

Kingston City Land Bank, Inc.

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

Brenna L. Robinson, Executive Director

MEETING MINUTES March 25, 2019 City Hall, Conference Room #1, 6:30 PM

Board Members Present: Ilana Berger, Callie Jayne, Daniel Kanter, Anezka Sebek, Bartek Starodaj, Matthew Gillis, Stephan Knox, Omari Washington

Board Members Absent: Steven Noble

Staff Members Present: Brenna Robinson, Amanda Bruck

Others Present: Karen, Bill Carey, George Heisenbuttel

Call to Order – The meeting was called to order by Daniel Kanter at 6:39 PM.

Reading & Approval of Minutes of Previous Meeting(s) – The minutes of the February meeting were approved unanimously by the board.

Unfinished Business & General Orders –

Procurement Policy

- The board held a final discussion and vote on the procurement policy.
- Callie asked about how the “competitive process” referenced in the policy. Brenna explained that it will be the city’s normal bidding process.
- Brenna explained that anything over \$5,000 will be voted on by the board unless it is an emergency. All expenses will be part of the monthly finance statements and reported to the board.
- Motion to approve the Procurement Policy was raised by Omari Washington, seconded by Ilana Berger. The motion passed unanimously.

New Business –

Committee Report-Outs

Finance

- Only procedural items discussed, nothing significant to note.

Communications

- Survey has been developed and launched to inform the development of the disposition policy.
 - <http://www.kingstoncitylandbank.com/> now launched, Instagram and Facebook also launched. Arlene has started the Spanish translation, will be done on March 26. Once this translation is complete, it will be published alongside the English version.
- First community engagement event was held at 111 Downs St. Four land bank members and two community members. The group received positive feedback and neighbors were generally receptive to taking the survey.

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- Future canvassing dates to inform the development of the disposition policy will be as follows: 3/30 & 31 (Downs St), 4/13 & 14 and 4/27 & 28. Brenna will work with Chris on this choosing properties for these dates.
- Brenna is working on the RFP for the logo and a website, once approved it will be open for three weeks. The RFP will be broken into marketing and website components. The board agreed that the marketing aspect (e.g., logo development) will be a priority given the type of collateral that must be developed in the coming months.

Governance

- The governance committee did not meet this past month.

Acquisition/Disposition

Maintenance Policy

- The committee developed a maintenance policy to inform the item that must be performed on properties upon acquisition by the KCLB.
- Steve Knox recommended that all windows on the first floor be boarded up. Steve also recommends making a determination about whether the electric in a house should be maintained.
- Omari Washington asked about the practicality on the maintenance policy. Brenna explained that this is connected to the procurement policy, e.g., a contract will be awarded to ensure snow removal on all the properties. Omari also had some concerns about the acquisition of poorly maintained properties that will require significant upkeep upfront. Daniel also explained that the current acquisition policy does not take into account the existing condition of a property and that this should be a consideration for the board in the future.
- The board will vote on the maintenance policy in the disposition plan and the maintenance plan checklist during the April board meeting.

New Business –

Property Tours

- The board decided to hold “First Friday lunches” to see land bank properties. First tour will be on April 5 at noon. More details TBD.

Biographies (paragraph) and Photos for the website

- Send to Bartek by April 22
- Emails will be set up as first name by Daniel Kantar

Announcements –

Callie - Reminder that Slack is a tool that can be used for coordination and communication. Brenna qualified that any formal discussions and decisions should not be held or made over Slack or email.

Adjournment – Motion to adjourn raised by Daniel Kanter, seconded by Callie Jayne. Meeting is adjourned.

Respectfully submitted,

Bartek Starodaj