



**Kingston City Land Bank (KCLB)**  
**Board of Directors Meeting**

**Monday, June 28, 2021**

**6:30 PM-8:00 PM**

**\*Virtual Meeting with in-person option\***

<p><u>Computer: Video:</u>  <a href="https://zoom.us/j/8453343953?pwd=RFhrSTdoVlpReVR1NWZqTXNvTUhSdz09">https://zoom.us/j/8453343953?pwd=RFhrSTdoVlpReVR1NWZqTXNvTUhSdz09</a></p> <p><u>Phone:</u>          312-626-6799</p> <p><u>Meeting ID:</u>        845          334 3953</p> <p><u>Password:</u>          878897</p> <p>OR</p> <p>Andy Murphy Community Center          467 Broadway, Kingston,          NY 12401</p>	<p><u>Board attendees:</u></p> <p>Daniel Kanter, Bartek Starodaj, Robert Dennison, Anezka Sebek, Karin Roux, Ilana Berger, Steve Noble, Omari Washington</p> <p>Absent: Sarina Pepper</p>	<p><u>Staff attendees:</u></p> <p>Mike Gilliard, Owen O'Connor</p> <p>Absent: Erica Lane</p>	<p><u>Public:</u></p> <p>N/A</p>
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- **Call to order, time: 6:35 PM**
- **Announcements**

Kanter announced that in-person Board meetings will resume in July but that anyone travelling can call into the meeting virtually. Kanter instructed all Board participants to reveal their physical location.

Daniel Kanter - 142 Clinton Avenue, Kingston, New York

Bob Dennison - New Hampshire (vacation travel)

Ilana Berger - California (vacation travel)

Bartek Starodaj - Maine (vacation travel)

Anezka Sebek 259 Abeel St, Kingston, New York

Steve Noble, 101 Wilson Avenue, Kingston, New York

Karin Roux, 70 Stephan St., Kingston, New York

Omari Washington, 49 Greenkill Ave, Kingston New York

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

Sebek raised a motion to approve the May 24 Board meeting minutes, seconded by Berger. Motion passed unanimously.

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

No public comments.

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

- Construction continues on three properties. 64 Van Buren will likely be complete first. Major construction should be complete at the end of July for the other two properties with completion by or around the start of September
- Kingston Design Showhouse was supposed to present the details of their partnership tonight, but due to the scheduling conflict, this presentation will occur in July. Kanter detailed the timeline:
  - Construction in September
  - Exhibit period in October
  - KCLB gets the house back in November
- Total estimated cost savings from the KDC partnership is \$30k.
- First grant report due to NoVo in mid-July. Preliminary proposal for grant application for next year will also be submitted.
- Kanter and Gilliard met with the new Director of Housing Initiatives, Kevin Cortee, to discuss a potential collaboration. Kanter reported that the meeting was positive.
- The marketing period for the first three properties closes on July 10. Starodaj reported that 176 expressions of interest have been received thus far via the online form.
- Kanter has been working on a proposal for the Common Council for potential tax abatements that would benefit new Land Bank homeowners.
- Eleven proposals have been received for the architect RFP. Kanter and Gilliard have narrowed the pool to four qualified applicants.
- Kanter reintroduced the Design Committee. These members will provide informal input and guidance on construction plans. Kanter appointed two community members to this Committee: Jesika Farkas. and John McKinney.
  - Berger added that we should be mindful of the diversity of the Board when recruiting for the Committee.
  - Starodaj asked if the Board should formally put out a call in social media that we are recruiting for this Committee.

- **Executive Director's Report**

Gilliard provided the following updates:

- Eight property closings occurred in the past month. Lawn maintenance and property clean outs are also underway for these new properties.
  - Dennison encouraged Board members to visit a property for which a cleanout has not yet occurred. O'Connor added that he also takes detailed photographs of each property prior to cleanout.
- Timeline for homeowner selection for Phase 1: qualified applicants will be presented to the Acquisition/Disposition Committee in August and will be sent to the Board for the August Board meeting.
  - Roux clarified the timeline: new inquiries must be submitted by July 10 and applicants should be completed by the end of July. Gilliard confirmed that this is correct.

A discussion followed on 174 Hasbrouck.

- Washington asked if the partnership with the KDC has delayed the construction timeline for that property. Kanter said that the main issue with 174 Hasbrouck was the structural issues that were discovered a few weeks into the construction.
- Dennison said that the contractor performance has also significantly slowed the construction of the property.

#### Funding

- Phase III funding proposal will be submitted to the NoVo foundation by July 15. Gilliard encouraged anyone interested in reviewing it to contact him directly.
- Enterprise Funding will be mostly spent by July 15.
- Gilliard reviewed a number of State, County, and City funding opportunities that are on the horizon.

Gilliard said that a WSJ article will be forthcoming and that it should include a mention of the Kingston City Land Bank.

Responsibility matrix is being completed by O'Conner and Kaner to map internal decision processes and responsibilities.

Next property walk-throughs will be on July 14 at 10:30am. Interested Board members should contact Gilliard.

- **Committee Reports**

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

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

- Roux reviewed the May financial narrative.

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

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

- The Committee continued to publicize the marketing period for 174 Hasbrouck, 64 Van Buren, and 248 Main St.
    - Starodaj reported that ads on Facebook and Instagram have generated a significant number of new leads.

- **Governance Committee (10 minutes)**

- Sebek provided a reminder for Board members to provide mid-term self-evaluations.
  - Sebek introduced an edit to the Bylaws that the Chair or Executive Director can execute KCLB contracts. A vote on these edits will take place during the July Board meeting.
- **Acquisition/Disposition Committee (10 minutes)**
    - Dennison provided the following updates from the Committee’s May meeting:
      - Architectural RFP response has been positive and narrowed to four potential applicants.
      - The Committee will be discussing the disposition of the eight properties that were recently acquired by the KCLB.
      - For the upcoming buyer selection for 174 Hasbrouck, 64 Van Buren, and 248 Main St, the Committee will recommend two buyers for each property, one selection and one backup.
      - VOTE I: Dennison introduced a resolution for the KCLB to enter into an agreement with an architectural firm for work on 149 Greenkill and 124 Franklin not to exceed \$60,000. Roux raised a motion, seconded by Sebek. A discussion followed:
        - Sebek asked for clarification on the timeframe for the pay structure. Kanter said that the costs will be spread out from the beginning to the very end of the construction, but that this will vary based on the pay structure proposed by each firm.
        - Roux asked if the costs are per house or for both houses. Kanter said it was for both properties. Roux asked for more information about the cost range of the RFP responses received. O'Connor reported that the costs range from \$13k - \$98k, but most are around \$50k.
        - Motion passed unanimously.
        - Washington said that he felt uncomfortable passing the resolution as he would typically expect to know the firm that the KCLB is going into contract with. Kanter said that this is only in the interest of moving the construction timeline forward.
- **Fundraising Committee (10 minutes)**
    - Roux provided the following update from the Committee’s May meeting:
      - No formal meeting held this month but discussions centered on:
        - Committee has decided to purchase a subscription to Gift Gab, a donor relations platform. Roux said this purchase will improve donor relationships and the KCLB communicates with them.
        - The Committee also drafted a physical “thank you” card that will be sent to all donors.
        - Discussed a potential strategic plan for fundraising.
      - Berger asked about the cost of the Gift Gab program as she wanted to make sure that the money raised will offset the cost of the program itself. Roux said that the cost is \$99/month plus 4% of the processing fees. Berger said that she has concerns about the cost and whether or not there is an actual plan to “do the work” of donor relations. Noble said it might be a good idea to keep the platform through the Holiday

giving season to see how it performs and aid the donor relations process.

**New Business**

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

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

**Votes, as tallied by Secretary**

<u>Initials</u>	<u>VOTE I</u>
MSN	x
DK	x
IB	x
BS	x
OW	x
AS	x
KR	x
RD	x
SP	N/A

*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 be "Angela" followed by a stylized flourish.

*June 28, 2021*