



Kingston City Land Bank
Board of Directors Meeting

Monday, November 23, 2020
6:30 PM-7:45 PM
Virtual Meeting

<u>Computer:</u> https://www.gotomeet.me/KingstonCityLandBank <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, Omari Washington, Anezka Sebek, Karin Roux, Omari Washington, Ilana Berger, Sarina Pepper Absent:	<u>Staff attendees:</u> Kaitlyn Armstrong, Michael Gilliard, Amanda Bruck Absent:	<u>Public:</u> Daniel Carey (Kingston resident), Erica Lane
--	---	---	--

- **Call to order, time: 6:34 PM**
- **Announcements**

No announcements

- **Vote I to approve meeting minutes from prior Board meeting: October 25, 2020**

Dennison raised a motion to approve the October 26 board meeting minutes, seconded by Sebek. Motion passed unanimously.

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

Daniel Carey asked if the KCLB has any plans to sell to owners who would then rent the property out. Kanter clarified that it is a possibility, but that it depends on the property and further decision making by the board. Gilliard added that the KCLB's goal is to help as many people as possible but that the current focus is on single family homes.

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

Kanter provided the following update:

- Construction on 174 Hasbrouck has begun with porch reconstruction. This was a necessary emergency repair prior to the start of general construction.

- Bids for the three full rehabs are expected next week, which would still put the KCLB on a timeline to begin construction on all three properties in January.
- Anticipating 2 new hires for the KCLB for the positions of Construction Project Management Consultant and Chief Financial Services Consultant
- Kanter and Gilliard have continued their work with the NoVo Foundation to secure short and long term funding agreements. The first disbursement of funds by NoVo will take place by 12/15/20.
- Working to secure title reports and environmental assessments for five properties in midtown Kingston to round out our first five acquisitions. Once they are selected, two additional properties will go through an RFP process for completion in 2021.

VOTE I: Kanter re-introduced bylaw amendments first introduced to the board during the October 26 board meeting. Kanter motioned to vote, seconded by Sebek. Motion carried unanimously.

- **Executive Director's Report**

Gilliard asked if there are any questions regarding the RFP process for contractors:

- Berger asked how improvement priorities for each property are being determined. Gilliard said that contractors have to bid on the entire scope of work for each property. Berger asked who created each scope of work for each property. Gilliard answered it was himself and Kanter with input from local resources. Kanter answered that for most of the properties, the priorities are fairly clear based on comprehensive observation and walkthroughs of each property, e.g., some properties lack HVAC systems.
- Dennison asked how much contractor interest we are receiving on the RFP. Gilliard said 8 contractors have said they will respond and expects this to translate to 2-4 qualified responses.

- **Committee Reports**

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

- Washington reported that thus far we are under budget based on actuals to date.
- Gilliard reported that based on this morning's proposal update, NoVo funds will be provided in installments three times a year, commencing 12/15/20.
- Roux asked if the NoVo funds will be reimbursable funds or advanced funds. Gilliard said it will likely be advanced funds.

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

Starodaj provided the following update:

- A recent press release by Alderwoman Michele Hirsch criticized the KCLB. The committee determined that a direct response is not necessary but that a more proactive communications style is needed, especially now that construction will soon begin on the first three properties. Thus:
 - For The December board meeting (December 21), we will extend the public comment period to a 45 minute question and answer period. The committee will publicize this expanded Q&A session.
 - In preparation for this board meeting, we have posted a blog online summarizing recent accomplishments of the KCLB and the schedule going into 2021.

- In early 20201, per our bylaws, Kanter will present to the common council to better inform them of our activities.

- **Governance Committee (10 minutes)**
 - Sebek is currently collecting everyone’s self assessments and in coordination with Dennison, will compile a report for Mayor Noble so that he can make appointment decisions in early January. Re-appointments will be made during the January meeting.
 - Sebek reported that a six-month evaluation has also been added to June. This will be an informal discussion between the board chair, executive director, and each board member. At this stage, the board will also review the performance of the executive director.

- **Acquisition/Disposition Committee (10 minutes)**
 - Kanter reported that the committee met to review various affordability enforcement mechanisms. This includes:
 - Enforcement mortgage that is up to 30 years in length
 - Primary residency requirement in the range of 7-15 years
 - Right of first refusal to allow the land bank to have the option to buy the property back
 - Kanter also reported that the committee continues to discuss AMI (Area Median Income) requirements with the goal of being as fair and inclusive as possible. Washington said the board might want to look at the applications for the first acquisitions to identify the ideal AMI range. Kanter said that he is working with RUPCO to also identify the right applicants and to help us with the applicant process. A discussion on a possible partnership with RUPCO followed:
 - Washington replied that he’s heard from some of the RUPCO applicants and that their application process can be cumbersome and that it would be interesting to hear any feedback. Kanter agreed that it would be interesting to hear this feedback.
 - Roux asked if RUPCO will indeed be the agent that will help us to prequalify applicants, the board should begin to guide interested parties to start RUPCO’s homeowner education process and resources. Gilliard said that the KCLB still needs to work with RUPCO to clarify roles and responsibilities.
 - Washington asked what the next steps are in this relationship. Gilliard said that he needs to reach back out to RUPCO with additional details. Berger said that we should be doing this outreach now since there will be considerable pressure to sell the properties once they are completed. RUPCO can also help us to (1) consolidate homeowner resource information; and (2) Market the homes.

- **Fundraising Committee (10 minutes)**
 - Roux reported that the Fundraising Committee met three times in November – two meetings between Roux and Sebek to review general fundraising practices and how to apply to KCLB work, and one meeting including Kanter and Gilliard to ensure alignment between KCLB needs

(short- and long-term) and direction of Fundraising Committee actions.

Some initial threads:

- The committee should work closely with other committees: e.g. Finance Comm and staff to determine areas where funding most needed; Communications Comm to leverage outreach (friend-raising)/news releases/social media
- Focus on increasing contributions from individuals – different methodologies (e.g. direct social media traffic to “donate” button on KCLB website; patreon-type monthly subscription with event incentives)
- Research local/regional/national foundations
- Look for opportunities to coordinate with other local groups
- Incorporate educational events into long-term planning, to increase homeowner self-sufficiency
- Increase public awareness of organizational integrity to increase donor confidence (e.g. inform public that KCLB is not supported by the City of Kingston; publish Annual Report and Form 990 on website; get onto Charity Navigator)

Sebek raised a motion to adjourn the meeting and go into executive session to discuss internal personnel matters, seconded by Washington. Motion carried unanimously.

Kanter raised a motion to adjourn the executive session, seconded by Sebek.

Kanter raised a motion to award the Construction Project Management Consultant contract to Owen O'Connor, seconded by Noble. Motion passed unanimously.

Washington raised a motion to award the Chief Financial Services Consultant contract to Erica Lane, seconded the Sebek. Motion passed unanimously.

Motion to adjourn raised by Washington, seconded by Berger.

- **Adjournment, time: 8:15 PM**

Votes, as tallied by Secretary

<u>Initials</u>	<u>VOTE I</u>	<u>VOTE II</u>	<u>VOTE III</u>
MSN	x	x	x
DK	x	x	x
IB	x	x	x
BS	x	x	x
OW	x	x	x
AS	x	x	x

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.

Signed



Bartek Starodaj, Secretary, Kingston City Land Bank

November 23, 2020