessons he learned. The biggest lesson he came away with is that the central mission of the Land Trust has to be stewardship. Properties and neighborhoods have to be kept in good condition from here on out. The second lesson include having a good relationship with the homeowner and their property, such as having a friendly face to the board that checks in periodically on the homeowner and their home wellbeing. The third lesson includes the board taking care of specific property that in danger of decay/use (such as not following ground lease) or other issues before it's too late, even if the steps takes a year or so to fix. John Davis told Hunt to anticipate things to possibly not go well and to expect unexpected expenses when it comes to the resale of the home. If the CCLT does want to have a consultation, we can reach out to them.

Administrative Services Agreement

Attachments: [CCLT Administrative Services Agreement 2026](#)

The agreement is for the 2026 calendar year and will have to go in front of city council twice after approval from the board. Major changes to the agreement include increasing the amount from \$15,000 to \$20,000, and removing "of the Western District Court" from page two of the agreement. The increase in amount is due to staff needing to be able to bill their time correctly. This would change from the \$25 per hour to being charged the hourly rate for the staff member who does the work. Stanton only concern is that the board has not seen the hourly breakdown of what the city staff works on. City staff has a spreadsheet of the hourly breakdown but has not brought to meeting due to a payroll issue that's been going for almost a year. Board still would like to see the hours that the city staff works on a monthly basis and the dollar amount on a quarterly basis. Staff can bring the break down of hours to the next meeting. Board discussed having their lawyer

look at the agreement before Stanton signs it.

Motion to accept the 2026 Administrative Services Agreement per CCLT legal

approval: Stanton

Motion to 2nd": Trotter

Not Voting: LaBrunerie

Motion passed: 7:0

VII. OLD BUSINESS

Homebuyer Selection Policy

Attachments: [Homebuyer Selection Policy-Approved 8.6.25 Clean](#)
[Homebuyer Selection Policy - Suggested Amendment](#)

This was on the agenda a couple months ago and the updated version was approved by the board back in August. Attachments to the agenda include the updated version and a possible amendment to the secondary selection criteria. Staff did reach out to Caleb regarding on where we stand with fair housing issues. Caleb suggest that the safest option would be "first come first served". In the attachment Homebuyer Selection Policy - Suggest Amendment, the first factor Caleb didn't have any objections but there may be issues with the second factor. The second factor includes the household size and this may become an issue when advertising the home with the maximum household size instead of the minimum. Hunt stated that when he talked with Burlington Land Trust, they do advertise their homes with the minimum household size. Stanton could see an issue with "first come first serve" language. The board discussed using the language "first come first qualified" to help clarify. When applications are submitted in Neighborly they are time stamped down to the seconds which will help when it comes to breaking a tie. When it comes to the primary selection criteria, Hunt suggest adding a 5th item which would set a minimum household size threshold but some board members had issues with this. Board discuss section three-part B wording and decided to bring to the next meeting after staff has a chance to work on it.

115 Lynn

Head is happy about the sidewalk at 115 Lynn and the letters that were sent to homeowners out about snow removal. Gorsage gave an update on the renovations as they have now been completed. The total price overall spent on the home is \$141,208.38. The home has been turned over to Geoff Jones now for listing.

X. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

No comment from public or staff.

Mitchell has concerns about the cluster mailboxes as they are not in a good spot and is also concerned about the biorientation/ drainage area as there are metal stakes still sticking out of the ground. Amelunke stated that the biorientation area issue will be resolved with the certificate of occupancy which is happening now with the last two Cullimore houses. They are unable to obtain the CO on the last house until the finish the biorientation area. With the mailboxes, she wants them moved. She stated that the mailboxes are in the grass next to her garage and not in the common middle area. The only way to get to them from the two new houses is by coming through her driveway. Mitchell stated that she has talked with the post master/supervisor about it and he agreed it's not in a good spot and don't know why it was put there. Amelunke stated that when they talked to the post master (not the same post master Mitchell talked to), he was advised to put the mailboxes there so that's where they put them. They originally wanted the mailboxes on each individual home but per Mitchell, USPS says that it is a requirement that developments have cluster mailboxes no matter where the development

is located, and they cannot be on the home. The only way Amelunke knows how to change this is to have it cleared by the post office to move it and then do an RFP and the CCLT would have to pay for it. Mitchell wants the mailbox moved to an area that is accessible to everyone and the post master suggest the mailboxes be right by the side walk on Eighth St on a 4x4 pad. Mitchell would like the mailboxes to be on the homes but that can not happen. She going to look more into the city rules and regulations to bring to the next meeting. Amelunke asked if we should send an email to everyone reminding people not to park in driveways but was told that it probably would not do anything. Carroll is currently working with Columbia Conservation Corp in the first ward to plant trees for homeowners so this could be an option. Amelunke had a meeting with Job Point the other day to discuss the process of drawing their APRA funds for the house on Garth. It was suggested the draw the money at the end when they get the certificate of occupancy. They are working on it and think they should be done soon.

XII. NEXT MEETING DATE

December 3, 2025

XIII. ADJOURNMENT

The meeting was adjourned at 8:21pm.

Motion to adjourn: Stanton
Motion to 2nd: Head
Not Voting: LaBrunerie
Motion passed: 8:0