



Kingston City Land Bank
Board of Directors Meeting

Monday, June 1, 2020
6:30 PM-7:45 PM
Virtual Meeting

<u>Computer:</u> https://www.gotomeet.me/KingstonCityLandBank <u>Phone:</u> (877) 309-2073 <u>Access Code:</u> 886-114-349	<u>Board attendees:</u> Daniel Kanter, Bartek Starodaj, Steve Noble, Karin Roux, Robert Dennison, Ilana Berger, Sarina Pepper, Omari Washington Absent: Anezka Sebek	<u>Staff attendees:</u> Kaitlyn Armstrong, Michael Gilliard, Amanda Bruck
--	---	---

- **Call to order, time: 6:33 PM**
- **Announcements**

No announcements

- **Public comments (10 minutes: 2 minutes each speaker)**

Tanya Garment of 102 Wurts St asked whether or not the recording of this meeting should be posted publicly on the City's Youtube channel. Garment requested that the City website does not reference the Land Bank's main website and that the board packet was not published online. Garment also requested that each speaker be announced before speaking for those that are calling in rather than the screenshare. Gilliard stated the Land Bank would remain in compliance with the laws governing it regarding public disclosures.

- **Vote to approve meeting minutes from prior Board meeting: April 27th, 2020**

Dennison raised a motion to approve the May meeting minutes, seconded by Noble. Motion passed unanimously.

- **Executive Director's Report (10 minutes)**

Update from Executive Director Gilliard:

- The first five homes for acquisition have been identified. Next steps include property clean-outs and a Phase I environmental review.

- [Goldstein Hall](#) is the KCLB's new legal partner. As Gilliard explained, Goldstein has extensive experience in affordable housing and community development. Goldstein will focus on three areas: (1) corporate governance and reviewing what the KCLB currently has in place given NYS laws and reporting requirements; (2) acquisition of properties; (3) disposition of properties.
- County updates: There have been three meetings between Gilliard and the County exploring the possibility that the County and the City could combine into one land bank. However, no final details or solid next steps have emerged. Any changes would require Board approval.
 - Washington said that he was surprised to hear news of this leak out to the press before hearing about it from KCLB staff.
 - Noble explained that the County passed a formal resolution authorizing the County Executive to begin the conversation and that this is the reason there was press coverage on the possibility.
 - Kroux asked who our contact is at the County, Gilliard explained that the initial conversations had been through the Deputy County Executive's office.
- KCLB will be using 17 Hoffman for office space
- The former Rehab Housing Specialist is no longer employed by the City of Kingston. Gilliard explained that he is seeking new candidates to meet the responsibilities of this position that will be able to meet the increased workload associated with the volume of activity planned for this year.
 - Kanter asked Gilliard to share a job description with the board
- Gilliard also explained that he thinks the land bank is best positioned as an intermediary, i.e., to pass acquired properties to other general contractors and affordable housing developers. This will allow the KCLB keep up with the volume of work it intends to do while also negotiating the best possible terms with purchasers. That being said, one of the first five homes acquired in 2020 could be a test case for the KCLB in acting as a contractor/housing developer.
 - Kanter agreed with this thinking, adding that it will allow the KCLB to have a much larger impact.

- **Committee Reports**

- **Finance/Audit Committee (10 minutes)**

- **Vote to approve revised 2020 operating budget**

- Gilliard presented a new 2020 operating budget with expected expenditures of \$950, 300. He highlighted that the KCLB can be made whole from a financial perspective for maintenance of homes and other upfront expenses once it sells those homes out of the land bank. i.e., this allows the land bank to perform property maintenance and be reimbursed for these costs when the Land Bank dispositions.
 - Noble praised the fact that the Enterprise grant is included in the budget and said that it is a strong testament to the kind of relationship we've been able to build with them.
- Kroux asked about the legal costs. Gilliard explained that these are based on the three areas of work KCLB will be engaging Goldstein Hall on (corporate governance, acquisition, disposition) and that the non-governance legal expenses are eligible to be reimbursed for by the Enterprise grant. Kanter explained that they also have specialized experience in this area.
- Dennison requested that we have a paper trail in our files to justify the selection of Goldstein Hall and to show that it was a qualified selection.
- Kanter put in a motion to approve the new operating budget, seconded by Pepper. Approved unanimously.

- **Communications & Community Engagement Committee (10 minutes)**

- Starodaj explained that a letter to the Common Council will be drafted once the KCBL meets additional milestones, including but not limited to acquisition of properties, identification of general contractors and developers, starting of construction, and identification of community participation opportunities.
- Press release announcing the hiring of Gilliard as executive director and the addition of three new board members will instead be a new post on the KCLB website.
- Starodaj has connected Gilliard with Rebecca Rojer to review a potential retainer contractor for website development and design projects.

- **Governance Committee (10 minutes)**

- **Review of amendments to the Bylaws**

- Kanter introduced changes to the bylaws to allow for remote voting.
- The board had a discussion around the language requiring board member attendance if there is a law prohibiting public assembly. Washington said that the language for restrictions should be loosened to allow for electronic meetings even if in-person meetings taken place.
- Noble explained that we should consider Open Meetings Law. i.e., a quorum of members should still be present in-person. Roux suggested that one solution might be that electronic presence does not count toward annual attendance requirements.
- Gillard said that he will send revised by-law language to reflect feedback received. These updates were distributed to Board members later that evening.

- **PACB disclosure form**

- All board members must sign and return to Armstrong.

- **Acquisition/Disposition Committee (10 minutes)**

- Berger said that new and current acquisition committee members should be given some type of background and framing about key remaining questions and what the immediate scope of work should be. This will help to focus the committee's work.
- Kanter presented selections for the five properties that the KCLB will acquire:
 - 248 Main Street - this has received the most public attention
 - 64 Van Buren - this is on a street with several abandoned houses, street in high need
 - 177 Murray
 - 237 E. Union - this home requires the least amount of rehab work on these Phase I homes
 - 174 Hasbrouck - potential Kingston design showcase partnership

- **New Business**

- **Advisory Design Committee: vote to adopt a designating resolution**

Kanter introduced the following resolution establishing a design advisory committee:

On this date, it is hereby resolved by the Board of the Kingston City Land Bank (“Land Bank”) to establish an advisory Design Committee. The purpose of this Committee is to establish various specific general standards for preserving existing elements of buildings the Land Bank may acquire. The Design Committee will codify these explicit Design Standards into a formal document, which may be revised from time to time. This document will serve as a list of best practices that individuals or organizations seeking to bid construction work on real estate properties owned or controlled by the Land Bank should consider when submitting responses to Requests for Proposals for construction work issued by the Land Bank.

Kanter explained that this would be an opportunity for us to involve the greater community and invite members of the public to join. Kanter further explained that this would set an internal set of standards for work.

Dennison asked for an example of what this would cover; Kanter said that for houses that have original wood siding, our standard would be to preserve/reuse.

Noble said it could be a guidebook rather than a regulating document for properties with historic attributes and how we care for properties generally. Dennison agreed and also mentioned that this is where we could discuss materials use, sustainability, energy efficiency, etc.

Washington added that the committee should also be charged with finding potential funding sources to cover the costs of meeting standards.

Authorization to create the advisory design committee. Motion raised by Kanter, seconded by Noble. Motion passed unanimously.

Board members interested in joining the committee should contact Kanter.

- **Adjournment, time: 7:53**

Votes, as tallied by Secretary

<u>Initials</u>	<u>IV</u>	<u>VI.A</u>	<u>VII.A</u>
MSN	x	x	x
DK	x	x	x
IB	x	x	x
BS	x	x	x
OW	x	x	x
AS	absent	absent	absent
KR	x	x	x

RD	x	x	x
SP	x	x	x

I hereby certify that the above represents a true and accurate accounting of the meeting minutes and votes held on the date above. These meeting minutes were adopted in full by the Board of the Kingston City Land Bank on June 22, 2020.

Signed,



Bartek Starodaj, Secretary, Kingston City Land Bank