



# City of Columbia, Missouri

## Meeting Minutes

### Columbia Community Development Commission

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Wednesday, August 9, 2017  
5:30 PM

Informational meeting

City Hall, Rm 1A/1B,  
701 E. Broadway

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#### I. CALL TO ORDER

Meeting was called to order.

#### II. INTRODUCTIONS

Staff, members of each board/commission and CLT Consultant were introduced.

**Present:** 5 - Pamela Forbes, Mitchell Ritter, Paul Whatley, Cookie McCray and Diane Suhler

**Excused:** 4 - Michael Fletcher, Blaine Regan, Michelle Lambert and Michael Salanski

#### III. APPROVAL OF AGENDA

#### IV. SPECIAL ITEMS

Informational Presentation: Summary of roles and responsibilities of Columbia Community Land Trust (CCLT), Community Development Commission (CDC), Loan and Grant Committee (L&G), and an overview of Community Land Trust organizations.

City Staff provided a summary of City staff, CCLT, CDC and Loan and Grant Committee roles and responsibilities including the following:

Duties of Staff:

**Administer CDBG and HOME grants:** Annual and 5-year plans→ Annual Performance Reporting. Administer annual funding processes with local non-profits. Drawing funds down from HUD. Environmental compliance.

**Supervise housing programs staff:** Downpayment Assistance Program. Owner-Occupied Rehabilitation Program. Minor Home Repair Program. Demolition & Acquisition Program.

**Administer additional local funding allocated by Council:** CMCA Microloan. Welcome Home Veterans Campus. Job Point.

**Staff Columbia Community Land Trust:** Provides staffing support and policy analysis to CCLT Board. Advocates CCLT accomplishments and initiatives to the community. Oversees Daily operations: Develops and administers policies and procedures. Manages bank account, legal and accounting services. Ensures annual reporting and compliance measures are met. Supervises other City staff in implementing the CCLT.

Columbia Community Land Trust Description:

Separate nonprofit entity. 3 part board. Appointed by Council. Council Liaison.  
Staffed by City staff. Mission: Strengthen our community through the creation and  
stewardship of permanently affordable housing.

## V. SPECIAL ITEMS

### Facilitated Discussion:

City staff presented topics to be discussed by each board and commission:

Board Priorities & Overlapping Duties/Areas for Collaboration.

### Roles and responsibilities of CCLT, CDC AND L&G

The group completed an exercise to identify "Priorities" of each of the 3  
boards/commissions and any "Overlapping Duties or Areas for Collaboration."

#### Board Priorities

##### CDC:

- Gain public input
- Promote survey
- Promoting application process (CDBG & HOME)
- Reviewing applications
- Using the 5-year Plan as a guide

##### L&G

- Administration of Funds for Rehab Projects
- Provide guidance on qualifications for Homeownership Assistance
- Review larger rehab projects for adherence to guidelines
- Review loan portfolio for adherence to terms

##### CCLT

- Identify affordable housing opportunities for funding sources, community partners, partnership and stewardship building for the future
- Complete construction
- Helping people into homes and building wealth
- Protecting taxpayer investments

### Key areas of overlap, opportunities for alignment

#### Overlapping Duties/Areas for Collaboration

##### CDC:

- Promote city survey for the best use of funds.
- Promote application process & ensure CLT of meetings, presentations opp's.

L&G

- CDC rep to participate and report back the use of rehab and HOA funds.
- Hold City staff accountable for how much funding is requested each year.

CCLT

- Overlap:
  - Home owner financial assistance
  - Home owner education
  - Staff accountability
  - 5-Year Plan
  - Serving the central City of Columbia Randy & Company
- Collaboration
  - Funding sources
  - Lien holders moving into CCLT
  - Acquisition demolition program may work better with a nonprofit

## **VI. GENERAL COMMENTS BY PUBLIC, CCLT, CDC, L&G MEMBERS AND STAFF**

## **VII. ADJOURNMENT**

Members of the public may attend any open meeting. For requests for accommodations related to disability, please call 573-874-7214. In order to assist staff in making the appropriate arrangements for your accommodation, please make your request as far in advance of the posted meeting date as possible.