

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
August 26, 2019
City Hall, Conference Room #1,
6:30 PM

Board Members Present: Ilana Berger, Callie Jayne, Daniel Kanter, Anezka Sebek, Bartek Starodaj

Board Members Absent: Matthew Gillis, Stephan Knox, Steve Noble, Omari Washington

Staff Members Present: Kaitlyn Armstrong, Brenna Robinson

Staff Members Absent:

Others Present: Aliza Krevolin, Community Foundations of the Hudson Valley, John Dickson, Kingston Resident

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

Reading & Approval of Minutes of Previous(s) – Motion to approve minutes was raised by Callie Jayne, seconded by Anezka Sebek. The minutes of the July board meeting were approved unanimously.

Public Comments

No public comments

New Business

Committee Report-Outs

Finance

- The finance committee discussed an agreement to reimburse the comptroller's office for payroll expenses. Robinson is editing this agreement so that it is more detailed for the September board meeting. Jayne commented that a detailed hours breakdown is needed before any agreement is approved.
- Robinson is working on a 2020 budget.

*Action Items: Robinson to edit MOA between Kingston City Land Bank and City of Kingston
Comptroller's Office alongside the creation of a draft IT Policy*

Communications

- Jayne described the format of the public forum: (1) about 30 minutes to review the land bank; (2) breakout to review specific section of the disposition policy in further details. Radio Kingston will live stream the event.
- The board discussed specific tactics for public outreach: Radio Kingston, Facebook (organic and paid), Flyers.

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- Rebecca is working on our logo; the communications committee will make a decision on the logo but will ask the full board for input. The goal is to have a completed logo by the September 10 public forum.

Action Items: Reserve September 10 (6:30-8:30) on your calendars. Communications committee has individual outreach tasks for the forum.

Governance

- The governance committee discussed the ethics document and more about how to educate the board about land bank topics.
- The goal is to have an ethics document completed by the next board meeting.
- The governance committee is also developing a completed whistleblower and conflicts policy.

Action Items: Develop Ethics document, Whistleblower, and Conflicts policy.

Acquisition/Disposition

- The board should review the disposition policy prior to the September 10 public forum plus raise any important questions immediately to the acquisition/disposition committee.
- The board discussed specific sections of the disposition. The committee will do another run through of the disposition policy.
- The committee should develop a draft points system for the September 10 meeting. Kanter asked whether the points system is only for the location of a prospective buyer or whether it was more comprehensive, Jayne and Robinson explained that it should actually include all the items that we'd like to prioritize as part of our mission. Jayne clarified that a points system could be included as part of each RFP process. The board agreed that the points system should change for each RFP based on our priorities for each property.
- Berger asked whether we should include a universal set of principles in the disposition policy to make the process by which the board makes decisions clearer. Jayne said that all the items we are considering are included in the disposition policy; it will be up to us to define the decision making process as part of each application.
- The committee will decide how to outline the two pager for the public forum.

Action Items: Acquisition/Disposition committee to review the disposition policy again prior to the forum and further work on the two pager. Disposition policy will be published on August 30 for public review, 10 days prior to the forum. Ensure that all board members have access to the Disposition policy.

Executive Director Report -

Attorney Hiring - Robinson received four quotes. Based on information received, Robinson has chosen George Redder.

Community Foundations of the Hudson Valley Grant - Robinson owes CFHV tax invoices. Anticipated date to receive funds is within the next month. At this point, acquisition of the properties can begin.

KCLB Budget - Robinson is revising the remainder for 2019 because much of the expected money has not been spent. Robinson is asking the Community Foundations to make the 2019 budget smaller so that these funds roll into 2020.

Additional Acquisitions for this year - Process has not been started for this year

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Franklin St Property - plan & specs for Franklin St. are 95% complete. Bid will go out in September and Robinson expects a 4-6 week turnaround.

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

Announcements –

Unfinished Business

Emails - An email system has been created. However, it is nonfunctional. Robinson will work with City internal POC to fix.

Adjournment – Motion to adjourn was raised by Jayne, seconded by Starodaj. Meeting is adjourned at 8:30pm.

Respectfully submitted,

Bartek Starodaj