

Minutes

Columbia Community Land Trust Organization Board

Council Chambers, City Hall

701 E. Broadway, Columbia MO

October 4, 2023

BOARD MEMBERS PRESENT

Alex LaBrunerie
Shirley Rhoades
Tracey Bush-Cook
Anthony Stanton
Scott Cristal
Susan Maze
Jeremy Trotter
Jennifer Rigdon
Nick Knoth, Council Liaison, Non-Voting

BOARD MEMBERS ABSENT

Linda Head

CITY STAFF PRESENT

Jennifer Deaver
Molly Fair
Jacob Amelunke
Tim Teddy

I. CALL TO ORDER

The meeting was called to order at 6:30pm by Cristal.

II. INTRODUCTIONS

Present at the start of the meeting were board members LaBrunerie, Bush-Cook, Cristal, Maze, Trotter, and Rigdon. City staff Jennifer Deaver, Molly Fair, Jacob Amelunke, and Tim Teddy were also in attendance.

III. APPROVAL OF THE AGENDA

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

IV. APPROVAL OF THE MINUTES

Motion to approve the August 2, 2023 Meeting Minutes: LaBrunerie
Motion to 2nd: Bush-Cook
Not voting: Rhoades, Stanton and Head
Motion passes: 6:0

6:32pm Knoth arrived at the meeting.

V. OLD BUSINESS

County and City ARPA Funding: Cristal shared that the CCLT was awarded some ARPA funding by the City and that the Board will discuss this agenda item once Stanton arrives at the meeting.

Discussion of Lot Lines: Amelunke shared that the lot lines for the homeowners' maintenance areas of Cullimore Cottages and Lynn Street homes have been completed by the engineering consultants and that the Board needs to determine how best to distribute that information to the homeowners. Amelunke shared information he received from the CCLT's attorney that each homeowner would most likely need to be met with individually to sign an amendment to their existing ground lease regarding the maintenance area. If a homeowner refuses to sign, the maintenance would be the responsibility of the CCLT as the land owner. The CCLT could also increase the ground lease fee to cover maintenance costs, but that can only be done once every 5 years and there is a maximum amount that the fee can be. Maintenance information can also be included in any new homeowners' ground leases going forward.

6:35pm Rhoades arrived at the meeting.

6:41pm Stanton arrived at the meeting.

The Board discussed how best to approach this and how to address any future notices of code violations coming from the City's Office of Neighborhood Services (ONS). The Board requests that if the CCLT receives a notice of violation that ONS also send the notice to the homeowner. Stanton recommended forgiving any maintenance costs the CCLT has incurred as a result of a homeowner violating City code, but informing the homeowner how much has been forgiven and that going forward they will be responsible for any future costs.

Motion to give the Board's position to Neighborhood Services outlining Stanton's stated points:
Cristal

Motion to 2nd: Stanton

Deaver shared that there is no current issue with code violations, so ONS would not have a reason to contact the homeowner and/or the CCLT. Amelunke shared that the lot lines are defined on maps and those can be distributed to the homeowners as well. Stanton suggested sending a letter to the homeowners including the new lot line information and reinforcing what is already in their signed ground lease regarding maintenance responsibilities. Deaver recommended asking the CCLT attorney to draft and send that letter. Amelunke clarified that the CCLT attorney had suggested that each homeowner would need to sign an amendment to their existing ground lease. The Board discussed just sending a letter informing homeowners and not asking them to sign any amendments to their existing ground leases.

Cristal withdrew Motion to give the Board's position to Neighborhood Services outlining Stanton's stated points.

Motion to have CCLT attorney send a letter to all CCLT homeowners informing them of the lot lines as they exist and reemphasizing that they are responsible for maintenance within the lot lines: Cristal

Motion to 2nd: Stanton

Not voting: Head

Motion passes: 8:0

County and City ARPA Funding: Stanton shared that the CCLT was not awarded any ARPA funding from the County, but was awarded \$1 million from the City. Upcoming contract between CCLT and City was discussed.

Motion to reach out to the CCLT attorney and have him attend the upcoming contract negotiation:
Stanton

Motion to 2nd: Maze

Not voting: Head

Motion passes: 8:0

How CCLT will be staffed/supported by City with ARPA funding was discussed, Knoth shared that the new Housing and Neighborhood Services Department will help support the CCLT.

Motion for Stanton or someone he appoints from the Board to contact the City Manager to have CCLT representation on the hiring committee for the new Department Director position: Maze

Motion to 2nd: Cristal

Stanton stated that he would contact the City Manager about this.

Not voting: Head

Motion passes: 8:0

CCLT Banking Services RFP: The Board and Staff discussed waiting to do a Banking Services RFP until it is determined how ARPA funds will become available.

Motion to table: LaBrunerie

Motion to 2nd: Cristal

The Board discussed creating a list of wants before doing the Banking Services RFP.

Not voting: Head

Motion passes: 8:0

CCLT Marketing and Media Packet: Stanton discussed waiting to create marketing material getting more details about ARPA funding. He also discussed whether or not to update the strategic plan created earlier this year to reflect the amount of funding the CCLT was actually awarded.

Motion to keep the current strategic plan as written: Cristal

Motion to 2nd: Trotter

Not voting: Head

Motion passes: 8:0

VI. NEW BUSINESS

Cullimore Cottages RFP: Amelunke shared that staff will be opening a HOME funds RFP for completing the last two Cullimore Cottages homes as well as the stormwater retention basin at Cullimore. The organization whose proposal is selected after the RFP will complete construction on the two homes and the retention basin, then sell the homes and donate the lots to the CCLT.

Motion to give staff permission to develop an RFP for HOME funds to finish the retention basin at Cullimore Cottages and the last two homes: Stanton

Motion to 2nd: Bush-Cook

Not voting: Head and Trotter

Motion passes: 7:0

Capacity Building and Future Growth RFP: Stanton discussed reaching out to possible consultants to determine what would be necessary for a Capacity Building and Future Growth RFP and bringing that information to the next board meeting.

Motion for Stanton to explore capacity building and bring that information to next board meeting:
LaBrunerie

Motion to 2nd: Cristal
Not voting: Head
Motion passes: 8:0

CCLT Awareness and Fundraising Event: The Board discussed possible fundraising events and how best to follow up on those events, potentially sending out information to a mailing list.
Motion for Cristal and one other board member to explore event planning similar to previous events conducted by the CCLT: Stanton
Motion to 2nd: Maze
Not voting: Head
Motion passes: 8:0

Affordable Housing Conference/Convening: Stanton discussed having an affordable housing convening as has been done in the past with other area CLTs. The Board discussed beginning to plan this now for a possible May/June 2024 event.

VII. 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: Cristal
Motion to 2nd: Stanton
Roll Call:
Stanton: Yes
Maze: Yes
Rhoades: Yes
Cristal: Yes
Bush-Cook: Yes
Rigdon: Yes
Trotter: Yes
LaBrunerie: Yes
Not voting: Head
Motion passes: 8:0

The board entered closed session at 8:23pm.

Motion to go out of 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: Cristal
Motion to 2nd: Trotter
Roll Call:
Stanton: Yes
Maze: Yes
Rhoades: Yes
Cristal: Yes
Bush-Cook: Yes
Rigdon: Yes
Trotter: Yes
LaBrunerie: Yes
Not voting: Head
Motion passes: 8:0

The board left closed session at 9:05pm.

VIII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Staff shared that they will be bringing the 2024 meeting calendar to the next meeting and will plan to return to monthly meetings for 2024.

IX. NEXT MEETING DATE

December 6, 2023

X. ADJOURNMENT

Motion to adjourn: Stanton

Motion to 2nd: Maze

Not voting: Head

Motion passes: 8:0

The meeting was adjourned at 9:08pm.