



Kingston City Land Bank, Inc.

Daniel Kanter, Chair
Callie Jayne, Vice Chair
Bartek Starodaj, Secretary
Omari Washington, Treasurer

Brenna L. Robinson, Executive Director

DRAFT
MEETING MINUTES
September 23, 2019
City Hall, Conference Room #1
6:30 PM

Board Members Present: Ilana Berger, Callie Jayne, Daniel Kanter, Anezka Sebek, Bartek Starodaj, Omari Washington, Steve Noble, Stephen Knox

Board Members Absent: Matthew Gillis

Staff Members Present: Brenna Robinson, Amanda Bruck

Staff Members Absent: Kaitlyn Armstrong

Others Present: Aliza Krevolin, Community Foundations of the Hudson Valley, Julia Farr, Kingston Land Trust, Officer Hassett, Kingston Police Department

Call to Order - The meeting was called to order by Daniel Kanter at 6:36 PM.

Public Comments - Julia Farr of the Kingston Land Trust [KLT] asked if the draft disposition policy has been reviewed by [Community Land Trust Expert] John Davis. She also clarified that the language she originally provided was not her own recommendation and would like to provide further feedback and guidance. She also said that both her organization and the Land Bank should continue to distinguish themselves and make sure messaging is coordinated given citizen confusion. Finally, she asked the KCLB remains committed to the concept of permanent affordability and the KCLB plans for providing properties to the KLT.

- Kanter explained that the board will not wait for the KLT to be ready. Also, KCLB is presenting several disposal options within the disposition policy to allow for flexibility for what to do with the properties.
- Jayne explained that the board also does not have a full understanding of the KLT's plan for the local CLT model as it pertains to Kingston and any potential properties transferred to the KLT.

Reading & Approval of Minutes of Previous Meeting(s) - Motion to approve the August minutes was raised by Ilana Berger, seconded by Callie Jayne. The minutes of the August board meeting were approved unanimously.



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Reports of Committees & Executive Director

Finance/Audit Committee

- KCLB received a check from the Community Foundations of the Hudson Valley, the full amount was deposited today. A \$10,000 loan was in the KCLB bank account, that has now been returned given receipt of the check. The Enterprise grant has not been received yet.
- Robinson now has a draft version of the 2020 budget for review with the finance committee.
- Jayne asked a question on the process of acquiring properties now that funds have been received.. Robinson explained that she is planning to acquire the properties in batches of 5-7, rather than all at once, given the complexity of the process internally.

Action Items: Robinson to begin the acquisition process and timeline & send around the draft budgets for 2019 & 2020

Communications & Community Engagement Committee

- The committee reviewed the disposition policy public forum and feedback. The committee concluded that we should likely find another space and that the staff should own any public meeting from an operational standpoint to reduce confusion and improve communication on to-do's.
- The committee concluded that for the next public forum, we should create talking points for the media.
- The committee will create a media and "hit" list that we want to communicate with every time we have information about a property or any other public engagement opportunity.
- A discussion was held as to whether we should formally reply to a recent op-ed in the Daily Freeman. It was decided we should not reply but instead send out a press release on the land bank's recent activities and progress.

Action Items: Robinson and Armstrong are working on a press release for the week of 9/30 completion.

Governance Committee

- Sebek proposed acceptance of KCLB Whistleblower Policy. Motion to approve the WhistleBlower Policy was raised by Steve Noble, seconded by Omari Washington. Motion to accept the whistleblower policy was approved unanimously.
- Sebek also introduced the Code of Ethics and Conflict of Interest Policy. Noble also clarified that the Annual Statement of Financial Disclosure Form is an accompaniment to this policy. It was decided that board members need additional time to review this policy prior to a vote.
- Governance committee meeting has been moved to the second Friday of each month at 9am, the Acquisition/Disposition policy has been moved to the first Friday at noon.



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Action Items: Each board member to review the Code of Ethics & Conflict of Interest Policy and submit comments and suggested revisions by October 9. Feedback can be provided in the drive or sent directly to Sebek. This policy will be voted on during the next meeting.

Acquisition/Disposition Committee

- We received a significant degree of feedback for the disposition policy. The committee decided not to vote on the disposition policy this month to provide more time for counsel review and to run several points by technical experts. This includes:
 - Concerns about permanent affordability
 - Deed restrictions regarding how long we'd like to require purchasers to stay with the property
 - Specific comments about terminology
- Property acquisitions will begin this month. Jayne said that if the acquisition process is longer than 1-2 months, we should prioritize certain acquisitions.
- Robinson will develop a maintenance RFP. Jayne and Kanter said that the bid process should be as simplified as possible to encourage locals to apply and that we are supporting those living in the neighborhood.
- Berger is reaching out to affordable housing experts. Robinson explained that one way to encourage participation would be to create a working committee of experts. Robinson will also send a list of questions to the New York Land Bank Association.
- Priority needs to be counsel review of the disposition policy given timeline to vote on the disposition policy in October.
- Washington asked what the process would be after approval of the disposition policy. Robinson explained that a procedures manual and application process would need to be developed. Jayne said that these two processes should be developed concurrently given the length of time it will take to develop them.

Action Items: Acquisition/Disposition committee to continue to review the disposition policy with technical experts, counsel review will be prioritized. Will present edits by October 18 before the board meeting so that the board can vote for the October meeting. Maintenance RFP to be reviewed during the next acquisition/disposition policy. Timeline and process for application and procedures manual will also be discussed. Robinson to identify acquisition timeline.

Executive Director Report

- Hiring for Housing Specialist - Robinson has a highly qualified applicant, she anticipates acceptance of the job by the applicant by October 1. The applicant's time will be 100% devoted to the land bank.



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- Communications Contract with Rebecca - Brenna will communicate with Rebecca on a day-to-day basis going forward to reduce back and forth. Rebecca is currently prioritizing logo development, banner development, and preliminary website work.
- IT - Robinson expects the emails to be functional shortly.
- Enterprise Grant - Robinson is on deadline to submit these materials to the grantors.

- Additional Acquisition - There is acquisition money for new tax and mortgage foreclosed properties for the 2020 budget.
- 2020 Budget - Robinson is working on this.
- Office Renovations - Draft bid specs are complete and should be going out to bid this month.

Action Items: Develop maintenance RFP so that we are ready when properties are acquired.

Unfinished Business

KCLB City Payroll Agreement - this agreement sets forth the terms by which the KCLB will compensate the City's General Fund for KCLB staff payroll and employee benefits. Motion to approve by Starodaj, seconded by Jayne. Noble abstained from the vote. The agreement was passed unanimously.

IT Agreement - this agreement summarizes the agreement between the City of Kingston and City of Kingston Information Technology. The IT department will track all hours up to the approved 300 hours. Robinson explained that we would only be paying for hours that are used. Policy will be amended to fix typo in Section 5 regarding the hourly rate and to clarify that the IT department is billing on an hourly basis and not receiving a set salary (Section 4). Agreement will be amended and voted on during the October board meeting.

New Business - None at this time

Announcements - Berger suggested that the Reclaiming Vacant Properties conference might be useful to attend. It was decided it was not a priority at this time given time and budget constraints.

The board thanks the Community Foundations of the Hudson Valley for supporting the work of the Kingston City Land Bank.

Adjournment – Motion to adjourn was raised by Kanter, seconded by Sebek. Meeting was adjourned at 8:07 PM.

Respectfully submitted,

Bartek Starodaj