

Kingston City Land Bank (KCLB)
Board of Directors Meeting

Monday, May 24, 2021
6:30 PM-8:00 PM
Virtual Meeting

<u>Computer: Video:</u> https://zoom.us/j/8453343953?pwd=RFhrSTdoVlpReVR1NWZqTXNvTUhSdz09 <u>Phone:</u> 312-626-6799 <u>Meeting ID:</u> 845 334 3953 <u>Password:</u> 878897	<u>Board attendees:</u> Daniel Kanter, Bartek Starodaj, Robert Dennison, Anezka Sebek, Karin Roux, Ilana Berger, Steve Noble, Omari Washington, Sarina Pepper Absent: N/A	<u>Staff attendees:</u> Mike Gilliard, Owen O'Connor, Erica Lane Absent: N/A	<u>Public:</u> N/A
---	---	--	---------------------------

- **Call to order, time: 6:35 PM**
- **Announcements**

No announcements

- **Vote I to approve meeting minutes from prior Board meeting: April 24, 2021**

Sebek raised a motion to approve the April 27 Board meeting minutes, seconded by Roux. Motion passed unanimously.

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

No public comments.

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

Kanter provided the following updates:

- The marketing period has opened for 248 Main St, 174 Hasbrouck, and 64 Van Buren. Approximately 80 applications have been submitted thus far. These applications will be submitted to Hudson River Housing and RUPCO equally on a rolling basis for pre-qualification.
- Construction is continuing for all properties. Majority of work for all three properties should be completed by August 1.
 - Berger asked about the status of the Kingston Design Showcase partnership and how that partnership would impact the timeline and budget for 174 Hasbrouck. Dennison explained that due to the structural issues within the property, the partnership would help with the construction budget.
 - Roux said that the Finance Committee has not yet calculated the overall cost savings with the Kingston Design Showcase partnership, but believes that the partnership would be a benefit by showcasing a diverse group of local makers and also raising the visibility of the KCLB.
 - Berger explained her concerns with the Kingston Design Showcase and said that the Board should have more opportunity to provide input with these kinds of partnerships.
 - Washington said this is a nuanced conversation but that practically speaking, the rooms of the homes completed as part of previous Design Showcases have been done in a different style and that the consistency of the style should be considered.
- Council approval has been given for the KCLB to purchase 124-126 Franklin.
- Architecture RFP is in progress for the newest PILOT properties on Greenkill and Franklin.

- **Executive Director's Report**

Gilliard provided the following updates:

- The KCLB is currently investigating six new properties for purchase in addition to 124-126 Franklin and 108-110 Henry.
- Out of the 87 qualified expressions of interest received thus far, 73 meet the household size requirements.
- Gilliard said that monthly walkthroughs are continuing. Gilliard also thanked Mayor Noble for visiting each property earlier this month.
- O'Connor said that each property is beginning to look visually appealing as construction is progressing.

- **Committee Reports**

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

- Roux provided the following update from the Committee's April meeting:

- Lane has provided a Financial Report which includes a profit and loss statement, budget-to-actual from January through April of this year, a balance sheet, and a narrative that explains financial activities so far in 2021. Roux and Lane reviewed these documents with the Board.

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

- Starodaj provided the following update from the Committee's May meeting:

- The committee has confirmed that RUPCO and Hudson River will respond to all applicants even if they fail to prequalify on a rolling basis. Denial letters will be sent by these agencies and copies provided to the KCLB.

- Once initial qualification results are sent, the Committee will determine if a communications pivot is needed to reach more qualified applicants until the July 10 deadline.
- **Governance Committee (10 minutes)**
 - Next Committee meeting will be in July.
 - Sebek mentioned that June will be the halfway point for self evaluations.
 - Kanter added that the Committees should also review their goals for the year.
- **Acquisition/Disposition Committee (10 minutes)**
 - Dennison provided the following updates from the Committee’s May meeting:
 - Primarily the Committee discussed the applicant review process. The Committee discussed a lottery and decided against it for this first round of sales.
 - The Committee also discussed potentially changing the terms in the next application. The Committee asked Mike to send an inquiry to legal counsel.
 - Pepper asked about the status of the KCLB’s right of first refusal with foreclosed City of Kingston properties. Noble said that this resolution will likely go to the Laws & Rules Committee but the exact process is to be determined.
 - Kanter added that the committee also discussed the decision-making process by which an individual will be chosen to purchase a home. A discussion followed:
 - Washington asked if the committee has a specific process in place and if not, if a decision making process can be outlined.
 - Dennison said the committee does have evaluation criteria but that it is “sparse.” Likely, the purchase will come down to the applicant narrative since it is not a quantitative evaluation. Dennison agreed with Washington that a full overview of how the Acquisition/Disposition Committee came to a decision should accompany the recommendations the Committee sends to the Board.
 - Noble said that the disposition of properties is usually in the Bylaws and that therefore the formal decision should go to the full KCLB Board.
 - The internal evaluation process is still under review.
 - Washington also asked if we are able to glean anything from the current applicant list and if current applicants stay on the list for future properties. Gilliard said current applicants who are declined will be added to a wait list and informed as such in the declination letter.
 - Kanter also said that another possibility is to have a lottery. Berger said the committee has ruled out a lottery for this round.
 - Dennison asked if cohort data could be pulled for the current application round, e.g. gender and race. Gilliard said that the application does not currently ask for this information.
 - Lane asked about the decision making process behind not having a lottery. Dennison added that the Board probably needs more information to make a decision that meets the

organization's mission and that going forward the KCLB may investigate additional data we can collect.

- Roux suggested that the lottery might be a better idea when there is a greater volume of homes available and that at this point, the KCLB will benefit by having a careful but meaningful approach to selection.

- **Fundraising Committee (10 minutes)**

- Roux provided the following update from the Committee's May meeting:

- The Committee continues to work toward its goal of securing \$30k to help pay down the sales prices of the remaining two pilot properties. Roux explained that the deadline for this goal has been pushed back to October based on the acquisition timeline for the two final property acquisitions of the Pilot Program.
- The Committee is looking for community members to join the Fundraising committee as non-Board members.
- Kanter asked if the KCLB is currently sending thank you letters for individual donations. Roux said that the KCLB is not yet sending thank you letters but this is in process and will be completed before the next Board meeting.

New Business

Washington asked what will be happening to the properties that the KCLB rejected from the City of Kingston. Kanter explained that most of these properties are vacant properties but that the City of Kingston will now provide the Common Council with a proposed plan for these properties.

Washington suggested that the information about the KCLB's Pathway Programs should be posted on the website. Starodaj said this is in progress.

Starodaj said that he is planning a volunteer day at 248 Main Street on June 12.

Motion to adjourn the meeting was raised by Roux, raised by Sebek. Motion passed unanimously.

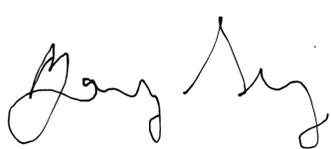
- **Adjournment, time: 8:02 PM**

Votes, as tallied by Secretary

No resolutions were voted upon

I hereby certify that the above represents a true and accurate accounting of the meeting minutes and votes held on the date above.

Signed

A handwritten signature in black ink, appearing to read 'Bartek Starodaj', located at the top left of the page.

Bartek Starodaj, Secretary, Kingston City Land Bank

May 24, 2021