



**Kingston City Land Bank**  
**Board of Directors Meeting**

**Monday, July 27, 2020**  
**6:30 PM-7:45 PM**  
**\*Virtual Meeting\***

<u>Computer:</u> <a href="https://www.gotomeet.me/KingstonCityLandBank">https://www.gotomeet.me/KingstonCityLandBank</a> <u>Phone: (877) 309-2073</u> <u>Access Code: 886-114-349</u>	<u>Board attendees:</u> Daniel Kanter, Bartek Starodaj, Steve Noble,, Robert Dennison, Ilana Berger, Omari Washington, Anezka Sebek  Absent: Karin Roux	<u>Staff attendees:</u> Kaitlyn Armstrong, Michael Gilliard, Amanda Bruck	<u>Public:</u> Dan Carry (Kingston Resident), Arlene Puentes (Kingston Resident and City of Kingston Employee), Kevin Corte (Kingston Resident)
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- **Call to order, time: 6:35 PM**
- **Announcements**

No announcements

- **Vote I to approve meeting minutes from prior Board meeting: June 22, 2020**

Noble raised a motion to approve the June 22 board meeting minutes, seconded by Berger. Motion passed unanimously.

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

Daniel Carey (Kingston Resident) asked if there were any updates on the properties besides those three previously purchased by the KCLB. Kanter said that the KCLB is currently running a title search on at least five other properties as part of an initial feasibility study. Carey also asked if the KCLB was planning on bidding out any of the work for the purchased properties. Kanter said they are finalizing the RFQs for release in the next week.

- **Update from the Chair, Daniel Kanter**

Kanter said they met with the Novo Foundation last week. Novo agreed to allow apx \$275k in funds that were originally planned for the renovation of the Franklin St property to be used to pay for KCLB acquisitions.

Kanter introduced a possible strategic planning process to help guide the KCLB activities, set goals, encourage committee collaboration, and use to help fundraise against. Kanter also said that as a possible follow-up to this meeting, we should establish a Fundraising Committee. Kanter said that Armstrong will follow up with the board with a doodle poll to set a time for this executive session.

- **Executive Director's Report**

Gilliard described three phases for upcoming development work:

- Phase I includes the three already acquired properties: For these, basic landscaping and property cleanouts have been completed
- Phase II: Considering the acquisition of five additional properties, including environmental assessment and title search
- Phase III: Considering the acquisition of five additional properties, pending completion of Phase II

Gilliard described a possible partnership with RUPCO that he is considering. At the moment, Gilliard is closely working with legal counsel to determine the scope of the partnership and best deal terms for the KCLB.

Gilliard is working on a framework and process by which to acquire future properties from the City.

Gilliard reported that there are no updates to the ongoing conversation with the County on considering an Ulster County Land Bank.

- **Committee Reports**

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

- Washington reported that this was the busiest month for spending thus far given activity around the first three acquired properties.
- Washington is working with Brouck to creating a budget to actuals report
- Washington reported that the budget for next year must be created by October 1

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

- Starodaj provided an update on this month's committee meeting. Primarily, the committee is focused on creating a model for community outreach and testing this model with the first three acquisitions. Starodaj explained the committee is planning a tabling event in front of each property during one Saturday in September; the purpose is to get community buy-in on the KCLB vision and to answer any questions.
  - Noble asked if the model will differ for properties we are transferring directly to development partners. Starodaj said that it is likely and that this model will change based on lessons learned from this first event.
  - Kanter asked what kind of input is being asked for given that construction and planning will have likely already started for the three properties.
    - Berger said that the goal is to provide information rather than specifically ask for input, and that it's the board's responsibility to have a presence in the neighbourhoods in which the properties are located.

- Sebek seconded, adding that we need to have an informational session for each property and that the KCLB should be part of the fabric of the community.
- Gilliard asked if this will differ if there is a commercial or vacant land.
  - Sebek said it should still be our role to ask for input and provide information, especially for vacant lots.
- Gilliard said that the KCLB should be very careful about the questions asked of the community and that the entire board should agree with the talking points.
  - Starodaj agreed and said this will be the goal of the committee's next meeting
- **Governance Committee (10 minutes)**
  - Sebek explained that the Governance Committee had a meeting with legal counsel to establish charters for each committee. These charters describe how each committee should function and the general responsibilities of the board.
- **Acquisition/Disposition Committee (10 minutes)**
  - Kanter provided an update on this month's committee meeting:
    - The new legal counsel reviewed the Disposition Policy and identified areas for clean-up and removal.
      - Starodaj asked why some of the planned programs were removed, including the residential preference program.
      - Dennison said that some of these programs opened up the KCLB to legal trouble because they could potentially be argued as discriminatory. In the case of the residential preference program, Dennison also said there is also other language in the disposition policy to support the spirit of any language that had been removed.
- **Board Voting**
- **Vote II: To approve the amended disposition policy**
  - Kanter raised a motion to approve the amendment, seconded by Noble. Motion passed unanimously.
- **Vote III: to approve updated bylaws**
  - Kanter raised a motion to approve the amendment, seconded by Sebek. Motion passed unanimously.
- **Vote IV: to approve committee charters for acquisition/disposition, communications, finance/audit, and governance**
  - Kanter raised a motion to approve the new committee charters. Motion passed unanimously.
- **Adjournment, time: 7:22**

**Votes, as tallied by Secretary**

<u>Initials</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>
MSN	x	x	x	x
DK	x	x	x	x
IB	x	x	x	x
BS	x	x	x	x
OW	x	x	x	x
AS	x	x	x	x
KR	absent	absent	absent	absent
RD	x	x	x	x
SP	x	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.*

*Signed*



*Bartek Starodaj, Secretary, Kingston City Land Bank*

*July 27, 2020*