



City of Columbia, Missouri

Meeting Minutes

City Council

Monday, March 5, 2018
6:00 PM

Pre-Council

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

I. CALL TO ORDER

The meeting was called to order at approximately 6:01 pm.

Present: 7 - Ruffin, Trapp, Thomas, Peters, Treece, Skala, and Pitzer

This item is open to the public: Columbia Community Land Trust Update

Attachments: [Columbia Community Land Trust Presentation](#)
[CCLT Desired Goals and Outcomes Handout](#)
[CCLT Brochure Handout](#)

City Manager Mike Matthes explained that there is not a need for a closed session tonight, so that agenda item will not take place. He introduced Randy Cole, Housing Programs Supervisor, to provide an update on the Columbia Community Land Trust (CCLT).

Mr. Cole provided a brochure on the program and a handout that includes goals for the program. He thanked the City Council for their support and introduced board members in attendance. The board is made up of one-third business leaders, one-third neighborhood representatives and will eventually include one-third homeowners from this program. Each stakeholder group has an equal say in how this operates as they work toward a common goal.

Board President Jerry Dowell reviewed the mission of the CCLT which is to "Strengthen our community through the creation and stewardship of permanently affordable housing." He noted that the CCLT was formed in September 2016, appointments were made and they began meeting in January 2017. Mr. Dowell reviewed the organizational relationship between the housing portion of the city and how it relates to the CCLT. He reviewed the roles of the City Council, council liaison which is a non-voting member, the CCLT board and city staff. Mr. Dowell reviewed the major accomplishments in the first year to include the approval of by-laws, a selection process, 3 year strategic plan, securing the 501c3 status, holding a regional CLT convening meeting, a one day CLT start up workshop, and launch of a web site and other marketing materials.

Board Treasurer Alex LaBrunerie added that financial procedures have been approved, an accounting firm and process have been confirmed, they have received \$6,250 in local donations and \$2,500 in a national grant. Board Vice-President Anthony Stanton added that the organizational structure ensures the spirit of the program and makes this a premier land trust in the region. Mayor Treece asked if the homebuyers have been selected. Mr. Cole stated they have a local realtor and these are done first come first

served. Two sales contracts are in place, but we are still checking requirements. Some proceeds will be pulled from each home sale at an estimated \$10,000 plus a \$1,000 maintenance reserve. The capital for the initial construction came from 2014 surplus savings, development financing and CDBG to cover solar panels. He noted that the web site is separate from the city site and can be found at www.CoMoLandTrust.com. More features will be added to the site in the future. Council member Skala suggested a link on the city site to get to the CCLT site. Council member Peters asked who is responsible for maintenance. Mr. Cole replied that the owner is responsible. Driveways will be cleared for snow, but other maintenance is homeowner responsibility.

Council member Ruffin asked how they solicit donations. Mr. Dowell explained that they are trying to determine a donor process. There is an online donation set up through paypal and they are also looking at utilizing grants specific to the project moving forward. Board Secretary Susan Maze added that they are tracking online donations to ensure thank you notes and receipts are sent. They are looking for ways to get the word out about the program and the brochure is one way. Council member Thomas asked if they accept land donations. Mr. Cole replied yes, but so far only the city has donated land. Mr. Cole stated that the first set of homes on Lynn Street are just a few months from completion. The homes require universal design, garages, durable siding and energy efficiency. With the solar panels, these will be close to net zero.

Mr. LaBrunerie stated that in the last year, they wanted to create a system that will be a revolving door with a solid accounting system so that new board members and others will be able to get up to speed very quickly. The process includes the CCLT approving the budget, monthly purchases and revenues, and a monthly financial report. The city staff executes the purchases and deposits and tracks revenues and expenses. A third party accountant also conducts a monthly reconciliation and compiles a financial report. The CCLT Treasurer reviews the monthly statement.

Mr. Cole reviewed the desired outcomes from their 2017-19 Strategic Plan in the areas of financial, organizational and housing production. He noted that they plan to have 16 homes completed in the first three years. He feels confident to get 12 and if things fall into place, they will get to 16. Mr. Cole noted that homes can be built by CCLT or a non-profit developer such as CMCA, Habitat or Job Point. Mr. Skala asked if the homes are different depending on the developer. Mr. Cole stated that there are small differences among them. Some have nicer finishes, but they are all fairly similar. Solar panels are on all Lynn Cottages regardless of the developer. Not all of the homes will allow for solar panels, but the Lynn Cottages do. They will try to make that happen as feasible.

Mr. Cole reviewed some staff responsibilities including upgrading the Senior ASA to an Admin. Tech and also upgrading the "Neighborly software" that manages and streamlines processes. He reviewed staff duties for CDBG & HOME Administration, the Loan and Grant Committee which oversees guidelines for down payment assistance and approves home rehab projects. In an effort to reduce the number of boards and streamline efficiency, Mr. Cole suggested Council consider having the duties of the Loan and Grant Committee be taken over by the CCLT.

The Council thanked the CCLT for their work on this program. Mr. Dowell added that March 20th at 4:00 there will be a ribbon cutting and opportunity for interested homebuyers to attend and tour.

This item is open to the public: Motion for the City Council of the City of Columbia, Missouri, to meet on Monday, March 5th, 2018 pursuant to the City Council Pre-Council agenda, in Conference Room 1A and 1B of City

Hall, 701 East Broadway, Columbia, Missouri, for a Closed Meeting to discuss the 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, as authorized by Section 610.021(2) RSMo.

No closed session was needed.

This item is closed to the public: See attached notice of closed meeting.

Attachments: [Notice of closed meeting](#)

No closed session was needed.

II. ADJOURNMENT

The meeting adjourned at approximately 6:41 pm.